



**EMPOWERING  
PATHWAYS SERVICES**  
PATHWAYS TO POSSIBILITIES

*2026 - 2027*

**POLICY & PROCEDURE  
MANUAL FOR CAMPS**

---

[www.empoweringpathwaysservices.com](http://www.empoweringpathwaysservices.com)

Printed September 1<sup>st</sup>, 2025

# TABLE OF CONTENT



Camp Goals 3

---

Camper Eligibility  
Registration & Payment 4

---

Hours of Operation  
Arrival & Departure 5

---

Inclusion & Accessibility  
Health & Safety 6

---

Behavior Policy 7

---

Food & Allergies  
Clothing & Personal Items 8

---

Overnight Camp Policies  
Parent Communication 9

---

Emergency Procedures  
Media Release 10

---

Staff Expectations & Training 11



# CAMP GOALS



Empowering Pathways Services is committed to providing safe, inclusive, and nurturing camp experiences that promote confidence, creativity, community, and leadership in children and youth aged 4 to 17 with all abilities. Our goal is to foster personal growth through fun and enriching activities that promote physical activity, artistic expression, and team-building, while creating inclusive, safe environments rooted in respect, and belonging. By doing so, we aim to support social-emotional development, self-confidence, and leadership, helping our campers grow into confident, creative and compassionate individuals.



## CAMPER ELIGIBILITY

Ages: 4 to 17 years

Must complete registration forms and waivers prior to attendance.

Additional support needs must be disclosed in advance for planning and safety

## REGISTRATION & PAYMENT

Registration is on a first-come, first-served basis

Full payment is due before camp begins unless on an approved payment plan

### **Refund Policy:**

Full refund if canceled 14 days before camp

50% refund if canceled 7–13 days before camp

No refund if canceled less than 7 days before start date



## HOURS OF OPERATION

PA Day, March Break, Summer, Winter Camps: 9:00 AM – 4:00 PM

Before/after care available at an additional cost

Overnight camp: 24-hour supervision with structured daily routines

## ARRIVAL & DEPARTURE

Parents/guardians must sign campers in and out

Only authorized individuals (listed on the registration form) may pick up campers

Late pick-ups incur additional fees



## INCLUSION & ACCESSIBILITY

Empowering Pathways Services embraces children of all abilities

Staff will make every reasonable effort to accommodate diverse needs

Individualized care plans may be required for campers with exceptionalities

## HEALTHY & SAFETY

First Aid–certified staff on site

Emergency contact and medical information must be provided at registration

Sick Policy: Campers showing signs of illness (fever, vomiting, etc.) must stay home

COVID-19 or communicable disease protocols will follow local public health guidelines



## BEHAVIOR POLICY

### Campers are expected to:

- Treat others with kindness and respect
- Follow instructions from staff
- Participate in scheduled activities to the best of their ability

### Zero tolerance for:

- Bullying, violence, or discrimination
- Destruction of property
- Leaving camp boundaries without permission

### Disciplinary actions may include:

- Verbal warnings
- Parent/guardian meetings
- Suspension or removal from the camp without refund



## FOOD & ALLERGIES

- Campers must bring **nut-free lunches** and snacks unless otherwise stated
- Staff must be informed of all allergies and dietary restrictions
- Overnight camp meals will be provided and will accommodate allergies as best as possible

## CLOTHING & PERSONAL ITEMS

- Campers must wear comfortable, weather-appropriate clothing
- Label all belongings

### **Prohibited items:**

- Electronics (phones, tablets, gaming devices) unless permitted for specific needs
- Weapons, sharp objects, or unsafe items
- Personal toys unless requested



## OVERNIGHT CAMP- POLICIES

- Nightly check-ins and lights-out procedures
- Campers will be supervised at all times, including nighttime
- Gender-inclusive cabin accommodations are available upon request
- Daily hygiene checks and safety briefings

## PARENT COMMUNICATION

- Weekly updates via email
- Staff available for scheduled check-ins
- Incident reports will be shared if necessary



## EMERGENCY PROCEDURES

- Fire drills and lockdown procedures will be reviewed during orientation
- Parents will be contacted immediately in the event of an emergency
- Camp closures due to severe weather or public health emergencies will be communicated promptly

## MEDIA RELEASE

- Parents must provide consent for photo/video use in promotional materials
- No unauthorized photography of campers by staff or other parents is allowed



## STAFF EXPECTATIONS & TRAINING

### All staff undergo:

- Vulnerable sector checks
- First Aid/CPR certification
- Annual camp safety and inclusion training