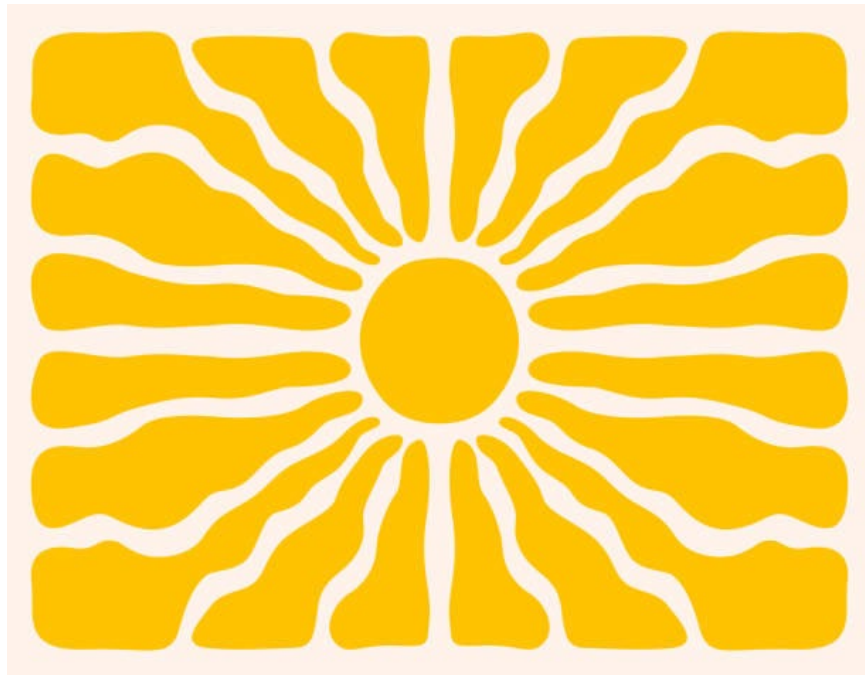


# Upper Moreland Township Department of Parks and Recreation

## 2025 SUPERVISED PLAYGROUNDS



### Parent Information Packet

~ Updated 3/21/25

Township of Upper Moreland  
Department of Parks and Recreation  
117 Park Avenue, Willow Grove, PA 19090-3274  
Office (215) 659-3100 x 1039      Email: [jhartigan@uppermoreland.org](mailto:jhartigan@uppermoreland.org)

**REGISTER ONLINE AT: [www.uppermorelandrec.com](http://www.uppermorelandrec.com) or at the  
UMPR office beginning on Monday, March 24, at 9am**

# 2025 SUPERVISED PLAYGROUND INFORMATION

**Dates:** June 16 – August 8 (omit June 19 & July 4 / August 8 ends at Noon)

**Days:** Monday – Friday

**Time:** 8:30am – 4:30pm (extended supervision available)

**Location:** Upper Moreland Intermediate and Middle School  
Grounds / Buildings

**Fees:** \$1,480 for the full 8 Weeks

OR \$775 for either the first or last 4 weeks (see pg 4)

**Ages:** Upper Moreland Youngsters Entering Grades 1 - 8

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## WHAT DO WE OFFER?

The Department of Parks & Recreation offers a supervised recreational program, which includes sports, fun & games, special events, arts & crafts, and various trips. We are open to Upper Moreland resident youngsters entering GRADES 1-8. Our playground program is offered as one (1) eight-week or two (2) four-week sessions. We are an all-weather program with indoor facilities in case of inclement weather.

2025 Supervised Playgrounds are offered at TWO locations (Grades are based on **Fall 2025**):

- U.M. Intermediate School: **entering 1<sup>st</sup> Grade Group (red shirts)**
- U.M. Intermediate School: **entering 2<sup>nd</sup> Grade Group (orange shirts)**
- U.M. Intermediate School: **entering 3<sup>rd</sup> Grade Group (green shirts)**
  
- U.M. Middle School: **entering 4<sup>th</sup> Grade Group (purple shirts)**
- U.M. Middle School: **entering 5<sup>th</sup> Grade Group (gold shirts)**
- U.M. Middle School: **entering 6<sup>th</sup>- 8<sup>th</sup> Grade Group (blue shirts)**

Parents are reminded that our Staff is available during regular playground hours. *Youngsters arriving early and staying late are the responsibility of the parents.* Please be sure to pick up and drop off your youngster at the stated times. *It is imperative that you stress to your youngster that they should remain at the facility the entire day. Our responsibility ends when your youngster leaves the program site.*

**Playground programs will be open from Monday, June 16 through Friday, August 8. All playgrounds will be CLOSED on June 19 for Juneteenth and July 4 for the Independence Day Holiday. We will close at Noon on Friday, August 8th.**

A complete calendar of events will be available as trips and special events are confirmed. Please refer to this calendar daily to see which group is participating in which activity. In addition to this calendar, you will receive a weekly newsletter which lists daily activities and specific information for each day. The newsletter includes site contact information and activity descriptions. If any additional items are needed for the day (bathing suit, lunch provided, extra money, etc.), it will be listed in the newsletter.

Examples of local trips: Arcade, Laser Tag, Ultrazone, Altitude, Bowling, Chuck E Cheese.  
Examples of on-site activities: painting, drawing demonstration, shows, etc.

ALL trip admissions and on-site activities **are** included in your registration fee. Some admissions also include lunch. Please refer to your weekly newsletter OR ask your Site Supervisor if you have any questions as to what is included. You may wish to send extra money if you feel your child will want to participate in additional activities and/or purchase snacks at trip locations. Additional money that you may send is your child's responsibility. **We suggest that you bring any extra money in a baggie labeled with your child's name.** Leaders cannot 'hold' money.

## **STAFF**

Our staff members are caring, energetic individuals and most have a background in childcare, teaching, and/or parks and recreation. A majority of our Playground Program Site Supervisors are certified teachers. All have current FBI clearances, PA Criminal History Check, PA Child Abuse clearance, and a Mandated Reporter Training Certificate. Many of our staff are certified in American Red Cross CPR / First Aid / AED.

## **SUPERVISED PLAYGROUND REGISTRATION FEES**

*\*Fees are not prorated based on attendance.\**

### Full 8 week options:

June 16 – August 8 (omit June 19, July 4; Aug. 8 is ½ day; ending at Noon)  
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

**\$1,480**

### First 4 weeks options:

First 4 weeks - June 16 – July 11 (omit June 19 and July 4)  
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

**\$775**

### Last 4 weeks options:

Last 4 weeks - July 14 – August 8 (August 8 is ½ day; ending at Noon)  
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

**\$775**

## **MULTI CHILD DISCOUNT: WE OFFER A MULTI-CHILD DISCOUNT**

**\$50 off each sibling for 8-week program (must be same household)**

**\$20 off each sibling for 4-week program (must be same household)**

**An Extended Supervision Program is offered from 7:30am - 8:30am AND 4:30pm - 5:30pm daily (excluding Aug. 8). If registering for this option, your child may attend the program from 7:30am – 5:30pm. Fee: \$200 for the 8 weeks session OR \$100 for either 4 week session. Extended Supervision will be held at the UM Intermediate School.**

**Log into [www.uppermorelandrec.com](http://www.uppermorelandrec.com) to register and pay.**

## **Registration opens on MONDAY, MARCH 24, at 9am.**

**A deposit of \$500 per child must be made at the time of registration.**

PAYMENT DEADLINES:

Final payments must be made by:

**Friday, May 23** (for the full summer and first 4-week option)

**Friday, June 6** (for last 4-week option)

Payment plans are available, but **MUST** be scheduled and approved at the time of initial registration.



***No youngster will be allowed to participate in the program until ALL fees are paid in full.***

PAYMENTS:

When enrolling, you may select one of two options:

1. Check out Online and pay via credit card. In this case, you will be assessed a 2.99% convenience fee that goes DIRECTLY to the credit processor. This fee will NOT be refunded.
2. Walk into the Parks and Recreation office and pay via cash, check, or credit card the morning of registration. If you elect to pay via credit card in the office, you will still be assessed a 2.99% convenience fee. Shirt sizes will be ordered based on your selection. Shirts will be available for pick up Mid-May. Additional t-shirts will be available in June.



### **T-SHIRT INFORMATION**

All participants receive 1 program t-shirt. We ask that your child wear his/her Supervised Playground shirt on **all** days when we leave the site. Additional shirts are \$10 each.

In order to pick up your child(ren)'s shirts, all parents/guardians must bring a driver's license OR other proof of residency AND your child's program registration confirmation.

Final payment may also be made during this time.

T-Shirt Colors: Red = 1<sup>st</sup> Grade, Orange = 2<sup>nd</sup> Grade, Green = 3<sup>rd</sup> Group, Purple = 4<sup>th</sup> Grade, Gold = 5<sup>th</sup> Grade, Royal Blue = 6<sup>th</sup> – 8<sup>th</sup> Grade

*Shirts will be available between May 12, 2025 and May 23, 2025.*

**Whether your child is registered for 1<sup>st</sup> 4 weeks, 2<sup>nd</sup> 4 weeks or all 8 weeks, you *must pick up your shirt by 5/23/25 to receive the size requested.***

**Beginning on May 27<sup>th</sup>, additional T-shirts may be purchased.**

**All items and clothing should be marked with the Camper's name for easy identification.**

It is suggested that youngsters dress appropriately for the weather. A hat and sunscreen should come to camp each day to help protect youngsters from heat/sun. Sneakers will allow them to participate in the many activities that the staff has planned each day. Should an activity require special attire (swimming, waterslides, competition days, etc.), it will be listed in your weekly Newsletter.

## Refund Policy

Parents wishing to withdraw their youngsters from our program are entitled to the following:

1. *Through June 6: Full refund, upon return of program t-shirt and cinch bag.*
2. *During the first week of enrollment: Full amount paid minus prorated daily rate.*
3. *After the first week of enrollment: No refunds are available.*
4. *Refunds will **not** be issued for any child being asked to leave the program for disciplinary reasons.*

### **AGE GROUP BREAKDOWN**

Our playground participants are divided into six age-groups. **Red** = 1<sup>st</sup> Grade, **Orange** = 2<sup>nd</sup> Grade, **Green** = 3<sup>rd</sup> Group, **Purple** = 4<sup>th</sup> Grade, **Gold** = 5<sup>th</sup> Grade, **Royal Blue** = 6<sup>th</sup> – 8<sup>th</sup> Grade. These are the grades that each child is ENTERING for the 2025-26 school year. **The registration system will AUTOMATICALLY roll your child's grade up from 2024/25 to 2025/26 grade.**

### **SWIMMING**

We will be using the UM Middle School pool to swim on Monday and Friday mornings. Swimming is optional for campers but they will all report to the location. Please send your child in their swim suit and send a towel and change of clothing for after swimming. We have access to locker rooms for changing AFTER they swim. The shallow end of the pool is 4'3". Counselors will be in the water with the children. You may send floatation devices / floaties / water wings / goggles, etc. PLEASE CLEARLY LABEL ALL ITEMS.

Swim tests will be performed by Certified Lifeguards for all campers wishing to swim in the deep end. Swimmers must swim the length of the pool and then tread water for 2 minutes. Swimmers will get a deep end band once they pass the test. Supervisors will have a list of the children who pass.

## **TRANSPORTATION**

All youngsters must be dropped off and picked up at the playground location for which they are registered. The Township does transport youngsters to and from events that are offered off site. However, responsibility for morning drop off and afternoon pick up lies solely with the parents/guardians.

**Drop off / Pickup for 1<sup>st</sup> - 3<sup>rd</sup> Grades:** Please park your car in the **Intermediate School** Parking lot and walk your child to the Gold / Purple Group's sign in/sign out table.

**Drop off / Pickup for 4<sup>th</sup> & 5<sup>th</sup> Grades:** Please park your car in the small lot on the left back/pool side of UMMS and walk your child to their Color Group's sign in/sign out table.

**Drop off / Pickup for 6<sup>th</sup>- 8<sup>th</sup> Grades:** Please park your car in the parking area on the left side of UMMS and walk your child to the Blue Group's sign in/sign out table.

If someone other than you will be picking up your youngster, this information must be provided at the time of registration (or we must have received your signed written notification giving permission for your child to leave with someone other than those listed on the form). When they arrive to pick up your child, they will be asked to show photo ID and that will be checked against the names you listed on the form. If they are not on the list you provided, your youngster will not be permitted to leave the site with that person, and you will be charged for late pickup if applicable.



## **PROCEDURE - INCLEMENT WEATHER**

All locations are designated as "All-Weather" sites. Supervised Playgrounds will be held regardless of the weather. On rainy days, the programs move into the school buildings or visit other locations as available. Scheduled trips may be postponed due to rain. We will do our best to reschedule postponed events but there is no guarantee.

## **PROCEDURE - PARTICIPANT INFORMATION**

**All parents must create an account online OR log into an existing account and add each household member with the correct name, gender, birthdate, etc.**

## **QUESTIONNAIRE**

**After you have registered your child for camp**, you will be sent a series of questions regarding your child and your contact information. Please make certain that the information that you enter is correct and up-to-date. We use the information that you enter to communicate with you before, during, AND after the program. This includes emergencies, day-to-day updates, etc. If the child resides in multiple homes, please select a household to register them through and indicate contact information for each adult desiring communication.

**UPDATE / CREATE YOUR FAMILY ACCOUNT ONLINE AT:**

**[www.uppermorelandrec.com](http://www.uppermorelandrec.com)**

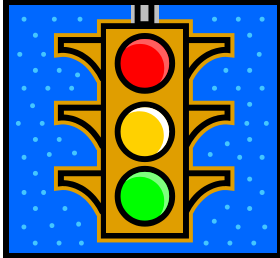
## **TRIPS – LOCAL TRIPS**

*All trip fees are included in the program fee.* Therefore, we will be taking ALL LEADERS and ALL YOUNGSTERS on ALL TRIPS. If your child does not wish to participate in a trip, he or she may still attend the playground and will be transported to the trip site, but may opt not to participate in the activity. **Should your youngster wish to not attend a specific trip do not send them to the playground that day, since all the leaders will be attending the trip.** For example: your

youngster does not wish to bowl and we have a bowling trip scheduled. They may attend for the day and will be transported to the bowling alley and may observe and talk with friends. If they simply do not wish to go to the bowling alley; do not send them to playgrounds, as all leaders will be attending the trip.

### **SUPERVISION - GREEN LIGHT (Blue Group Only)**

A participant who has a “green light” may leave the camp site without the parent signing that youngster out for the day; however, once the youngster leaves the site they may **not** return to the site that same day, since our plans may have changed and we may not be there.



**Red, Orange, Green, Purple & Gold site participants will have an implied “Red light” and must have a parent pick them up every day.**

The flexibility offered by our program has proven to be important to parents. We do not offer the structure of a “day camp” operation; rather, we provide supervision for your child at our playground sites. If a youngster wishes to leave the playground and has a Green Light (Blue group only), we cannot force them to stay. If you wish for your child to stay at the playground site all day, but have indicated a ‘green light’ on your registration form, please advise a staff member so we can be aware of your wishes. **Please stress to your youngster the importance of staying at the playground site the entire day.**

The informal plan of the Supervised Playgrounds sometimes creates a concern for safety when youngsters leave the playground on their own to visit a friend’s house or to purchase snacks and sodas at a local store. If you elect GREEN LIGHT for your child, please be *advised that our responsibility for your child’s safety ends when he/she leaves our program or park/school property unescorted by staff members.* It is helpful if you supply your youngster with a morning snack and lunch so they do not have to leave the site.

### **SUPERVISION – DROP OFF AND PICK UP**

Please be advised that we only supervise youngsters that are on-site. If your Blue group youngster has a green light and wishes to leave the site, we will attempt to ask them to sign-out with a leader. The leader will document the time the youngster departed the site and their destination. Please note that the youngster may not return the same day, once he/she signed him/herself out. **Safety is our utmost concern. We will make every effort to keep your youngster at the playground. It is imperative that you stress to your child the importance of staying at the site for the day.** The Department is not responsible for youngsters leaving the site if they have a green light.

### **Drop Off**

Youngsters may be dropped off beginning at **8:30am, unless enrolled in the extended supervision program.** *Any youngsters dropped off prior to this are the responsibility of the parent and will not be supervised by playground staff.* Pennsylvania State law does not allow for you to leave an unattended youngster on school property. **When dropping off the youngster, you MUST park, exit your car and initial the “Attendance Book” and mark the time of the drop off/pickup.**



### **Pick Up and RED DOT POLICY**

Our supervision of your youngster ends at **4:30pm, unless enrolled in the extended supervision program. When picking up your youngster you MUST record your initials in the "Site Attendance book" and mark the time.** During pick up, please take note: we have a "red dot" policy whereby our staff will place a red dot on the sign outline of a child who did something extraordinary at the playground that day and/or had to be disciplined. That dot will notify you that you need to see the site supervisor in order to discuss the reason why the dot was placed there. We hope this strengthens communication between our staff and parents.

### **PROCEDURE - LATE PICK UP / EARLY DROP OFF**

Your child must be dropped off after 8:30am and picked up by 4:30pm. Any time requiring extra supervision will result in the department charging a late fee of \$1 per minute (per child). Pennsylvania State law does not allow for you to leave an unattended youngster on school property. This will be assessed beginning at 4:35pm and payment must be remitted before your child returns to the program. *If your child is enrolled in the extended supervision program, then he/she may stay until 5:30pm. In this case, the fee will be assessed beginning at 5:35pm.*

### **LATE PICKUP**

The department will charge a late fee of **\$1.00 per minute (per child)** after 4:35pm. Your assistance is greatly appreciated.

**Please do not send of any kind of electronics to supervised playgrounds. We are NOT responsible for lost or stolen items.**

It is recommended that cell phones are left at home. The Staff has access to a phone if parents need to be contacted. If a parent or guardian needs to contact their child or camp staff for any reason, please call the Summer Camp Supervisor cell phone. If a child must bring a cell phone, the cell phone must remain in the child's backpack during camp hours. Staff cannot be responsible for the storage or security of cell phones.

### **SUPERVISION – PARTICIPANT CODE OF CONDUCT**

The Upper Moreland Township Supervised Playground program strives to present a safe and enjoyable experience for all participants, staff members, and families involved. Staff members are held to high standards when supervising this program. Participants are also expected to uphold common standards of conduct while participating in this program.

In addition to specific site rules, examples of expectations of Supervised Playground participants may include but are not limited to:

1. Respect other participants in the program. Personal space, feelings, actions.
2. Respect the property of others. Do not touch something that isn't yours.
3. Make safe choices for yourself and for others. Prevent injuries and unsafe situations by staying with the group and *keeping your hands to yourself.*
4. Follow the instructions of your site leaders, staff and supervisors.
5. Do not disrupt others who are participating in the program. Participants can't be a threat to themselves or others during the Supervised Playground Program.

6. Do not leave the site or the group without a staff member, parent or other authorized person.
7. We are guests in the school as well as trip destinations. Participants are only allowed in designated areas. Only authorized staff is allowed to utilize school district equipment and manage tools to maintain proper function of the facility.

### **DISCIPLINE PROCEDURES**

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by the Department of Parks and Recreation. While most of this discipline is minor (sit out of an activity for 15 minutes), it is possible that additional discipline may be warranted. In these cases, youngsters may be suspended from the program for a period of one day or more. If problems continue, youngsters may be expelled from the program and forfeit all monies paid.

If a youngster interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

*We do not tolerate fighting, foul language, bullying, vandalism, or troublesome and/or unsafe behavior. Additionally, any youngsters found to be accessing other's personal property or rummaging through other's belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.*

All disciplinary actions will be recorded on our Disciplinary Report form. Parents or Guardians are responsible for paying for any damages or repairs caused by participants. *Parents will be notified of disciplinary events either through a phone call and/or through the "Red Dot" policy at the end of the day Camper pickup.*

### **Steps for Disciplinary Action**

In an effort to better acquaint the participants and parents of our discipline procedures, Upper Moreland Parks and Recreation Department is providing our policy for dealing with disciplinary concerns during our Supervised Playground program.

On the first day of the program our leaders will establish site rules. We review these rules with all youngsters and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order:

#### **Step 1: Time-Out**

For disruptive or disrespectful behavior, we will remove a child temporarily from the activity at the time of the incident, explain why they need to sit out of an activity for a brief period (2-15 minutes), and then allow them to resume play. We will remind them that continuation of such behavior may lead to suspension from future activities. Step 1 may OR may not result in a 'red dot' notification.

#### **Step 2: Trip/Activity Suspension / Parental Notification – no write-up**

If the behavior persists **OR if the situation warrants**, the child is suspended from a daily activity. This may include on-site activities such as color wars, drawing, nature walks, etc. This may also include off-site activities such as trampolines, bowling, etc. In this case, we notify the Site

Supervisor of the second incident and document the discipline. We will follow the 'red dot' notification and verbally inform the parent of the incident.

**Step 3:**

**Discipline Report Documented and Reviewed by Parent (occurs when 1<sup>st</sup> write-up needed)**

If the behavior continues to persist OR if the situation warrants, our leader will report the child to the Site Supervisor and a discipline report will be recorded. The Site Supervisor then notifies the parents that a discipline report is being sent home. A parent needs to sign the form and return it to the Site Supervisor the next day. The Site Supervisor also copies and forwards the information to the General Summer Supervisor. A copy is also submitted to the Parks & Recreation office.

**Step 4:**

**Child / Parental Meeting / Behavior Contract (occurs after 2<sup>nd</sup> write-up)**

If the behavior continues to persist **OR if the situation warrants**, the Site Supervisor will notify the General Supervisor who will contact the parents directly and schedule a meeting. The parents AND child will meet with the Site Supervisor, General Supervisor, Program Coordinator and Leader(s) if necessary within 23 hours (if the incident occurs on Friday, we will meet on Monday). Meetings will be scheduled during regular playground operation hours. Behavior issues will be discussed, resolutions will be determined, and a behavior contract will be created and signed by the child, parent and a representative of UMPR. It will be noted that this is the final warning.

**Step 5:**

**Program Suspension / Expulsion (occurs after 3<sup>rd</sup> write-up)**

If the behavior continues to persist **OR if the situation warrants**, the Department of Parks and Recreation reserves the right to suspend the child for a period determined by the Department or to expel the child pending severity. If a child is expelled all fees paid are forfeited.

**The Department reserves the right to skip steps should the situation warrant.**

**Explanation of the Write-up Process**

**At any time UMPR reserves the right to suspend a camper for behaviors that are harmful or disruptive to themselves or others at camp.**

When unsafe or uncooperative camper behavior persists even after gentle reminders or correction by Camp Leaders or Supervisors, a camper will be written up for their offense and a parent will be asked to sign the back of their child's individual roster page to acknowledge that they have been notified of the offense (see below for example).

-Description of Offense \_\_\_\_\_

-Actions Taken – (ex, discussion with child, time-out, suspended from an activity or trip, suspended from the Supervised Playground program, etc.) \_\_\_\_\_

-Parent Signature – Please sign and date that you were informed of this write-up and will have a conversation with your child \_\_\_\_\_

- If the Child receives a **1<sup>st</sup> write-up**, we will make a phone call to the Parent to inform them. At pickup, the Parent will sign that they were notified and they agree to have a conversation with their child.
- After the **2<sup>nd</sup> write-up**, we will call the Parent to inform them and to schedule a meeting with the Parent and Child to discuss a behavior plan.

- If a **3rd write-up** occurs, we will call the Parent to inform you that your child has been expelled from the Supervised Playground program. The Parent would then need to go to program site to pick up your child, no refund will be given.

UM Supervised Playground program has a ZERO TOLERANCE for PHYSICAL FIGHTING and/or VIDEOING PHYSICAL ALTERCATIONS at the Supervised Playground program. *If you had time to video, you had time to get help.* These behaviors WILL result in immediate expulsion from Supervised Playground Camp with no refund.



Please become familiar with all of our policies. Parent awareness of our policies helps our program run more smoothly and ultimately your youngster receives a more enriched experience. Should you have any questions or comments regarding our Supervised Playground program, please notify the Parks and Recreation Office at (215) 659-3100 x 1039. You may also email us at [ParksAndRecreation@uppermoreland.org](mailto:ParksAndRecreation@uppermoreland.org)

We encourage you to visit our web-site at [www.uppermorelandrec.com](http://www.uppermorelandrec.com) for more information on this and other programs we offer throughout the year. You may also register to receive information via e-mail while on our web-site.

Participants in Upper Moreland Recreation programs may be photographed from time to time which may be used for future advertising.

## **IMPORTANT DATES:**

**March 24 - Registration OPENS.**

**May 12 – T-shirt pickup (through May 23<sup>rd</sup>)**

**May 23 – PAYMENT IS DUE IN FULL for 8-week and 1<sup>st</sup> 4-week participants.**

***No youngster will be allowed to participate in the program until ALL fees are paid in full.***

***Removal from the program may result if fees are not paid by this date.***

**June 6 - PAYMENT IS DUE IN FULL for 2<sup>nd</sup> 4-week participants.**

**June 16 - Supervised Playgrounds begins (full 8 week & first 4-week sessions)**

**June 19 - Playground sites are CLOSED for Juneteenth**

**July 4 – Playground sites are CLOSED**

**July 14 - Supervised Playground second 4-week session begins**

**August 8 – Supervised Playgrounds end at Noon**

*This summer program is a recreational supervised playground program. This is NOT a summer camp, is not considered a day care and is NOT affiliated with the Upper Moreland Township School District in any way, other than the use of its facilities.*

*For your tax information, our tax ID number is 23-6004595.*