



Family Handbook

for Miquon Day Camp

Summer 2026

WELCOME

Thank you for choosing Miquon Day Camp! For decades, as part of The Miquon School, we've provided campers with an exceptional day camp experience. Our beautiful campus — with wooded areas, a creek, a pool, playgrounds, and spaces for visual arts — comes alive thanks to our dedicated and enthusiastic staff. We're excited to offer a safe, nurturing, and fun-filled environment where children can explore, play, create, and form lasting friendships.

This Family Handbook outlines the policies, procedures, and expectations that guide our camp community. We ask families to review and follow the information in this handbook, as it includes important details about daily routines, health and safety practices, behavioral expectations, and camp policies. Sharing a common understanding of these guidelines helps ensure a smooth, safe, and positive experience for campers, families, and staff throughout the summer.

We can't wait to welcome your camper to our community and share a summer full of adventure, learning, and joyful memories!

Carlos Nuñez,
Camp Director

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ABOUT MIQUON DAY CAMP

OUR CAMP

Located in a 10-acre wooded valley just outside Northwest Philadelphia, Miquon offers a rustic setting where children have that summer camp experience of yesteryear. Miquon is close enough to be accessible to many Philadelphia city and suburban neighborhoods while feeling just far enough away from home.

Our camp is proud to be accredited by the American Camp Association (ACA). This accreditation shows that we voluntarily meet national standards for safety, staffing, and program quality—so families can feel confident that their children are in a well-run, caring, and thoughtfully designed camp environment.

Registration for Miquon Day Camp is open to children ages 5-11, entering kindergarten through 6th grade. Your child may attend from 1-7 weeks; consecutive weeks are recommended but not required.

MISSION STATEMENT

To provide the ideal outdoor environment and a unique opportunity for children to learn valuable skills and make new friends through programs that are challenging, educational, and fun. We believe camp provides an opportunity for personal growth, increased self-esteem, and friendship building. We strive to create a space for young people to learn how to work as a group while gaining confidence in their own unique identities and abilities.

DIVERSITY STATEMENT

Miquon commits to being an anti-racist community through our programming and ongoing efforts to dismantle structural racism within and beyond the institution.. We value the richness of our differences and know our community is stronger when many backgrounds and perspectives are represented and respected. At Miquon, conversations about differences and belonging are integral not only in building an honest community but also in supporting each camper in the development of their sense of self. We engage campers in thoughtful, age-appropriate activities and discussions about fairness, respect, and how to care for one another. In philosophy and practice, Miquon strives to support every kind of diversity, be it an individual's race, religion, gender, sexual orientation, socio-economic status, political views, learning style, or ability. This work requires ongoing critical self-reflection, targeted education, and responsive action. We continue to learn, grow, and strive to create a school community that lives up to our ideals.

Honoring equity and diversity involves acknowledging when we fall short of creating a space where every community member can be appreciated for who they truly are. For Miquon, this work is innately collaborative. We support campers and adults in deliberately confronting bias and racism, developing reflective practices, and valuing different points of view as we solve problems. The responsibility for creating a culture of belonging is one that lies with every member of this community, from the campers and staff to the parents and Board.

Ultimately, any conversation at Miquon begins with the premise that our efforts are never complete. We recognize that conflicts can be rooted in limited perspectives and collective biases, and we aim to challenge them with vulnerability, honesty, and empathy. Each time we set foot on campus is an opportunity to live out our philosophy and create an environment in which more members feel ownership.

MIQUON'S THREE CORE RULES

- **Take care of yourself.**
- **Take care of each other.**
- **Take care of the environment.**

We take these rules seriously and they influence all policies set forth in this handbook.

OUR PROGRAM

SCHEDULED SESSIONS FOR SUMMER 2026

Week	Dates
1	June 29, 2026 - July 3, 2026
2	July 6, 2026 - July 10, 2026
3	July 13, 2026 - July 17, 2026
4	July 20, 2026 - July 24, 2026
5	July 27, 2026 - July 31, 2026
6	August 3, 2026 - August 7, 2026
7	August 10, 2026 - August 14, 2026

CAMP HOURS

Regular Camp Drop-off: 8:00 AM - 9:00 AM

Camp Day: 9:00 AM - 3:30 PM

After Camp Care: 3:30 PM - 6:00 PM

A TYPICAL DAY

Miquon Day Camp officially begins the day with a gathering at the Playbarn. After a morning song or game, and announcements, campers are dismissed with their bunks to start their day of activities. All campers are assigned to bunks that reflect their rising grade (the grade they will move into after summer camp). We have bunks for each age group offering programming for preschoolers through our counselor-in-training program.

Schedules have been developed for each bunk, providing a balance between structured activities and choice time. We believe strongly in the importance of self-directed play, and we are sure to provide time each day for campers to choose where and how they would like to play. Campers often choose to play on one of our playgrounds, explore the creek, join a club, or work on their weekly challenge.

During the week, campers have special activities which include Arts and Crafts, Athletics, Drama, Music, Swimming, and Nature. These activities are led by specialized counselors and lifeguards. Each bunk has two sessions per week with each specialist teacher as well as time at the pool every day.

A copy of your camper's schedule will be emailed to you before camp starts. If you do not receive an email with your child's camp schedule and other information, please contact campoffice@miquon.org.

SPECIALS

- **Art:** Campers at Miquon Day Camp are offered a creative and fun environment to explore various forms of art, with freedom to create with multiple mediums – tie-dye, recycled objects, craft projects, and natural objects. Our program is designed to engage young participants in hands-on projects that encourage self-expression and creativity.
- **Athletics:** The athletics program at Miquon Day Camp focuses on creating a fun and supportive physical experience for campers. The activities are cooperatively based and focus on building skills such as throwing, catching, balance, teamwork, and spatial awareness. Games are adjusted for each age level to ensure the right amount of safety and challenge. The athletics schedule culminates with the Miquon Summer Games, our version of a classic field day.
- **Drama:** Drama at Miquon Day Camp is designed to invite children into the world of theater and perform in a joyous, supportive, and engaging environment. Campers are offered many opportunities to express themselves in creative ways. Each bunk develops and performs their own skit during our camp wide show at the end of Week 4.
- **Movement:** Our movement instructor leads fun, energetic, and age-appropriate dance and creative movement activities for all campers. Campers are encouraged to be passionate about dance, are inspired to move and express themselves, and are supported while building their confidence in a supportive environment.
- **Music:** Music is a time for campers to explore the world of music in a fun, engaging, and educational environment. Our program is designed to nurture camper's creativity and love for music. They will discover new sounds, build confidence, and collaborate with peers.
- **Nature:** Children and families love exploring the natural, wooded environment of our campus, which makes the nature program rich and accessible. We use the forest, rocks, stream, and wildlife on the grounds to teach ecological awareness and appreciation for the natural world. Over the years, children have delighted in exploring our creek, and the many outdoors spaces and nature trails.

SWIMMING

Bunks K1 through 6 have two sessions at our pool each day Monday through Thursday – one for instructional swim and the other for free swim. On Fridays, these bunks have free swim in the morning. The CIT campers join their assigned bunks in the afternoons and then have a pool party on Friday afternoons.

The instructional group swim period is designed to help campers improve their swimming ability and become more relaxed and confident in the water, to contribute to health and physical fitness, and to increase the camper's awareness of safety in an aquatic environment.

Please **do not send flotation devices or pool toys to camp** with your camper. **Goggles are allowed.** Please make sure they are labeled.

CLUBS

The clubs offered are a little different each year as they get started organically by counselors and camper interests. Some clubs that come up year after year include chess, friendship bracelet making, teddy bear (for our youngest campers), and soccer clubs.

AFTER CAMP CARE

After Camp Care (ACC) is available to registered campers from the end of the camp day until **6:00 p.m.** throughout our **7-week camp season.** ACC provides a safe, supportive, and engaging environment for families who need extended-day coverage.

During ACC, campers have the opportunity to unwind, play, and connect with friends in a relaxed setting after a full day of camp. Activities may include outdoor play, games, and time for an additional swim. Our focus is on comfort, supervision, and flexibility—offering campers a calm and positive transition from camp to home. A snack is provided; families are responsible for transportation home.

Please see [**AFTER CAMP CARE RATES**](#) for more information.

Children enrolled for both transportation and After Camp Care can still ride the bus home on days when they do not stay. Please provide us with an “end of the day schedule” to be followed during your child’s time at camp. Be sure that your child knows whether or not they are staying in ACC or riding home. Any uncertainty at the end of the day can be very upsetting to young children.

Drop-ins for ACC are welcome. Please request via email to campregistrar@miquon.org, preferably at least 24 hours in advance but no later than noon on the day of.

If you are seeking care for your child in the weeks directly before or after camp, please send your request to extendeddayprogram@miquon.org.

BUNK ORGANIZATION

Bunks at Miquon Day Camp are **organized by the campers' rising grade.** We find this provides the following benefits:

- Age and developmental appropriateness: Grouping by grade allows for activities and programming tailored to the cognitive, physical, emotional, and social needs of campers within a similar developmental stage. Younger children may thrive with simpler activities and more supervision, while older campers can handle more complex challenges and activities requiring greater independence.
- Building a strong social dynamic: Children of similar age often share common interests and experiences, making it easier to form connections and build strong friendships. This fosters a supportive and comfortable environment within the bunk and helps campers feel a sense of belonging.
- Safety and supervision: Grouping campers by grade level can simplify supervision and ensure age-appropriate safety measures are in place for each group.

- Peer leadership and mentorship: Within a grade-level bunk, older campers can naturally take on leadership roles and serve as mentors to their younger bunkmates, developing valuable social skills and a sense of responsibility.

Bunkmate requests may be submitted in CampSite during enrollment. We will do our best to honor them, while maintaining our rising-grade groupings and bunk size limits.

TRANSPORTATION

Our camp provides **safe and reliable bus transportation** to and from camp. We work with **licensed, professional transportation providers**, First Student, to ensure compliance with **all Pennsylvania state regulations** and to prioritize camper safety.

AVAILABLE ROUTES

Miquon Day Camp offers four bus routes for transportation to and from camp:

Crayfish Bus (East Passyunk, South Philadelphia, and Spruce Hill)

Stops at: 11th & Morris, 11th & Federal, 42nd & Spruce

Frog Bus (Bella Vista, Washington Square West)

Stops at: 7th & Fitzwater, 7th & Cypress

Salamander Bus (Fitler Square, Center City, Fairmount)

Stops at: 25th & Lombard, 22nd & Chestnut/23rd & Walnut, 22nd & Brown

Squirrel Bus (Bala Cynwyd, Narberth, Merion Station, Wynnewood)

Stops at: Bala & Bryn Mawr, Bowman & Valley View, Meetinghouse & Prescott, N Wynnewood & Sabine, Narberth Train Station, Penn & Sabine

SAFETY AND SUPERVISION

- Each bus will be staffed with two to three counselors, in addition to the driver, to supervise passengers.
- Campers are assigned to a specific bus and stop for their entire summer enrollment. If you need to make a change due to a move or similar circumstances, please contact the Camp Office.
- Exceptions will not be approved for a single bus ride or for a stop other than one assigned.
- Drop-ins are not permitted for transportation.
- Parents/Guardians are not permitted to board the buses.
- In the afternoon, campers will be dropped off at the same location each day. A parent/guardian or authorized adult must be present to receive the camper.

Exemption from Having Parent/Guardian at Bus Stop

All campers riding on camp transportation, as provided by First Student, are to be escorted by a trusted adult to their chosen bus stop each morning until they board the bus. Campers are to be escorted from the bus at the end of each day by a trusted adult.

A waiver to allow a camper to walk independently or with a sibling to or from the bus is offered for the following circumstances (the form can be found under *Family Forms* on CampSite):

- Any child 10 years or older

- Any child 6-9 years old walking with a sibling if that sibling is at least 12 years of age

No child will be dismissed from a bus without parent/guardian supervision if a completed waiver is not on file with the camp. Waivers must be submitted via CampSite.

TRACKING/CONTACT INFO

Our bus company, First Student, uses the FirstView tracking platform. It is a GPS-based vehicle tracking app which allows parents/guardians to stay connected with their camper's bus trips. More information can be found on their website: [FirstView](#)

Sign up for the app and use district code J4J2X to get connected to Miquon Day Camp's buses.

BEHAVIOR

The bus is an extension of camp therefore, the three core rules apply.

All riders are expected to honor the following:

- **Sit down right away** and stay seated the whole ride (the bus driver may assign seats if necessary)
- **Face forward**
- **Keep hands, feet, and belongings to yourself** and out of the aisle
- **Speak quietly** so the driver can concentrate
- **Be respectful to your driver, camp staff, and fellow camper**
- **No yelling, profanity, teasing, name-calling, or bullying**, keep your language courteous
- **No eating or drinking** on the bus (unless given permission)
- **No throwing things**, inside or outside the bus
- **No electronics without headphones**, and keep volume low if allowed
- **No sharp, dangerous, or distracting items** (e.g., toys that make noise, glass, matches)
- **Do not damage or leave trash on the bus**

If the driver or counselor notes poor behavior, the following consequences will be applied:

- **First Reminder:** Friendly warning and chance to correct behavior
- **Second Reminder:** Parents may be contacted
- **Ongoing issues:** Camper may lose bus riding privileges for a day (or longer)

The camp's concern is always to support the driver in maintaining safety in the vehicle. To ensure the safety and security of all passengers, staff, and the driver, buses provided by First Student may be equipped with video recording device(s). Recordings may be reviewed by authorized personnel to monitor safety and behavior.

FINANCIAL MATTERS

This section outlines Miquon's tuition, deposits, payment policies, and related financial information. It is designed to provide clarity on costs, deadlines, and procedures so that families can plan accordingly. Please review these policies carefully, as all fees are subject to the guidelines described below.

CAMP TUITION (8:30 a.m. - 3:30 p.m.)

*Fees for the core camp program are listed below. **Sibling discounts are not offered.** Multi-week discounts begin at four weeks of enrollment.*

Number of Weeks	Season Total	With Discount
1	\$525	NA
2	\$1,050	NA
3	\$1,575	NA
4 (5% discount offered)	\$2,100	\$1,995
5 (7% discount offered)	\$2,625	\$2,441
6 (10% discount offered)	\$3,150	\$2,835
7 (15% discount offered)	\$3,675	\$3,124

CIT PROGRAM RATES (8:30 a.m. - 3:30 p.m.)

*Open to rising 7th and 8th graders only (up to age 13). **Sibling and multi-week discounts do not apply.***

Number of Weeks	Season Total
1	\$275
2	\$550
3	\$825
4	\$1,100
5	\$1,375
6	\$1,650
7	\$1,925

TRANSPORTATION COSTS

*Fees for transportation to and from campus are listed below. Transportation is provided by **First Student.** **Sibling discounts are offered,** but multi-week discounts are not.*

Note: If children attend different numbers of weeks, the child attending the most weeks will be considered the "first child."

Number of Weeks	First Child's Total	Sibling Total <i>Applies to each sibling</i>
1	\$130	\$65
2	\$260	\$130
3	\$390	\$195
4	\$520	\$260
5	\$650	\$325
6	\$780	\$390
7	\$910	\$455

AFTER CAMP CARE RATES (3:30 p.m. - 6 p.m.)

Fees are listed below. Sibling discounts are not offered. Multi-week discounts begin at four weeks of enrollment.

Number of Weeks	Season Total	With Discount
1	\$125	NA
2	\$250	NA
3	\$375	NA
4 (5% discount offered)	\$450	\$428
5 (7% discount offered)	\$575	\$535
6 (10% discount offered)	\$700	\$630
7 (15% discount offered)	\$825	\$701
Drop-in (one day)	\$25 per day (no discounts apply)	

Payments for After Camp Care drop-ins will be processed the day of the drop-in using your family's payment method on file. Communication regarding After Camp Care can be sent to campregistrar@miquon.org.

LATE PICK-UPS

If your child is **not scheduled** for After Camp Care and is picked up after 3:45 p.m., a **drop-in fee** of \$25 will be charged.

For children **enrolled** in After Camp Care, pick-ups after 6:00 p.m. will incur a **late fee of \$1 per minute**.

Please plan to arrive on time to avoid fees and ensure a smooth dismissal process. See the [ATTENDANCE](#) section for more on late pick-ups.

PAYMENTS

All payments must be processed via CampSite. Accepted methods: MasterCard, Visa, Discover, and ACH (processing fees apply).

Payment options:

- Pay in full at time of enrollment
- Monthly payment plan, ending on April 15th, 2026

Financial aid is not offered.

Timely payment is essential to ensure smooth operations and the best possible experience for all campers.

Payment in full is required no later than April 15, 2026, unless an alternate plan has been approved in advance.

Non-payment policy:

If payment is not received by the specified due date, a reminder will be sent via email. Continued non-payment will result in your child's enrollment being placed on hold and may ultimately lead to cancellation of enrollment and loss of your child's spot at camp.

ONLINE ACCOUNT MANAGEMENT

Parents/guardians are able to log into CampSite to view their family's financial information.

To log into CampSite as an established family, go to:

https://miquondaycamp.campmanagement.com/p/campers/login_m.php

From the Financial tab, families can view their balance, download statements/invoices, submit payments, and manage their payment methods and invoice preferences.

REFUND/CANCELLATION POLICY

All requests for cancellations, transfers, or refunds must be submitted via email to campregistrar@miquon.org. This policy applies to tuition, transportation, and After Camp Care registration.

The policy applies per week of registration. For example, if a single week is canceled from a multi-week registration, the policy applies in full to the canceled week. Other weeks are affected only if the cancellation alters any multi-week discount.

Refunds will not be granted for days missed due to lateness, illness, vacation, early withdrawal, or other reasons. Camp expenses and staffing assume enrollment for the full session.

If a camper misses an entire week, a make-up week may be offered, depending on availability. Otherwise, the missed week is non-refundable with no exceptions.

The table below details specific refund, deposit retention, and transfer rules according to the date of your request:

Date	Policy
January 2 through February 28, 2026	<p>Miquon will keep a 10% deposit, and any remaining payments will be refunded.</p> <p>Transfers to a different week for the same camper(s) may be allowed if space is available, with a \$25 transfer fee. Please note that transfers to a different camper are not allowed.</p> <p>Multi-week discounts will be adjusted if applicable.</p>
March 1 through April 14, 2026	<p>Miquon will retain a 10% deposit and 50% of additional payments; the remaining balance will be refunded.</p> <p>Transfers to a different week for the same camper(s) may be allowed if space is available, with a \$25 transfer fee. Transfers to a different camper are not permitted.</p> <p>Multi-week discounts will be adjusted if applicable.</p>
April 15, 2026 and later	<p>No refunds are available for cancellations.</p> <p>Transfers to a different week for the same camper(s) may be considered if space is available, with a \$50 transfer fee. Transfers to a different camper are not allowed.</p>

ADMISSIONS

INCLUSIVITY STATEMENT

At Miquon Day Camp, we celebrate the individuality of every child. We welcome neurodiverse campers and children with a wide range of strengths, interests, and learning styles. We partner with families to understand each child's needs and to plan appropriate supports so every camper can have a safe, joyful, and meaningful experience.

Our program is a group-based, outdoor day camp. Campers should be able to participate safely in group activities and manage basic self-care with reasonable independence, with or without accommodations. While we do not provide ongoing one-to-one supervision, medical care, or therapeutic services, we welcome family-arranged aides, therapists, or support staff to accompany a camper where appropriate and consistent with camp policies and applicable laws, including any screening or clearance requirements.

We make enrollment and continued participation decisions through an individualized, interactive process that considers the camper's needs, available reasonable accommodations, program requirements, and health and safety. Decisions are made by the Camp Director in alignment with our policies and all applicable laws and regulations.

To help us plan effectively, please share any relevant information about your child's needs with the Camp Director before enrolling. Information will be handled respectfully and kept as confidential as permitted by law and policy. Failure to

share material information that affects safety or the ability to provide reasonable accommodations may impact enrollment or continued participation in accordance with our policies and applicable law.

We are committed to working together with you. Our goal is to support your child's success at camp and to determine, in partnership with your family, whether Miquon Day Camp is the right fit.

REGISTRATION

Miquon Day Camp uses **CampSite** for all camper registration and required forms. To register:

1. Create or log in to your CampSite account
Link: https://miquondaycamp.campmanagement.com/p/register_staff_m.php
2. Complete the camper application, including health and emergency information.
3. Review and sign all required forms.
4. Submit payment to secure your child's spot.

Please note:

- All forms must be completed no later than May 15, 2026.
- If your child has special needs or conditions, contact the Camp Director **before registering**.

Once completed, you'll receive a confirmation email with additional details for a smooth start to camp.

WAIT LIST POLICY

If a session you are requesting is full, you may request to be placed on a waiting list. Our Camp Registrar will contact you if a space becomes available. We ask that parents notify us promptly if they register for another camp program or if their plans change, so we can manage the waitlist effectively. Please note that openings are limited by the approved staff-to-camper ratios for each age group.

ARRIVAL, DISMISSAL, AND ATTENDANCE

PARKING LOT SAFETY

A lot of cars and buses move through our very small driveway and parking lot, especially at arrival and dismissal times. Safety of children and adults is our first concern.

Please review the following guidelines and adhere to them at all times:

- Drive very slowly, keeping to the right and observing the one-way circle (counterclockwise) in the parking lot and at the bottom of the drive near Harts Lane.
- Be sure children are safely buckled in their seats for the duration of travel on the driveway, just as they are on the roads.
- Never drive around or in front of school buses or vans unless directed by a Miquon staff person.
- Follow the one-way traffic throughout the parking lot rather than making a three point turn.
- Do not park in front of the two dumpsters at the end of the driveway near Harts Lane.
- Do not use the After School Building or Art Room driveways.
- The drive running between Harts Lane and the parking lot is narrow, so be extra vigilant.

- At dismissal, please follow the directions of the staff members on Harts Lane when entering the car line. It is helpful to put your turn signal on so they know you are part of the Miquon traffic.

ARRIVAL PROCEDURES

- Please pull your vehicle into the camp driveway and proceed to the drop-off location where you will be met by a staff member. You MUST follow the traffic path, counterclockwise around the circle. There will be a car line, and we ask that you remain patient and understanding as we safely move campers into their day. Please plan your schedule accordingly.
- Campers in bunks K1 through 1C may be dropped off between 8:30 AM and 9:00 AM
- Campers in bunks 2A through CIT may be dropped off between 8:00 AM and 8:30 AM
- If you have more than one child at camp and they have different drop-off times, you can drop off at either time frame listed above.
- Parents and guardians should not get out of the car except to unbuckle their camper as necessary.
- At the drop-off location, a staff member will open your car door to escort your camper away from the driveway to be escorted to their bunk by our staff.
- Each family will be emailed a placard to indicate Bunk Number and Camper Name. Please keep this on the dash of your car when in the car line for drop off and pickup.

DISMISSAL PROCEDURES

Regular

- Please pull your vehicle into the camp driveway and proceed to the pickup location where you will be met by a staff member. You MUST follow the traffic path, counterclockwise around the circle. There will be a car line, and we ask that you remain patient and understanding as we safely move campers to go home. Please plan your schedule accordingly.
- Please note that the buses will be dismissed first, we ask that you wait until a staff member officially starts the car pickup line to allow safe departure of the buses.
- Campers in bunks K1 through 1C may be picked up starting at 3:15 PM
- Campers in bunks 2A through CIT may be picked up starting at 3:25 PM and until 3:45 PM
- Parents and guardians should not get out of the car unless they need to buckle their child. Campers will be brought to the parent/driver.

After Camp Care

- Please pull your vehicle into the camp driveway and park near the fenced in wood chip area. Proceed to the pickup location (the wood chip field or after camp care building) where you will be met by a staff member.
- If you arrive before 4:30 pm, please go to the camp office as camp staff will need to bring your child to you.

ATTENDANCE

Accurate attendance is essential for keeping campers safe. By following the policies below, you help us ensure your camper is always accounted for.

ABSENCES

Parents/guardians are asked to notify the camp office by **9:00 AM** if their camper will be absent. Notification may be made via **email or phone call**. For planned absences (e.g., vacations or appointments), please inform the camp at least

two days in advance. Refunds are not provided for absences; please refer to our refund/cancellation policy for full details.

LATE ARRIVALS

If you are dropping off your camper after **9:00 AM**, please bring them to the **camp office** upon arrival, regardless of age. A staff member will escort your camper from the office to their bunk. For **safety and security**, parents/guardians are **not permitted to walk around the campus** during camp hours.

EARLY DEPARTURES

A parent/guardian must visit the **camp office** upon arrival for early pick-up. A staff member will bring the camper to the office. Parents/guardians or other adults authorized to pick up a camper **must show ID** that matches the name on file with our office. The latest time for early pick-up is **2:15 PM**; please plan accordingly.

LATE PICK-UPS

We understand that things happen, but we ask for your cooperation in helping our staff leave on time. If you know you will be late, please call us at **610-828-1231** so we can ensure your child is safe and ready when you arrive.

Frequent late pick-ups from the After Camp Care program may result in **dismissal from the program without a refund**.

If a child has not been picked up within **30 minutes after closing** and we cannot reach anyone, we may contact emergency contacts or, if necessary, local authorities to ensure your child is cared for.

RELEASE OF CHILD

For the safety of all campers, our staff will release children only to their parents/guardians or to individuals specifically authorized by the parents/guardians. In the car line, drivers are expected to display the provided placard in their vehicle, which shows the camper's name and bunk, to help staff ensure a safe and accurate pick-up.

How to Identify Authorized Pickups

To authorize others to pick up your child, please complete the "**Authorized Pickups**" form in CampSite:

1. Log in to CampSite and click the **Authorized Pickups** link.
2. Click **+ ADD AUTHORIZED PICKUP** and enter the details for each person you wish to authorize.
3. If your relationship with an authorized person changes, you can remove their authorization at any time.

Important: Authorized pickups must be entered **each summer**; authorizations do **not** carry over from year to year.

CUSTODY AGREEMENTS & COURT ORDERS

Miquon Day Camp honors valid court orders and legally binding documents that govern parental rights, including custody orders, protection from abuse orders, dependency or adjudication orders, letters of guardianship, and orders terminating or suspending parental rights. Parents/guardians who request the camp to restrict another individual's access to the student or to student information must provide a complete, current copy of the applicable order.

The camp will rely on the most recent order on file and may request confirmation that no subsequent order has modified the restrictions. In the absence of a court order or other legally binding document restricting rights, the camp will treat each parent as having equal rights to access the student, obtain information, participate in camp activities, and pick up the student.

VERIFICATION AND ENFORCEMENT

Miquon Day Camp may require photo identification to verify the identity of any person claiming rights under an order. The camp will enforce pick-up and on-site access restrictions as set forth in a valid order. The camp will not act on informal agreements, emails, or verbal requests that are not reflected in a court order or other legally binding document.

CONFIDENTIALITY AND DISCLOSURE

Information about court orders and custody arrangements will be maintained confidentially and will be shared only with camp staff who have a legitimate interest in the information or with outside parties as permitted or required by law, court order, or subpoena.

COMMUNICATION

FAMILY PORTAL

Miquon Day Camp uses CampSite for our family portal. This site can be accessed via this link:
https://miquondaycamp.campmanagement.com/p/campers/login_m.php

Please log in to see your family's financial information, to view your camper's enrollment information, to complete necessary documents, to view updates from camp, and more.

EMAIL AND TEXTING

Camp administrative staff will use CampSite to send emails and text messages. All emails from camp will be delivered from an @miquon.org address. Please make sure we are set as a safe sender so that you don't miss any emails. See [CAMP CONTACT INFORMATION](#) for camp's email addresses.

To opt in to texting: Log into CampSite, click on the "My Account" link, make sure the "Opt in to text message notifications" checkbox is checked for at least one parent/guardian. Texts from Miquon will have the number 610-600-9229. Please make sure that number is not blocked on your phone.

WEBSITE

Our website shows general camp information and can be found at: <https://miquon.org/about-miquon-day-camp/>

NOTES TO CAMP

We prefer that all notes to camp be delivered via email as paper notes don't always make it to a counselor. If a paper note is sent to camp, please make sure your child is aware of it so that they can pass it to the counselor during morning meeting.

CAMP CONTACT INFORMATION

Office Hours (Summer): Monday through Friday each week that camp is in session: 8 AM to 6 PM

Office Phone (Summer): 610-828-1231 (please do not call during arrival or dismissal, 8:00-9:00 AM or 3:00-3:45 PM,

respectively)

Office Phone (After Hours & Winter): 302-729-3463*

**Our after hours number is the camp's winter cell number 302-729-3463. This number will reach the personal voicemail of the Camp Director. If you leave a message, please state the nature of your call so that we can collect the necessary information before we call you back.*

Please note that the camp does not permit the use of cell phones by campers or staff during the camp day.

Depending on the nature of your communication and your need for a timely response, you are free to email the Camp Director at any time. The Camp Director reads and responds to e-mail communication at the beginning (before 8 a.m.) and end (after 5 p.m.) of each day. They can be reached at campdirector@miquon.org.

We ask that all contact with Miquon Day Camp take place with the administrative staff. Please note that, during the off season, the emails listed below are checked weekly, not daily.

PERSON, TITLE	EMAIL ADDRESS
Carlos Nuñez Camp Director	campdirector@miquon.org or carlosn@miquon.org
Amy Giletto Assistant Camp Director	assistantcampdirector@miquon.org or amyg@miquon.org
Jess Stanforth Camp Office Manager, Registrar	jesss@miquon.org
Valerie Hill Camp Nurse	valerieh@miquon.org or campnurse@miquon.org
Administrative Staff, General For general inquiries regarding camp	campoffice@miquon.org
Administrative Staff, Attendance To let us know if your camper will be late, absent, or picked up early.	campattendance@miquon.org
Administrative Staff, Enrollment To make inquiries about your camper's enrollment that cannot be answered by viewing your account in CampSite.	campregistrar@miquon.org

CLOSINGS/EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

At Miquon Day Camp, **camper safety is our top priority**. To prepare for emergencies, we conduct **one fire drill per camp month** with more than seven days of camp, following regulations and best practices. Counselors are also trained on procedures for other emergency situations.

All children and staff are **required to participate** in drills. These exercises help ensure everyone knows what to do and where to go in an emergency.

Please note: Parents/guardians will **not** be notified in advance when drills are scheduled.

EMERGENCY CLOSINGS

In the event of an emergency closure or early dismissal, parents will be notified via **text and email** through our CampSite software. Children will go home according to their **enrollment dismissal method**—either by bus or parent/guardian pick-up. If you are picking up your child, please arrive promptly so staff can leave safely before conditions become unsafe.

Please ensure your **contact information in CampSite is current** and that you have not opted out of any communication methods. Our transportation company may also contact you via text or email if a closure or early dismissal occurs.

If camp closes early or is closed, **After Camp Care will also be closed**. If standard communication methods are disrupted, we will use any available means to reach families.

WHAT TO BRING TO CAMP & WHAT TO LEAVE AT HOME

BRING TO CAMP

- **Lunch** – Pack a lunch daily, except on Wednesdays.
- **Water Bottle** – Reusable and clearly labeled with your camper's name.
- **Clothing** – Comfortable, weather-appropriate clothes that can get dirty: t-shirt, shorts/pants, sweater or sweatshirt for cooler mornings, hat, and a rain jacket when needed. **Label all items**.
- **Extra Change of Clothes** – Provide at least one full change in a zip-top bag. **Label all items**.
- **Footwear** – Closed-toe shoes are required; extra socks are recommended.
- **Swim Gear** – Swimsuit and towel for pool or creek activities (if applicable). We recommend campers wear swimsuits all day.
- **Sunscreen & Bug Spray** – Clearly labeled with your camper's name; please apply before arrival.
- **Backpack** – Large enough to hold lunch, water, and personal items. Miquon will provide a bag on the camper's first day.
- **Goggles** – If your camper uses goggles at the pool, label them clearly (Sharpie on the straps works well).

LEAVE AT HOME

The following items are not permitted at camp:

- Electronics (phones, tablets, handheld video games, etc.)
- Toys and personal collectibles (stuffed animals, dolls, trading cards, etc.)
- Valuable items (jewelry, expensive watches, or anything irreplaceable)
- Pets (dogs, cats, reptiles, etc.)
- Money (cash, wallets, etc.)
- Personal transportation devices (bicycles, skateboards, scooters, rollerblades, etc.)

- Candy or gum exceeding a daily portion
- Medications (prescription medications, over-the-counter meds, etc.) unless they are given to the Camp Nurse *
- Tobacco or smoking products (cigarettes, cigars, vaping devices, etc.) *
- Alcohol *
- Weapons or sharp objects (knives, fireworks, matches, etc.) *

** Bringing these items compromises the safety of campers and is prohibited by law. Any camper who brings these items to camp will have them confiscated by camp or school staff. Parents/guardians will be alerted immediately. Possession of these items may result in dismissal from camp and, depending on the severity, contacting the law enforcement.*

We strongly prefer that devices do not come to camp at all. If a child needs to carry any of these items for use after the camp day, please support us in our requirement that the devices remain switched off and in their backpack, until your child has left camp.

If it is possible for your child to use a device responsibly they may be permitted to listen to music on the bus only. Any equipment used inappropriately will be confiscated by a staff member and returned to the camper or parent/guardian at the end of the day.

THINGS TO KNOW

GUIDELINES FOR ATTIRE

Attire at Miquon Day Camp is quite informal, but we do have some guidelines to be followed:

- **We require CLOSED-TOED SHOES** (sneakers, crocs, Keen-type shoes)
- We recommend that children dress for the weather in washable play clothes that will stand abuse. This is an outdoor camp, so clothing and towels will get muddy.
- All clothes should be marked with your child's name.
- No underwear may be showing.
- Clothing and other items may not have profane writings, sexual implications, mentioning or advertising of drugs/alcohol/tobacco products, contain violence, contain political leanings, or demean/degrade others.

Campers swim every day and play in water (sprinklers, creek). We expect them to wear their bathing suits throughout the day and not change clothing at camp.

At the pool

- All swimmers must wear bathing suits. All swimming bottoms must have a liner.
- T-shirts, mesh shorts, cut-off shorts, or any other clothing not designed for swimming are prohibited. *An exception will be made for those individuals who cannot wear bathing suits for religious reasons.*
- While t-shirts are not permitted to be worn in the pool. We realize that sun protection is very important. In an effort to accommodate those individuals who are sun-sensitive or want to protect themselves from the sun's rays, "rash guards" are permitted.
- Water shoes and flip-flops are allowed in the pool area only.

LUNCH AND SNACKS

Campers will bring their lunch to camp every day, except Wednesdays. On Wednesdays, a hot dog (turkey, kosher, or veggie) lunch is provided.

Lunches that are not packed in insulated totes will be refrigerated as space allows. Lunch boxes/bags should be clearly marked with the camper's name and bunk.

A beverage (milk or juice) is provided with lunch, and snacks are provided daily.

Every camper must bring a water bottle that is filled before coming to camp each day. There will be additional water bottle filling stations. Paper cups are not used at outdoor water stations.

If your camper follows a special diet, please make sure you submit the diet information via our health forms on CampSite.

NUTS AND FOOD ALLERGIES

Miquon is **not** a nut-free campus. If there are children in the bunk who are severely allergic to a certain food, counselors will be advised. If appropriate, a counselor might designate an allergen table where campers will sit if they have brought a specific ingredient to school.

Miquon makes an effort to be aware of and sensitive to food allergies commonly found in any large community, including but not limited to peanuts, tree nuts, dairy, eggs, and gluten.

LOST AND FOUND

To help keep track of your child's belongings, **please label all clothing and personal items** with their name. Labeled items will be returned to the camper's bunk whenever possible. Unlabeled items will be placed in our lost and found box.

If your camper is missing anything, don't worry! You can check the lost and found box or stop by the camp office, and our staff will be happy to help reunite your camper with their belongings.

PHOTOGRAPHS AND VIDEOS

Camp staff may use photos and videos of campers; images, and audio recordings of their work – including examples and extracts of collaborative camper work – for a variety of purposes related to teaching, the curriculum, professional development, communication with parents, publicity, and promotion. Administration staff members may use representation of our campers' work on websites, blogs, e-newsletters, photo galleries, and social media.

Staff members are required to adhere to guidelines that protect the safety of campers and adults in the community, and we expect parents to abide by the same guidelines. In doing so, we model caution and the responsibility to be good digital citizens that we are trying to develop in our campers.

Specifically, our guidelines include:

- Online photos or videos of campers will not be accompanied by their names (first or last).
- Online camper work and staff communications will generally avoid using camper names. Limited use of initials or first names, at the staff member's discretion, is acceptable providing that there is no related identifying information.

- Parents may withhold permission to use their child's photo via the camp registration.

Complete the "Photography/Social Media Consent" form for your camper in CampSite to let us know how camp may use/not use their images.

HEALTH, ILLNESS, INJURY, AND ACCIDENTS

HEALTH CENTER

A designated health center will be maintained in the camp office, which will be stocked with appropriate first aid supplies and staffed to manage minor injuries and illnesses.

HEALTH ADMINISTRATION

A qualified registered nurse will be on site and oversee all health-related matters during camp's core hours.

HEALTH FORMS AND REPORTS

A **comprehensive health history form**, including emergency contact information, allergies, medications, and immunization records, must be submitted by parents/guardians via CampSite prior to May 15, 2025.

A **physical examination** by a licensed healthcare provider is required within the past year. For campers with significant medical histories (e.g., asthma, diabetes), an examination within the past six months is recommended.

A **Medication Administration Consent Form** along with written instruction from a licensed healthcare provider is required for the administration of any medication, including prescribed over-the-counter drugs. Medications must be provided in their original, labeled containers.

Other health-related forms (or space for a form upload) available on CampSite include: allergy action plan, asthma action plan, IEP, and 504.

IMMUNIZATIONS

All campers must be in compliance with the immunization requirements as approved by the American Academy of Pediatrics. See APPENDIX A or the [American Academy of Pediatrics website](#) for more information.

MEDICATIONS, CHRONIC CONDITIONS, AND ALLERGIES

If your child has any medical condition(s) that may require immediate treatment, including diabetes, asthma, food allergies, bee stings, and other insect reactions, please provide as much detail as possible when you complete the health history forms. You must also **submit a physician-approved action plan (allergy and asthma specific forms can be found in CampSite, Camper forms) in order for your child to attend camp** so the medical response team and/or paramedics-EMT know how to respond in case of an emergency. A new plan is required at the beginning of each summer. Our nurse will expect to talk with you about how to handle emergencies and any special protocols.

Children who must take medication at camp on a daily or occasional basis must submit a Medication Administration Consent Form (found in CampSite, Camper Forms), signed by both a parent/guardian and a licensed healthcare

provider as directed on the form, and bring a supply to camp in the original pharmacy-labeled container with complete written directions for its storage and administration. The Camp Nurse will be responsible for dispensing it, and the counselor will be informed. Children may not keep medications in their cubby or backpack, even when they are older children who are independent and responsible about taking medication at home.

The camp will not dispense outdated medication. It is your responsibility to check that medications have not passed their expiration date.

From time to time, we may have children with serious allergies to foods such as gluten, eggs, peanuts, and/or tree nuts. While Miquon's campus is not nut-free, staff work with the parents/guardians of the children involved to implement routines and protocols that are safe for each particular child.

COVID 19 PLAN AND PRECAUTIONS

Miquon has an ever-evolving **COVID mitigation strategy plan** with the primary goal of keeping our community safe and healthy. It has been developed in accordance with federal, state, and county guidelines and in consultation with CHOP and current community members who are also in the medical profession.

Please see the school's COVID 19 policy, which is shared by the camp, [here](#).

OTHER ILLNESS

Please inform us if your child is diagnosed with an infectious illness. Conditions such as strep throat or conjunctivitis (pink eye) can spread quickly.

If your child has had a fever, diarrhea, or vomiting, they must stay home for at least **24 hours after symptoms have ended without the use of medication.**

If you are unsure whether your child should attend camp, please **contact us** — we're happy to help you make the best decision for your child and the camp community.

HEAD LICE

As is common at any school or camp, Miquon campers may occasionally have head lice. In accordance with Montgomery County Health Department guidelines, the camp does **not** perform routine mass screenings. We encourage parents and guardians to check their child's hair regularly for signs of lice.

If you discover nits or lice on your child, please call camp immediately. We will notify the affected bunk families the same day and provide guidance based on the Philadelphia Department of Health for treatment and prevention at home.

Parents and guardians are expected to begin treatment immediately. Children with lice are **not required to stay home** from camp.

SICK OR INJURED CHILD AT CAMP

Sick or injured children are brought to the Camp Nurse for assessment. Minor ailments are treated appropriately with remedies such as adhesive bandages and ice. Our camp nurses follow standing orders reviewed by a pediatrician each year.

Over-the-counter medications – such as including Tylenol, Advil or Benadryl – may be administered by the camp nurse unless they have been denied via the camp's online health forms. The Camp Nurse will call a parent/guardian before administering over-the-counter medication.

We will contact the child's parents/guardians about the possibility of a concussion, if we have removed a tick, if we have discovered head lice, if the injury/illness appears to be serious, or if the child's particular medical history warrants it.

EMERGENCY CARE BEYOND FIRST AID

In the event of an emergency, an ambulance may be called to the scene. EMTs will take care of the injured/ill person and transport the person to the hospital if deemed necessary.

- If the injured/ill person is to be transported, the Camp Director or Assistant Director will follow the ambulance and then wait for a parent/guardian's arrival at the hospital.
- If the injured/ill person does not require ambulance transport, the Camp Nurse will stay with them until parent/guardian arrival.

Camp administration will notify the parents by telephone as soon as possible.

If the parents/guardians cannot be contacted immediately, the emergency contact person will be contacted.

SEVERE ALLERGY TREATMENT

If your child has a severe allergy, please notify the camp prior to the start of the season and provide any required emergency medications, such as an EpiPen or inhaler. All medications must be clearly labeled with your child's name and submitted to the Camp Nurse on your child's first day of attendance. Please review expiration dates on all medications for your child prior to submitting them to the Camp Nurse.

Miquon Day Camp has a licensed nurse on staff who oversees allergy management and medical care. Camp staff receive training on the proper administration of emergency medications and on following each camper's individualized allergy action plan, as directed by the Camp Nurse.

In the event of a suspected severe allergic reaction, staff will administer prescribed emergency medication as indicated, contact emergency medical services, and notify parents or guardians as soon as possible. Our procedures are designed to support prompt, appropriate response and to prioritize camper safety at all times.

INSECT REPELLANT POLICY

At Miquon Day Camp, we take insect protection seriously, especially during outdoor activities.

- **Morning Application:** Parents/guardians should apply insect repellant before drop-off. Campers are encouraged to wear protective clothing such as long sleeves and pants.
- **During Camp:** Staff will remind campers to reapply insect repellant throughout the day and may assist with application if a Medication Administration Consent form is on file. A physician's note is not required, unless there is a known medical sensitivity.

All insect repellant used at camp must be:

- Non-aerosol spray or lotion
- In the original container
- Labeled with your child's name

SUNSCREEN POLICY

At Miquon Day Camp, sun safety is a priority.

- **Morning Application:** Per the Pennsylvania School Code, 24 P.S. §14-1414.10, sunscreen is considered an over-the-counter medication. Please apply sunscreen to your child before drop-off each day. We also encourage campers to wear hats, long-sleeve SPF clothing, or other sun-protective gear.
- **During Camp:** Sunscreen must be reapplied throughout the day. Counselors and camp staff will remind campers to reapply sunscreen regularly and may assist children with sunscreen application when necessary.

All sunscreen used at camp must be:

- FDA-approved
- Non-aerosol
- In the original container
- Labeled with your child's name

If staff assistance is needed for sunscreen application, a Medication Administration Consent form must be on file. A physician's note is not required.

CAMPER BEHAVIOR EXPECTATIONS AND GUIDELINES

At Miquon Day Camp, we are committed to partnering with parents and guardians to help campers become responsible, caring members of an inclusive and peaceful community. Campers are encouraged to actively participate in creating boundaries and expectations for behavior, and skills such as handling emotions, practicing good manners, and demonstrating appropriate social behavior are proactively modeled and taught throughout camp. We use positive behavior supports, teach social skills, and include campers in setting group rules so everyone knows how to be safe and kind.

APPROACH TO MISBEHAVIOR

Our staff respond to each camper and situation individually, while aiming for an equitable and consistent approach across camp. When a camper behaves in a way that is unkind, unsafe, or disruptive, counselors consider the context and motivations of all involved and respond calmly and respectfully. Our goal is to discourage the behavior, support the child's underlying needs, and help all campers repair relationships and rejoin the group successfully.

When additional support is needed, counselors may escalate the situation to administrative staff, who will help assess next steps and ensure the safety and wellbeing of all campers.

GOALS FOR OUR CAMP COMMUNITY

We strive for campers to feel safe, valued, and free to grow. We hope they will develop behaviors that allow them to contribute to any community, care for their environment, and participate cooperatively in group activities. Expectations are developmentally appropriate; what is expected of a 4-year-old will differ from a 10-year-old. Campers are encouraged to “Be Kind,” “Be Safe,” and “Take Care of Our Place,” while participating in camp activities.

We have the following goals for all campers:

- Treat others with care and respect and avoid demeaning or destructive behavior
- Care for the environment
- Work cooperatively in group activities
- Ask for help when needed
- Include others in play and settle disputes nonviolently
- Seek adult support when conflicts cannot be resolved safely
- Avoid offensive language
- Stay within designated play boundaries

Campers are responsible for their behavior and are encouraged to take part in creating plans to change behavior, participate in consequences, and make amends when appropriate.

MINOR INCIDENTS

Minor incidents are defined as disruptive behaviors that interfere with the orderly operation of the bunk or camp areas. Examples include loud talking, yelling, inappropriate horseplay, not following directions, rough play that causes unwanted contact, isolated teasing or name-calling, and copying.

These incidents are usually addressed by the counselor, often with consultation from administrative staff. Protocols may include:

- **Redirection or Reminder:** Restating expected behavior and helping the camper refocus
- **Cool-Down or Break:** Giving the camper space to calm down before returning to activities
- **Staff Check-In:** A private conversation to reflect on behavior, discuss ways to improve, and repair harm
- **Parent Communication:** For repeated behaviors, parents are contacted the same day

Repeated minor incidents may result in: reduction of choices, boundary adjustments, enforced proximity to a counselor, or temporary removal from the group. Parents may be asked to join a call or meeting to coordinate next steps.

SERIOUS INCIDENTS

Serious incidents involve willful defiance or recurring behavior that harms others, causes continuous disruption, or damages property. Examples include hitting, kicking, shoving, throwing objects in anger, leaving designated boundaries, destroying property, stealing, or repeated teasing after interventions.

These are handled primarily by camp administrative staff. Protocols include those for minor incidents, plus:

- Investigation and review of all circumstances, including conversations with staff, campers, and parents
- Depending on the individual situation, the Camp Director may require a same-day pickup to reset, a short suspension, or end of enrollment for the season.

- Interventions for certain behaviors may also include a conference call with parents and additional supports through the cooperation of parents.
- If a camper is sent home for the day after 1 p.m., they may be asked to stay home the following day to reset.
- A camper may be asked to leave camp, temporarily or for the remainder of the season, if there are safety risks for the camper or other campers.
- All disciplinary decisions are made in the Camp Director's discretion and are the final determination on disciplinary action.

DISCIPLINE WE NEVER USE

- We do not use corporal punishment (hitting, spanking, or any action meant to cause pain).
- We do not use crude or severe punishment, humiliation, shaming, or verbal abuse.
- We do not withhold basic needs-food, water, shelter, rest, toileting, or medical care-as a consequence.
- We do not punish a child for soiling or wetting themselves.

The Camp Director and Miquon's Head of School reserve the right to dismiss any camper whose behavior interferes with the rights or safety of others or themselves. In the event of dismissal, the camp reserves the right to refuse a refund.

STAFFING

STAFF ORGANIZATIONAL STRUCTURE

Miquon Day Camp - Organizational Chart 2026



STAFF/CAMPER RATIO

At Miquon, camper safety is our highest priority. While Pennsylvania regulations require organized camps to maintain appropriate supervision, we go above and beyond these requirements. We carefully set our staff-to-camper ratios to ensure each camper receives the attention, guidance, and support they need throughout the day.

Our ratios are designed based on age and developmental level, following best-practice guidelines from the American Camp Association. By exceeding the minimum standards, we are able to provide a safe, nurturing, and engaging environment where campers can explore, learn, and grow with confidence.

STAFF QUALIFICATIONS & TRAINING

Miquon's staff includes teaching professionals, college-age lead counselors, and high school junior counselors. All team members receive thorough training before camp, covering safety procedures, emergency response, and guidance on supporting campers in line with Miquon's values. Ongoing supervision and support ensure a safe, engaging, and positive experience for every camper.

PERSONAL SUPPORT STAFF POLICY

Families may provide personal support staff, such as outside aides or therapists, to assist their camper. All support staff must provide current background checks and child abuse clearances and follow Miquon's safety and program policies. All clearances must be on file with Miquon prior to the start of camp.

Personal Support Staff are expected to:

- Focus exclusively on their assigned camper, remaining within visual range of both the camper and Miquon staff.
- Refrain from personal activities (e.g., texting, reading, or sleeping) while on duty.
- Notify Miquon staff if leaving the camper temporarily (e.g., for bathroom or lunch breaks).
- Not transport their camper.
- Assist Miquon staff in monitoring and understanding any behavioral needs of their assigned camper.
- Participate in Child Abuse Training and act as a mandated reporter as required by the Child Protective Services Law.
- Support staff must report any concerns or incidents to the Camp Director. Failure to comply with these requirements may result in dismissal.

COMMUNITY POLICIES

CHILD ABUSE PREVENTION

All staff must obtain their child abuse clearances according to Pennsylvania Commonwealth law. All Miquon staff members are mandated reporters, and as such, any staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse, whether at home or at camp, to ChildLine as mandated by the Child Protective Services Law.

Staff members receive abuse prevention training. The County provides Miquon administration with detailed policies, legal information, and instructions about the correct procedures to follow.

SEXUAL MISCONDUCT PREVENTION POLICY

Miquon Day Camp is committed to providing a safe, respectful, and nurturing environment for all campers. The protection of children in our care is a shared responsibility, and we take proactive steps to reduce the risk of abuse, neglect, or inappropriate behavior of any kind.

Staff Screening and Selection

All staff members are carefully screened prior to employment. This process includes required background checks and clearances in accordance with Pennsylvania law, reference checks, and an interview process designed to assess suitability for working with children. Staff are hired with camper safety and well-being as a primary consideration.

Training and Education

Staff receive training on various topics, including child protection, professional boundaries, appropriate camper-staff interactions, supervision practices, and mandatory reporting responsibilities. Training is provided before camp begins and reinforced throughout the summer. Staff are expected to understand and follow all camp policies related to camper safety and conduct.

Supervision and Interaction Guidelines

Miquon Day Camp maintains clear expectations regarding appropriate interactions between campers and staff. Campers are supervised at all times, and one-on-one situations between staff and campers are limited and managed to ensure transparency and safety. Private, isolated interactions are not permitted.

Physical contact between staff and campers is expected to be appropriate and consistent with the camp's mission and policies and Pennsylvania law. Staff are trained to support campers while respecting personal boundaries and privacy.

Facilities, Privacy, and Personal Care

Camp practices support camper privacy in restrooms, changing areas, and other personal spaces, while maintaining appropriate supervision. Staff are trained to provide assistance in a manner that respects a camper's dignity and developmental needs.

Reporting and Response

Miquon Day Camp takes any concern related to camper safety seriously. Any suspicion or allegation of abuse, neglect, or inappropriate behavior is addressed promptly and in accordance with camp policy and applicable state laws. Camp leadership follows all mandatory reporting requirements and cooperates fully with appropriate authorities when necessary.

Families are encouraged to communicate any concerns regarding their child's safety or well-being to camp leadership. Open communication is an important component of maintaining a safe camp community.

Ongoing Commitment

Through intentional staff selection, comprehensive training, active supervision, and clear policies, Miquon Day Camp is committed to creating an environment in which children feel safe, respected, and supported throughout their camp experience.

ANTI-HARASSMENT POLICY

Miquon Day Camp is committed to an environment where all campers and staff feel safe, respected, and included. Harassment of any kind—based on race, color, national origin, sex, religion, sexual orientation, gender identity, or disability—is strictly prohibited. Anyone who violates this policy is subject to disciplinary action, up to and including dismissal or expulsion. Questions or concerns should be directed to the Camp Director.

This policy applies to harassment of campers by other campers or by camp staff in all camp programs and settings, including at camp, during transportation, at off-site activities, and to online conduct that materially disrupts or interferes with a camper's participation or safety.

What Counts as Harassment

Harassment means words, images, actions, or physical contact based on a camper's protected characteristic, and includes verbal or physical conduct—such as offensive comments, jokes, gestures, images, or other actions.

Sexual harassment between campers means unwelcome conduct of a sexual nature by a camper toward another camper—such as sexual comments or jokes, sexualized nicknames, trying to look under clothing, showing or sharing sexual images, exposing body parts, requests for sexual activity, or any unwanted touching—and is prohibited when it is severe (even a single serious incident) or pervasive such that a reasonable elementary-age child in similar circumstances would find it intimidating, hostile, or offensive, or when it interferes with a camper's ability to participate safely in camp.

programs. The camp applies a child-centered, developmentally appropriate standard that considers age, power dynamics, disability, language, and culture.

Reporting a Concern

If you believe you have experienced or witnessed harassment by a camper, staff member, or anyone connected to camp, report it promptly to the Camp Director.

Campers can tell any trusted adult at camp if something makes them feel unsafe or disrespected. Parents and staff may report directly to the Camp Director, Head of School, in person, by phone, or by email at [address].

If your concern involves the Camp Director, you should contact the Head of School.

Some conduct may also constitute child abuse under Pennsylvania law; suspected child abuse will be reported immediately to ChildLine as required by law, in addition to any internal response. Retaliation for reporting a concern or participating in an investigation is strictly prohibited and will result in disciplinary action. Campers and staff are encouraged to report problems early—before behavior becomes severe or pervasive.

How Reports are Handled

A trained, impartial staff member will promptly and sensitively assess and investigate concerns, typically starting within 2 business days. The camp may put in place safety and supportive steps—like increased supervision, no-contact directives, or activity changes—while reviewing the concern. Information will be shared only with those who need it to respond, ensure safety, comply with law (including mandated reporting), or provide support.

Parents will be notified as appropriate. If a violation is found by a preponderance of the evidence, the camp will take corrective action, which may include education, restrictions, schedule or cabin changes, suspension, or removal from camp.

Where appropriate, the camp will inform the involved parties and parents of the outcome and steps that directly relate to them.

ANTI-BULLYING AND NON-DISCRIMINATION POLICY

Introduction

Bullying is an ongoing, intentional misuse of power through verbal, physical, social, or electronic behavior meant to harm. Occasional unkindness is handled differently, often with restorative work, behavior plans, and communication with families. Miquon is committed to a safe, respectful, and inclusive environment and does not tolerate bullying by campers, staff, or family members. This policy protects campers against discrimination based on gender, race, religion, sexual orientation or gender identity, disability, or other personal characteristics.

Miquon does not discriminate on the basis of any characteristic protected by applicable federal, state, or local law. We are committed to an environment free from discrimination, harassment, and retaliation. We will review concerns promptly, maintain privacy to the extent possible, and respond consistent with our policies. We expect respectful dialogue and behavior from all community members.

Definition of Bullying

Bullying is repeated, intentional behavior causing harm, creating a threatening environment, or disrupting the camp community. It includes:

- **Aggression or intentional harm**
- **Repetition over time**
- **Power imbalance** (physical, social, or cognitive)
- **Cyberbullying** through social media, messaging, or other electronic media is included.

Prohibited Conduct: Campers must not intimidate, harass, or harm others. Examples include:

- Physical: hitting, pushing, shoving
- Verbal: teasing, name-calling, gossip
- Non-verbal: exclusion, cyberbullying, gestures, manipulation

Reporting and Responsibilities

- Campers, parents, and staff should **report bullying immediately** to the Camp Director, preferably in writing.
- Staff must **intervene** when witnessing bullying and **review the policy** with campers in age-appropriate ways.
- The Camp Director investigates all reports, with corrective action including restorative practices when appropriate.

Response to Bullying

- Immediate steps may be taken to protect campers and prevent disruption.
- Parents/guardians of both the target and alleged offender will be notified.
- Investigations may include interviews, document or media review, and other appropriate steps.
- The Camp Director determines if bullying occurred, the severity, and any remedial actions.

Behavioral Interventions: Support for victims, offenders, and bystanders may include:

- Restorative strategies
- Conferences with parents/guardians and campers
- Counseling
- Increased adult supervision
- Social skills training and positive behavior support

Disciplinary Action: Consequences vary based on severity and frequency and may include:

- Loss of privileges or activities
- Suspension or expulsion
- Referral to law enforcement
- Retaliation and false reports are prohibited and subject to discipline.

Education and Implementation

- Policy reviewed annually with campers and staff; training includes reporting and intervention procedures.
- Policy included in Family and Staff Handbooks, posted in each bunk, and on the camp website.
- Policy reviewed every three years for updates.

CONFIDENTIALITY

Miquon Day Camp is committed to safeguarding the personal information of all individuals involved with the camp to the greatest extent possible consistent with the law and emergency situations involving medical personnel and law enforcement. Confidential information includes, but is not limited to:

- Camper registration details (name, age, address, emergency contacts)
- Medical history, medications, allergies
- Behavioral or special needs information
- Family or custody arrangements
- Staff personal data

COMMUNITY CUSTOMS

BIRTHDAYS AT CAMP

At Miquon Day Camp, we believe birthdays are a special occasion, and we want to help make them memorable for all our campers. We strive to create an environment where every child feels celebrated and included. To ensure a fun, safe, and smooth experience, we ask parents to follow the guidelines below for birthday celebrations at camp:

- **Notification:** Parents/guardians should notify camp staff **at least one week in advance** if they would like to have their child's birthday celebrated at camp. Birthday celebrations will typically take place during **designated snack or break times** to avoid disrupting the bunk's daily schedule.
- **Cake/Treats:** Due to food safety, allergy, and hygiene concerns, we ask that you bring **cupcakes or individually wrapped treats** (rather than a whole cake) to share with the group. We recommend that treats be store-bought to ensure consistency in ingredient safety. Homemade treats should be clearly labeled with all ingredients.
- **Goodie bags:** Miquon Day Camp would prefer that goodie bags are not brought to camp.
- **Parties outside of camp:** If you plan to invite some or all of the campers to an outside birthday party, we ask that you handle invitations privately (e.g., through email, phone, or hand-delivered outside of camp hours) to avoid any potential hurt feelings. Camp staff will not distribute party invitations or share personal information for other families.
- **Gifts:** For the safety and fairness of all campers, **gift exchanges should not take place** during camp hours. We encourage parents to celebrate gifts at home rather than during the camp day.

GIFTS TO COUNSELORS AND OTHER STAFF

Miquon Day Camp is a non-tipping camp. We believe this is consistent with the values of our camp community. If you choose, cards of appreciation from campers and parents/guardians are always welcome.

AFTER CAMP USE OF CAMPUS

Camp families are welcome to visit campus on the weekends. Outside of regular school hours, we expect children to follow all of the Miquon rules and adhere to their regular boundaries – unless a supervising adult is with them. Children are not allowed to visit the Bamboo Forest independently.

BABYSITTING POLICY

To maintain appropriate professional boundaries and ensure the safety and well-being of campers and staff, Miquon Day Camp has established the following guidelines regarding babysitting and childcare outside of camp hours.

Miquon Day Camp does not arrange, recommend, endorse, or facilitate babysitting or childcare services between camp staff and camper families. Any babysitting or childcare arrangements made between families and staff are considered private matters and occur outside the scope of camp employment.

Staff members may not babysit, provide childcare for, or supervise campers currently enrolled in Miquon Day Camp **during the camp season**, unless explicitly approved in writing by the Camp Director. This policy applies regardless of whether the arrangement is paid or unpaid.

If an exception is granted, the camp assumes no responsibility or liability for the arrangement. Such arrangements are not covered by Miquon Day Camp's insurance, policies, or supervision standards, and staff may not represent themselves as acting on behalf of the camp.