



# SUMMER PLAYGROUND PROGRAM

# 2026

# PARENT HANDBOOK

*Policies, Procedures, & Program Information*





# Spring Garden Township Recreation Department

Dear Parents/Guardians:

Welcome to Spring Garden Township's 2026 Summer Playground Program! We are excited to have your child join us for a fun, and engaging summer at our parks.

We are excited to continue building and growing this program and appreciate your support as part of that process.

Our goal is to provide a safe and positive environment where children can build friendships, stay active, and enjoy a variety of recreational experiences. Throughout the summer, campers will participate in games, themed activities, special events, and field trips designed to keep them engaged and having fun outdoors.

The program runs Monday through Thursday from 10:00 AM - 3:00 PM at Violet Hill Park. Please review the Parent Handbook carefully, as it contains important information regarding daily procedures, program expectations, and policies.

A few key reminders:

- Campers should arrive with a packed lunch in an insulated lunch box, water bottle, and appropriate clothing for outdoor play.
- Sunscreen should be applied prior to camp. Staff can help re-apply spray sunscreen only.
- Appropriate clothing for outdoor play should be worn.
- All personal items should be labeled.
- On Field Trip days your child may be required to check-in by 10 AM for bus pick-up.
- Pick-up is promptly at 3:00PM each day. Please note that late pick-up fees may apply.
- Direct questions to on-site staff first. You can E-mail [SummerParks@sgtwp.org](mailto:SummerParks@sgtwp.org).
- Campers will be required to store their device in a designated, secure location for the duration of the day. We encourage cell phones to be left at home.

Our staff are dedicated to creating a welcoming and supportive environment for all participants. We look forward to working together to make this a successful and memorable summer for your child.

If you have any questions, please do not hesitate to reach out.

We look forward to a great summer!

Sincerely,

*Katie Sprich*

Katie Sprich

717-848-2858 x8

Recreation Director

Spring Garden Township Recreation



# SUMMER PLAYGROUND PROGRAM

## Program Overview

### SECTION 1: QUICK FACTS

**Ages 6-12**

**Violet Hill Park**

340 Tri-Hill Road, York PA 17403

**Program Dates:**

June 15-August 6, 2026

**Park Staff:** E-mail SummerParks@sgtwp.org

**Days and Times:**

Monday-Thursday

10:00 AM - 3:00 PM

**Administrative Office:** 717-848-2858

**Recreation Director:**

Katie Sprich, 717-848-2858 opt 8

ksprich@sgtwp.org

### SECTION 2: WHAT TO BRING DAILY

**Campers Should Bring:**

- **Packed lunch (in an insulated lunchbox), snacks. *Please avoid nuts when possible. Food sharing is not permitted.***
- **Re-usable waterbottle**
- **Sneakers**
- **Sunscreen (applied before arrival), staff can only help re-apply spray sunscreen.**
- **Wear or bring a swimsuit/change of clothes for waterdays. (Tuesdays and as scheduled)**

### SECTION 3: COMMUNICATION

**Contacting Staff:**

**For day-to-day questions or updates regarding your child:**

- Speak directly with on-site staff at your park location.
- E-mail SummerParks@sgtwp.org.

Staff are actively supervising campers throughout the day and may not be immediately available to respond during program hours.

**For questions requiring immediate assistance:**

- You may contact the Recreation Director.
- Park Staff should remain your first point of contact whenever possible.

Please see Communication Policy.

**Contacting your child:** Campers will store their device(s) in a designated, secure location for the duration of the day. We encourage cell phones to be left at home.

# SUMMER PLAYGROUND PROGRAM

## Daily Procedures

### **Drop Off**

Campers must be signed in with staff at the designated pavilion each day.

- Drop-off begins at 10:00 AM
- Campers should arrive no later than 10:15 AM to avoid disrupting activities.
- A parent/guardian (or approved individual) must sign the camper in.
- Campers that are approved to do so may sign themselves in.

On field trip days your child should be checked in by 10am.

### **Pick-Up**

Campers must be signed out at the end of each program day.

- Pick-up is promptly at 3:00 PM
- Only individuals listed on the registration form are permitted to pick up a child.
- A valid ID may be required.
- Campers who are approved to walk or bike home must sign themselves out with staff before leaving. Once signed out, campers may not return to the program that day.

**Late pick-ups may result in additional fees. Please refer to the Late Pick-Up Policy for full details.**

### **Weather Plan**

This is an outdoor program and will operate in light rain when safe to do so.

In the event of inclement weather:

- The program will begin as scheduled, unless otherwise notified.
- Staff will monitor weather conditions throughout the day.
- If conditions become unsafe, the program may be delayed, modified, or cancelled.

If the program is cancelled or ends early due to weather, parents/ guardians will be notified and expected to pick up their child promptly.

# SPECIAL EVENTS

*June 15 - August 6, 2026*

**Tuesdays** are water days unless otherwise noted, bring a bathing suit or a change of clothes and a beach towel!

**Week 1**  
June 15-June 18

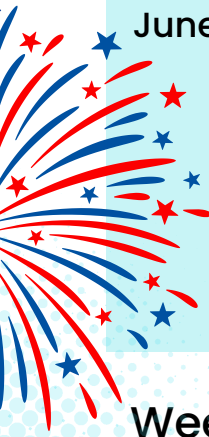
Welcome to Summer Beach Blast!  
Bring a bathing suit/change of clothes and a beach towel **EVERY DAY**. Extreme Water Tag and Water Slide this week

**Week 2**  
June 22-June 25

The Big Chill Week

- **Wednesday:** Field trip to Turkey Hill Experience, Be sure to check in by 10am
- Make your own Ice Cream

**Week 3**  
June 29-July 2



Participants along with their families are invited to Walk/Ride with us in York County's Independence Day Parade on SATURDAY JULY 4!

Celebrate Freedom!

- **Wednesday:** Foam party; wear a bathing suit or clothes that can get wet
- **Thursday:** Wear red white and blue for our 4th of July Picnic and neighborhood parade, snack and paper product donations welcome
- Decorate Spring Garden Township's Parade Float for York County's Independence Day Celebration Parade!

**Week 4**  
July 6-July 9

Under Water Adventure Week

- Bring a bathing suit or change of clothes each day!
- **Wednesday:** Field trip to Penn-Oaks Swim Club. Participants should check-in by 10am for bus pick-up.

**Week 5**  
July 13-July 16

Art Week! Dress to make a mess.

- Creative York will visit to host art classes.
- Bring an item to tie die on Monday. (White 100% cotton, pre-washed t-shirt recommended)

**Week 6**  
July 20-July 23

Super Hero Week

- **Wednesday:** Field Trip to Laser Alleys, Pizza Provided.
- Thursday dress like your favorite super hero!

**Week 7**  
July 27-July 30

Circus Week

- **Wednesday** Field Trip to Fun City Adventure Park. Pizza included with field trip.
- Face Painting

**Week 8**  
August 3-August 6

Community Kindness Week

- Waterslide all week! Bring a bathing suit or change of clothes
- Community Guest Visits
- **Thursday,** Picnic Lunch- donations welcome

\*For safety reasons participants must check-in at the park and utilize scheduled bus transportation for field trips.

\*Schedule could be subject to change, notice will be given when possible

# Camper Behavior and Disciplinary Guidelines

Our program follows the “4 B Rules” used in local schools. These expectations help create a safe, respectful, and positive environment for all participants.

- **Be Safe:** Keep hands and feet to yourself, follow safety rules, and use equipment appropriately.
- **Be Responsible:** Follow directions, stay with your group, and take care of personal belongings.
- **Be Respectful:** Treat others, staff, and property with respect. Use appropriate language and behavior.
- **Be Kind:** Include others, encourage your peers, and help create a positive environment for everyone.

## Consequences

Serious behavioral issues may result in immediate parent notification and removal from the program. The Recreation Director reserves the right to review all disciplinary matters and determine suspension or dismissal at their discretion. Refunds will not be issued for suspensions or dismissals related to behavior.

The list below is not all inclusive, but indicates potential consequences for inappropriate actions:

### **1-Day Suspension:**

1. Use of inappropriate language, gestures, or disrespectful behavior
2. Repeated disruptive behavior during activities
3. Insubordination or inappropriate behavior toward staff
4. Entering unauthorized areas

### **3-Day Suspensions:**

1. Bullying behaviors (there will be no tolerance)
2. Refusal to leave park following 1-Day Suspension
3. Repeated violations listed under the 1-day suspension category

### **5-Day Suspensions:**

1. Theft or vandalism of park, school, staff, or participant property (participants may be responsible for repair or replacement costs)
2. Physical aggression toward participants or staff (fighting, hitting, kicking, pushing)
3. Smoking, vaping or use of prohibited substance on park or school property
4. Repeated violations listed under the 3-day suspension category

### **Permanent Dismissal:**

1. Repeated violations listed under the 5-day suspension category
2. Refusal to leave the park following a 5-day suspension.
3. Possession of weapons, fireworks, lighters, matches, or other items determined by staff to pose a safety risk

# Policies and Procedures:

## Participant Cell Phone Policy:

To encourage active participation and social interaction, the use of personal cell phones and electronic devices is not permitted during the Summer Program. Staff will have access to a cellphone for necessary communication or in case of emergencies.

Campers who bring a cell phone to the park (for example, those walking to and from the program) will be required to store their device in a designated, secure location for the duration of the day.

Cell phones may only be accessed:

- At the end of the program day during dismissal
- With staff permission in specific situations (e.g., contacting a parent)

Spring Garden Township is not responsible for lost, stolen, or damaged devices.

Failure to follow the cell phone policy may result in disciplinary action.

We appreciate your support in helping us maintain a safe, engaging, and a distraction-free environment for all participants.

## Staff Training

Your child's safety is our top priority. We are proud to share that our staff is fully prepared to provide a high level of care:

**CPR & First Aid Certified:** Every staff member is trained to handle emergencies.

**Mandated Reporter Certified:** Our team is trained in child safety protocols and legal reporting requirements.

**Comprehensive Training:** Staff have completed rigorous program training to ensure a supportive and professional environment.

## Communication Policy

Clear and consistent communication is important to the success of the program. We encourage families to stay informed and reach out with any questions or concerns.

### Primary Communication

Program updates, reminders, and important information will be shared through:

- E-mail
- MyRec Program registration system notifications
- On-site communication with staff

Please ensure your contact information is up to date at all times in your My-rec account.

### Contacting Staff:

For day-to-day questions or updates regarding your child:

- Please speak directly with on-site staff at your park location.
- E-mail [SummerParks@sgtwp.org](mailto:SummerParks@sgtwp.org).

Staff are actively supervising campers throughout the day and may not be immediately available to respond during program hours.

For questions requiring additional or immediate assistance, such as in case of emergency:

- You may contact the Recreation Director.
- Park Staff should remain your first point of contact whenever possible.

### Response Time:

Calls and messages will be responded to during regular business hours, typically within one business day. Park staff will return calls at the end of the camp day after campers have signed out or in the morning prior to the start of camp.

**Administrative Office:** 717-848-2858

### **Recreation Director:**

Katie Sprich, 717-848-2858 opt 8

[ksprich@sgtwp.org](mailto:ksprich@sgtwp.org)

## Volunteers

If you would like to volunteer to help with the program or accompany your child on a field trip you must complete the volunteer application and follow procedures. The application can be found on the township website at [SpringGardentwp.org](http://SpringGardentwp.org) under Parks and Recreation.

## Medication Policy

Campers are not permitted have medication including OTC medication in their possession.

Staff will NOT provide medication. Emergency Medications such as Epi-pens and inhalers are allowed, but must be clearly marked with the child's name and must be kept in the child's backpack at all times. Playground staff may assist/administer emergency medication.

## Allergies & Medical Needs

Spring Garden Township Recreation strives to provide a safe environment for all participants. Families must notify staff of any allergies or medical conditions during registration. The Summer Playground Program is a nut aware program, meaning we take reasonable precautions to reduce exposure; however, we can not guarantee a nut-free environment.

## To support participant safety

- Food sharing is not permitted
- Campers should avoid bringing food containing nuts when possible
- Staff will monitor lunch and snack times.
- Parents should communicate any specific instructions to staff

In the event of an allergic reaction staff will follow emergency procedures, including administering medication (if provided), contacting emergency services, and notifying parents/ guardians.

## Inclusion Philosophy

Spring Garden Township Recreation is committed to creating a welcoming and inclusive environment for all participants. We believe every child deserves the opportunity to participate, feel valued, and be part of our community.

We do not discriminate in the admission or participation of any individual based on race, color, religion, creed, gender, national origin or disability.

We encourage families to communicate any individual needs or accommodations that will help their child have a safe, positive, and successful experience. Our staff will work collaboratively with families to provide reasonable accommodations whenever possible.

## Emergency/ Safety Procedure

The safety of all participants is our top priority. Staff are trained to respond to injuries, emergencies, and unexpected situations.

### Injury or Illness:

- Minor injuries will be treated on-site
- Parents/guardians will be notified as needed
- Emergency services (911) will be contacted if necessary

### Emergency Situations:

In the event of severe weather or other emergencies, staff will take appropriate action to ensure participant safety. This may include moving campers to a safe location or ending the program early.

### Parent Communication:

Parents/Guardians will be contacted as soon as possible in the event of an emergency. Please ensure your contact information is up to date.

## Refund and Cancellation Policy

Spring Garden Township Recreation programs require advance planning and costs for staffing, supplies, and services.

### Program Cancellations

- If a program is cancelled by Spring Garden Township, a refund or credit will be issued. (credit card convenience fees can not be refunded)
- Cancellations due to weather or unforeseen circumstances do not qualify for refunds.
- The Summer Playground Program is an outdoor program and will operate in LIGHT rain when it is safe to do so.

### Morning Weather Decisions in case of heavy rain:

- If weather conditions are questionable, the program will begin as scheduled.
- Staff will assess conditions at the start of the day.
- If weather does not improve, and rain continues to be heavy the Township may close the program for the day.

The program will be cancelled in case of unsafe weather conditions.

### Participant Cancellations

- Cancellations made 14 days or more before the week of registration may receive a refund or credited to a different week. (credit card convenience fees can not be refunded)
- No refunds will be issued once a program has started.

### Attendance and Absences

- Missed days due to illness, vacation, behavior or schedule conflicts do not qualify for refunds or credits.

### Medical or Emergency Withdraws

In documented medical emergencies, a credit may be issued at the discretion of the Recreation Director.

By registering participants agree to this policy.

## Late Pick-Up Policy

The Summer Playground Program ends at 3pm.

First late pick-up will be given a warning, after that the fee will be enforced.

A 10 minute grace period is allowed. After 3:10pm, a late fee of \$10 will be applied, and an additional \$10 for every ten minutes after.

Repeated late pick-ups may result in removal from the program. There will be no refunds.