

2025

PLAYZONE SUMMER DAY CAMP Parent Guide June 9–August 1



PrimaryZone
Completed K - age 8
SecondaryZone
ages 9 - 12

West Shore Recreation Commission
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Welcome to PlayZone 2025 Summer Day Camp!

Thank you for giving West Shore Recreation Commission (WSRec) the opportunity to be a part of your child(ren)'s summer through our Summer Day Camp. This is the 33rd year WSRec has offered this program. We've highlighted the major points of our program in this Parent Guide. Questions and concerns are always welcome. We can't wait to meet your kiddos!

PLEASE READ CAREFULLY!!!
THERE ARE SOME CHANGES TO PLAYZONE 2025

The 2025 PlayZone information has been released!!!

You are receiving this e-mail because you either requested to be put on our "PlayZone Interest List" or your child was enrolled in our 2024 or 2023 camp. Either way, we are excited to present this parent guide designed to prepare and assist you with sending your child to PlayZone. It contains helpful and pertinent information that will make camp a positive experience for your whole family. Please read this guide carefully and we hope you will consider enrolling your child in a summer of fun with West Shore Recreation Commission!

PlayZone is a quality, structured DAY CAMP experience that will keep your child engaged and active this summer. Program includes organized activities and special events such as games, arts & crafts, sports, special visitors, educational activities, swimming, field trips and more! Come to PlayZone and create summer memories!

PlayZone Age Groups

- **PrimaryZone** - completed K thru age 8
- **SecondaryZone** – ages 9-12

PlayZone 2025 at a Glance

- There are 8 weeks of camp thru the summer, Starting June 9 and ending on Aug 1. (No July 4)
- Monday-Friday, 7:30 am - 5:15 pm
- Location for 2025 Camp:
Highland ES - 1325 Carlisle Rd, Camp Hill

Facility

- Once again, our thanks to the WSSD for allowing us to continue with PlayZone at this summer's location: **Highland Elementary**. Both age groups will meet at HGES and will be together for the unstructured early mornings and late afternoons as well as certain activities and field trips. The plan would be to utilize the cafeteria, gymnasium and outdoor spaces at HGES, as was done last summer.
- We will be spending the bulk of our time outside, so be sure you and your camper are ok with this.

FAQs

More questions, Check out the updated 2025 PlayZone Frequently Ask Questions (FAQs) link on the "[PlayZone Day Camp](#)" page of our website to find answers to the most common questions families ask as they prepare for the summer. The FAQs has recently been revised, so be sure to take a look for revisions and additions. If you have a question not listed, contact our office and we can help.



Registration & Enrollment Information

Resident rate - \$216 per week

Resident processing begins March 6, 2025

(Resident rate applies to: Lemoyne, New Cumberland, Goldsboro & Lewisberry Boroughs and Fairview & Lower Allen Townships)

Non-resident rate - \$280 per week

Non-Resident processing begins March 13, 2025

*** Non-resident pricing and enrollment (including Newberry Twp).

Special Rate for Week 4 due to July 4th Holiday: Resident: \$173/week Non-resident: \$224/ week

Payment Requirements

- **Full payment is now required for each week at time of registration. Registration fees must be included for your registration to be processed. Spots will not be held without proper payment.**
- Payment plans will longer be offered.
- We do not expect this to be an issue, but minimum enrollment must be met in each week for that week of PlayZone to be held.

Transfer & Refund Policies

- All transfers thru May 23 are subject to a \$20 per week transfer fee. Dependent on availability.
- All transfers May 24 and after will be subject to a \$40 per week transfer fee. Dependent on availability.
- All refunds thru May 2 will be subject to a \$75 per week refund fee.
- **There are NO refunds available after May 2, 2025 at close of business.**

Drop off & Pick Up

- The PlayZone operational hours are 7:30 am - 5:15 pm. Campers may not be dropped off prior to 7:30 am and must be picked up no later than 5:15 pm.
- Pick up times for camp is strictly enforced. If children are not picked up by 5:15 pm, a fine of \$1 per minute will be assessed.
- Frequent or recurring late pick-up may result in suspension or termination from the program.
- Upon arriving at camp, Parents/Guardians are required to sign campers in and out of camp each day.
- Only persons who have previously been listed on the *Consent Form* will be permitted to sign for your child at pick up. Check-in/out procedures will be communicated to parents closer to the start of camp.
- You do not need to notify us or the camp staff if your camper will be absent.
- It is important to let your camp staff know if you plan on picking up your camper early. Please note - Early pick up may not be possible on days your child is on a field trip.



General Information

- Be sure to have a conversation with your child about behavior expectations. Bullying (emotional & physical) is not acceptable. See page 7 of this packet for more information.
- Campers must leave the mobile phones & electronic games at home. If you let your child bring a mobile phone to the program, it **must** remain in their bag/backpack and be for emergency use only.
- Health & Safety: Please use common sense, if your child is not feeling well, do not bring them to Camp. It is preferred that every attempt to administer medications is taken care of by a parent/guardian prior to or after the camp hours. See *PlayZone FAQs* for more details.
- Please be aware that policies and procedures for the 2025 PlayZone program may change at any time before or during the program. Thank you for your patience and understanding.
- Campers are transported by a school bus for field trips, including swim days at the W.S. Natatorium at Red Land HS.



Daily Activities & Field Trip Information

- Structured activity times will be held between approximately 9:15 am to 3:30 pm. Includes organized activities and special events such as games, arts & crafts, sports, special visitors, educational activities, swimming and more.
- It is important to understand that a considerable amount of time will be spent outside. There is plenty of outdoor space available at HGES and next door at CCHS. Summer weather may be hot, but we will be going outside.
- We plan on taking weekly field trips over the course of the summer. Some trips may be to locations such as local parks. PlayZone T-shirts are required on field trip days. Transportation is provided for field trips.



Lunch & Snacks

- A bag lunch and large water bottle or two must be sent with your child each day. Refrigeration will not be available, so cooler bags are recommended. A water bottle filler is available at HGES.
- WSRec will not be providing a small afternoon snack. Please pack enough food in your camper's cooler bag that they have enough for a mid-afternoon snack.
- **LABEL EVERYTHING!** Lost & Found items at the end of the summer will held at the WSRec office for 1 week, then donated or disposed of.



Summer Camp Staff

All campers will be under the supervision of staff members which are carefully selected by experience, attitude, and work ethic. All staff members are interviewed and undergo background checks. Many are typically current or recent college students in the education or recreation related fields.

Each counselor has participated in hours of staff development and planning. We take pride in the high expectations we set for our Summer Camp staff.

Prior to the start of camp, we will email you a list of our camp staff bios to “Say *“HELLO” to our Team*” and get to know each of our staff members.



Communication During The Camp Day

WSRec uses the “*Remind App*” for the PlayZone program. *Remind* is “user-friendly” and will allow you to receive important reminders and time-sensitive information related to PlayZone quickly.

Receiving text alerts from West Shore Rec through the *Remind App* is optional, however we strongly urge you to opt-in. You may miss out on important and helpful info throughout the summer otherwise. West Shore Rec will be using this as our only method of communicating these types of alerts to our parents/guardians and campers. We will not be sending e-mails or placing phone calls for these types of alerts.

Be Prepared - Weekly Flyers

When sending your child to camp each day, it is important to ensure they have everything they need for a fun and safe day. All important camp information including reminders, special events, and schedule will be communicated through our weekly flyers. Please view the Weekly Flyers that will detail each given week. Weekly Flyers will be available on Thursday before that week is to take place. They are made available to all campers at the PlayZone sites and via the website at www.westshorerec.org.

What Does Your Child Need to Bring To Camp

Your child will be participating in many exciting activities while at day camp. It is important they be prepared for the day activities.

- Lunch (non-perishable, refrigeration not available)
- Snacks for the afternoon as well as lunch time
- Refillable water bottle and extra drinks, if necessary
- Sunscreen - applied prior to camp
- Swimming Days - bring swimsuit, towel, extra dry clothes & plastic bag for wet items, goggles and non-inflatable flotation device if needed.
- Weather appropriate clothing

What Your Child May Not Bring to Camp

- Cell Phones (must remain in bag/backpack for emergency use only.)
- Money (unless specified for a field trip)
- Electronic Devices (laptops/tablets, iPad, Video Games, etc.)
- Candy and/or Toys
- Fireworks, weapons, dangerous substances or any other items prohibited on WSSD property.



Dress Code

- Campers should dress in comfortable and practical attire. Tennis shoes are HIGHLY recommended and encouraged. (flip flops/sandals/etc. are not appropriate for safe, active play).
- Swimming Activities require modest swimsuits, towel, goggles, and a non-inflatable flotation device if needed. (bring plastic bag for wet clothes on swimming days)
- Campers should bring sunscreen (we will often be in the sun) and insect repellent. When feasible, it should be applied prior to camp. Campers are responsible for applying their own sunscreen. Counselors are not permitted to rub sunscreen into skin.
- A hat may also be a good idea.
- Field Trip Days - **Campers MUST wear PlayZone T-shirt**
- Campers are responsible for their own belongings. Staff will not carry items for them.
- Personal belongings should be labeled including, backpacks, lunches, water bottles, sunscreen, etc.
- Be sure to check the “Weekly Flyers” for special event day items (skates, scooters, helmet & pads) and required field trip attire.

Camper T-Shirts

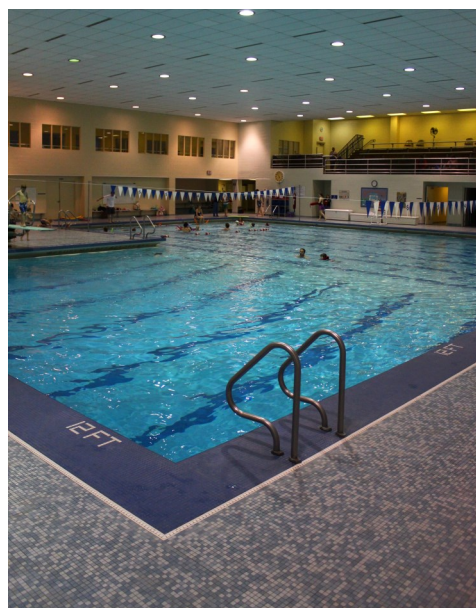
One camp shirt will be provided to all campers. Campers may wear their shirt anytime throughout the camp; however, campers will be required to wear their camp shirt on off-site field trip days. No replacement shirts will be available the day of a field trip.

- Extra t-shirts will not be offered. Bright t-shirts help improve visibility of campers when in a group setting.
- Campers will receive the size noted on the registration form. (registrations after May 6, size not guaranteed).

Swimming Ins & Outs

See the Weekly Flyer schedule for swimming days so that your child is prepared to swim.

- Campers with little or no swimming ability are required to bring a secure fitting life jacket to be permitted to swim. This is the responsibility of the camper to bring this with them each swimming day. WSRec does not provide life jackets for campers.
- Certified lifeguards will be on duty at all the swimming facilities PlayZone visits.
- Camp Counselors will also assist in monitoring the swimmer's safety.
- It is important that you relay your expectations with your child to follow all pool rules and directions given by camp staff/lifeguards.
- Wristbands are used to differentiate the campers water safety skills and limitations.
- Wristbands designate which areas of the pool the camper is permitted to use. (i.e. must stay in shallow end or allowed in deep end or allowed on diving board/slides).



Camper Behavior Policy

WSRec PlayZone Summer Day Camp is committed to providing a safe, positive and respectful environment for all our campers. Participants and parents are expected to follow the **CODE OF CONDUCT & RULES** to ensure a positive experience for all.

While at PlayZone, campers will:

- Show respect and kindness to other campers and staff
- Function cooperatively and appropriately in a group setting
- Respect the property of PlayZone, the WSSD and other campers
- Use tolerance in respect to differences in opinions and feelings of peers
- Have fun and help to create a fun environment for others

As we strive to make all camper experiences positive ones, the staff of PlayZone has the responsibility of supporting and protecting each child in the camp environment by following all safety protocols, including behavior management. Campers have the responsibility of behaving appropriately while at PlayZone.

Physical or emotional mistreatment, bullying, inappropriate language or actions, and repeated offenses, including but not limited to straying from the group, refusal to follow directions in regards to safety, and any action that puts the physical or emotional safety of themselves, fellow campers, or staff at risk, by a camper will not be tolerated. We will be following this behavior plan at camp:

1. Verbal redirection and warning
2. Time-out/break from activity or loss of swim time
3. Sit and chat with counselor or supervisor
4. Call to parent/guardian
5. Parent/guardian pickup for the remainder of the day

As a result of further violations or if the behavior issue is severe, the camper may be subject to dismissal from camp with no refunds or credits. We reserve the right to make these decisions in order to maintain the overall physical and emotional safety of all campers and staff.

Registration

The registration form is following. Please be sure to print and legibly fill out completely. It is important that we can easily read what you send us. A separate form must be used for each child you are registering.

There is a process involved in registering for PlayZone, but we will process your registration as quickly as we can. Forms will be numbered/processed in the order they are received. Please be patient. An e-mailed receipt from WestShoreRecreationCommission@Active.com will be sent when your registration/payment is processed. At a later time, a PlayZone Statement will also be e-mailed to you for your convenience.

It is important to monitor your e-mail, as this is our primary method of communication for PlayZone related correspondence.

You may submit your registration form with payment in full as follows:

- **In-Person** - the WSRC Office is located in the WSSD Administration Building (507 Fishing Creek Rd., Lewisberry). If dropping registration form off in person, please drive to the front of the WSSD Admin Building and look for the flag poles. The WSRC Office entrance is just around the corner from these flag poles. Office hours are M-F, 8:30 am-4:30 pm.
- **After-Hours** - look for the black "WSRec" drop box located at the main entrance to the WSSD Admin Bldg. Drop-box is located on the backside of the right stone column at the main door.
- **Faxing**, please fax it to 717-920-9518. Be sure to write neatly, so we have correct contact and enrollment info. - Our mailing address is PO Box 413, Lewisberry, PA 17339 However we do not recommend mailing the form as mail service has been slow.
- **Scanning and E-mailing** - please send it to wsrec@wsrec.org
- Online & Telephone registrations will not be accepted.

EIN Number for your Federal Income Tax

The EIN or Employer Identification Number is located on the PlayZone Statement e-mailed after enrollment processing. It appears on the left-hand bottom corner of the form.

Eligibility for Resident registration rates

Residents of the following municipalities, Lemoyne, New Cumberland, Goldsboro & Lewisberry Boroughs and Fairview & Lower Allen Townships are eligible to receive the discounted resident rate. The Non-Resident rate applies to all other municipalities.

Welcome-Consent-Personality Forms/Site Rules

Welcome-Consent-Personality Forms will be e-mailed to parents/guardians in early May. The completed Forms must be returned by May 30th. Site Rules will be sent about 1 week prior to the start of PlayZone and must be brought with you on your camper's first day.

2025 PlayZone (PrimaryZone & SecondaryZone) Registration Form

Please print clearly

Child's Name: _____ Birthdate: _____ Age: _____

Address: _____ Gender: _____

_____ Boro/Twp: _____

School Child Attends: _____

Phone: Mobile _____ Home _____ Work _____

E-mail: _____

(E-mail address will be used for West Shore Rec communication only and will not be shared with any outside party.)

Zone Location: _____ PrimaryZone (completed K - age 8) _____ SecondaryZone (ages 9-12)

Check weeks you are registering for:

A camp t-shirt is included with your registration. As with last summer, we will not be offering the option to purchase additional t-shirts.

_____ Week 1) June 9 - 13

Please Circle One: Youth T-shirt Size - Small (6-8) Medium (10-12) Large (14-16)

_____ Week 2) June 16 - 20

Adult T-shirt Size - Small Medium Large X-Large

_____ Week 3) June 23 - 27

Rate: Residents - \$216/week (Non-Residents - \$280/week)

_____ Week 4) * June 30 - July 3
(no 7/4, special rate)

* Special Week 4 Rate: Residents - \$173 (Non-Resident - \$224)

_____ Week 5) July 7 - 11

Total Payment Amt : _____

_____ Week 6) July 14 - 18

Once registered, you will receive a registration receipt via e-mail that will show the weeks you are registered for and the amount you paid.

_____ Week 7) July 21 - 25

_____ Week 8) July 28 - Aug 1

I understand that West Shore Recreation Commission, the organizers/supervisors of the 2025 PlayZone program, and the owners/providers of the facilities, assume no responsibility for accident or injury sustained by the above individual while taking part in this program. I will be responsible for maintaining medical insurance for the participant. All participants must adhere to camp rules or risk being removed from the program.

I affirm that I have thoroughly read all PlayZone Information contained in the same document as this registration form. Refund exceptions will not be considered or granted due to policy or procedure changes.

Parent/Guardian Printed Name: _____ Today's Date: _____

Parent/Guardian Signature: _____

If paying by Visa, MC, DISC, AMX
please provide card info:

Card Number: _____

Expiration Date: _____ CSV Code (back of card): _____

Card Holder's Signature: _____

We Look Forward to Seeing Your Child This Summer!

PlayZone 2025

*A West Shore
Recreation Commission
camp since 1992*



**West Shore Recreation Commission
PlayZone**

Serving the community with a recreational day camp
program for the past 33 years

