



**UNITED
SPORTS**

United Sports

Parent Handbook

United Sports Training Center
1426 Marshallton-Thorndale Rd.
Downingtown, PA 19335
(610) 466-7100
EIN 23-2972401

Contents

About Us	3
Nondiscrimination Policy	3
Equal Opportunity Care Provider	3
Registration	5
Refunds	5
Late Pick-Up and Extended Care Charge	5
Year End Totals	6
Daily Schedule	6
Outside Activity Statement	6
Meals.....	7
Snacks.....	7
Arrival and Departure	7
Multiple Camp Schedules	8
Behavior Policy.....	8
Sick Policy.....	8
Medication Administration Policy	9
Sunscreen Administration Policy.....	9
Daily Needs.....	9
Toy and Electronics Guidelines	10
Transportation	10
Field Trips.....	10
Weather	10
Water Activity Statement.....	10
Camp Bullying Statement	11
Authorized Pick Up.....	11
Payment for Camp	11
Verification/Agreement of Terms.....	112
Sign off Sheet.....	13

About Us

United Sports is 127,000 square-foot indoor, 60-acre outdoor sports complex located directly off the Route 30 Bypass in the heart of Chester County, PA. This privately funded project transformed a historic, but long-neglected, airport into a major center for public recreation and field access. United Sports is located on 100 acres in Downingtown PA, a suburb just west of Philadelphia. Also known as “The Brandywine Valley” Chester County boasts a vibrant business and cultural community set in a rich, historical environment.

United Sports designed a complex that encompasses 11 outdoor playing fields and 3 acres under roof with multiple indoor playing surfaces for varying sport use including 1 indoor rink, 2 indoor turf fields, 225’ X 160’ field house, and rock wall. United Sports provides an opportunity for your child to participate in sports in a safe environment.

Air Conditioning Statement

While the main areas of the United Sports facility are not air conditioned, we plan time slots for all campers to have air-conditioned breaks. Activities may be adapted during extreme weather conditions. We do our best to communicate any changes during the excessive heat weather.

Nondiscrimination Policy

Admissions, the provisions of services, room assignments, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to equipment redesign, the provisions of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any parent/guardian/client who feels they have been discriminated against may file a complaint of discrimination to the agencies as posted at the front desk.

EQUAL OPPORTUNITY CARE PROVIDER

Any complaints or concerns of discrimination can be filed with U.S Department of Health and Human Services Office of Civil Rights, (OCR) the DHS Bureau of Equal Opportunity (BEO) and/or the Pennsylvania Human Relations Commission (PHRC). The CEO and General Manager will also work together to resolve the complaint or concern. Information will be passed on to Senior Department Director to assist in communicating to parties involved and come to a resolution. The Manager on Duty can also assist in handling communication and addressing complaints or concerns. The Front Desk can assist in giving knowledge of who the complainant or concerned party can contact.

ATTENDANCE

If your child will be absent from camp, please call United Sports at 610.466.7100 prior to 7 am.
NO REFUNDS GIVEN FOR NO CALL/NO SHOW.

CONFIDENTIALITY

The names, addresses and phone numbers of our entire camper and staff population are confidential.

EARLY PICK UP

Parents needing to pick up a camper early should make these arrangements with the individual camp director on the day of early pick-up. Please send a written note to the camp director with the details and time of pick up. The camp director will inform you of the location of your camper at the time of pick-up.

HEALTH FORMS

Each camper will need a Medical Health History form on file. Medical Forms are also on registration forms while signing up online.

Summer Camp Full Day/Half Day Camp and Extended Care

- Full Day: 8am – 5pm
- Half Day: 8am-12pm or 1pm – 5pm
- Extended Care morning 6:30am-8am
- Extended Care afternoon 5pm-6:30pm

Before and After Care

- Before Care 6:30am-8:30am
- After Care 3:30pm-6:30pm

LOST AND FOUND

Counselors understand that camp is an exciting new place and that children's personal belongings are not always their own first priority. Care is taken to ensure that children remember to retrieve their personal items, but it seems that there is always something left behind. At the end of each day, unlabeled found items are held up to be claimed by their owners. We ask that you please do the following:

- Label all articles with child's name with permanent marker.
- Do not buy new things for camp. Children may not recognize them if they are lost.
- **Do not send Ipods, Itouches, DS Games, Cell Phones, card games or anything of value.**
- Discuss care of personal belongings with your child before camp. Remind them to check the lost and found area for lost items and tell a counselor when something is missing.
- Call United Sports immediately when you discover something is missing.

Registration

Registration can be completed online, over the phone, or in person.

Summer Camp

- Rookies (6-7)
- Juniors (8-9)
- Seniors (10+)
- Pee Wee Summer Camp: Ages 3- 5
- Sport Specific Camps: Ages 3 - 18

Before and After Care

Registration is generally done in four week sessions, dates change each year.

Registration fees are non-refundable. Notification of cancellation must be received seven (7) days prior to the start date of each camp. If notification is received 7 days prior, we can make it an account credit.

Refunds

Refunds will only be given if a United Sports camp is cancelled or if a child cannot attend a full week of camp due to illness or injury. In the event of illness or injury, a doctor's note will be required to be submitted with the refund request.

No refunds will be provided for: non-refundable deposits and/or registration fees, requests received on or after the program start date, absences, late arrival, partial weeks or early withdrawal of a camper during the week, except as noted above. Parents will be held responsible for the weekly fee in full if written notification of cancellation is not received seven (7) days prior to start date.

Late Pick-Up and Extended Care Charge

If child is not picked up at the close of the program, you will be charged a late fee of \$10.00 per child for each fifteen (15) minute interval, or any portion thereof. Payment will need to be received within twenty-four (24) hours.

Year End Totals

The prior year's tuition expenditure for your family will be available for tax purposes by January 31st upon request. Tax ID Number: EIN 23-2972401

Daily Schedule

- **Action Day Camp: Sample Day**
 - 6:30am** - Extended Day Campers Arrive
 - 9:00am** - Camp Day Begins
 - 9:15am** - Activity Period 1
 - 10:00am** - Activity Period 2
 - 10:45am** - Snack Time
 - 11:00am** - Activity Period 3
 - 11:40am** - Lunch
 - 12:15pm** - Quiet Games / Activities
 - 1:00pm** - Activity Period 4 / Choice Time (Monday, Tuesday & Wednesday)
 - 2:00pm** - Activity Period 5
 - 2:45pm** - Activity Period 6
 - 3:30pm** - Quiet Time (Announcements & Prepare for Dismissal)
 - 4:00pm** - Regular Camp Day Ends / Afternoon Extended Day Begins
 - 6:00pm** - Afternoon Extended Day Ends

- **Pee Wee Summer Camp: Sample Day**
 - 8:00-9:15** – Warm up Time. Children are welcome to color pictures, mold play dough, and look at pop-up books. This free time allows the children to become comfortable in their new surroundings.
 - 9:15-9:30** – Introductions / Ice breaker games. Our instructors will encourage your children to socialize with classmates by telling everyone their favorite things or a funny story or joke.
 - 9:30-10:30** – Run and Fun – Each physical activity we play relates to the theme of the day.
 - 10:30-11:00** – Potty Break / Snack time
 - 11:00-11:15** – Theme-related Story Time
 - 11:15-12:00** – Craft — Each craft relates to the theme or the story of the day. Our crafts will require kids to follow directions— as our instructors will use different mediums to teach shapes, colors, numbers, and patterns to create dynamic masterpieces!
 - 12:00-1:00** – LUNCH BUNCH
 - 1:00-1:30** – Open Play – Coloring, Play Dough, etc
 - 1:30-2:30** – Run and Fun II – Hopscotch, Scooters, Parachutes, Bubbles, and more!

2:30-3:30 – Craft II – Kids will have freedom to create their own theme-related work-of-art using a number of different mediums.

3:30-5:00 – Story Time/ Dismissal

Outside Activity Statement

Weather permitting, children shall be taken outside daily.

Water Activity Statement

Here at United Sports, we have waterslides, children with swim clothes and on their chosen group day may participate in the waterslide activities. Parents and children may opt out of waterslide activity and other options would be available for child to do. Some field trips may include water activities. Those are fully communicated, and parents sign field trip permission forms.

Meals

Campers have the option to purchase lunch daily or weekly. Our Aviator’s restaurant has put together a menu conducive to children. Cost for lunch for the week is \$25, or \$5/day.

Children are responsible for bringing a daily lunch and snacks. Snack breaks are offered in the morning and afternoon. Label all food items and lunch boxes with your child’s name.

United Sports offers a daily or weekly meal plan for \$5/day or \$25/week which includes: a choice of pizza, chicken tenders, hotdog, hamburger or cheese burger with fries and a small drink (does *not* include snacks). Snacks may be purchased at Aviator’s Restaurant which range from \$.50-\$3.00.

Pack Your Own Snack

Snacks are not provided. Please pack your own snack or plan on sending your child with a small amount of money to purchase one. While packing your own snack, be mindful of allergies that other children may have.

Arrival and Departure & Authorized Pick Up

You are required to sign your child in and out daily on the attendance log. These sheets are in a binder located with your child’s counselor. If you are registered for extended care or you would like to accompany your child back and forth to camp, please park in a designated parking space and walk your child to camp. Otherwise, you may take advantage of our drop off/pick up loop in

front of the building. Camp staff will greet you at your car and escort your child into camp in the morning and bring your child to you at the end of the day (for 5pm pick up only).

Children WILL NOT be released to anyone other than those designated as an authorized person on your Emergency Contact form.

****Photo ID, is required of everyone picking up a child. No identification, no release!****

There is the accessibility to add your photo to your online account. We highly encourage this for smoother signing in and out times.

If there is a change in any individual authorized to pick up a child, parents must inform the camp director so that information may be included on the camper's paperwork. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone.

Both parents are permitted to pick up a child unless a court order states otherwise. A copy of this documentation must be provided to United Sports.

Multiple Camp Schedules

If your child is participating in another camp at United Sports Training Center in the morning, a camp counselor or a director will transfer your child to their next camp location.

Behavior Policy

United Sports encourages and expects appropriate behavior from the children in our care. When the behavior exhibited is not acceptable, we explain to the child what is expected of them and give them another opportunity to comply. If the unacceptable behavior persists, the children are redirected, and parents are verbally notified at the time of pick up.

The staff will update all parents, or those on the pick-up list, of the behavior of the children daily. Behavior slips are written up for bad behavior and a copy is given to parents.

Staff will notify a parent of persistent behavior problems or a behavior that causes safety or health concerns and you may be expected to pick their child up from United Sports immediately. If behavior continues, United Sports has the right to suspend a child until further discussion with a Camp Director, or permanently expel them from camp.

Sick Policy

Fever: With a temperature of 100 degrees or above, parents will be notified to pick up their child. Please keep your child home until he/she is free of fever and fever reducing medications for twenty-four hours. If a child visits the doctor and the fever is attributed to a non-contagious illness, a dated note from the physician stating the child may return to care must accompany the child in order to return the next day.

Vomiting: After one bout of vomiting parents will be notified to pick up their child. Parents should keep their child home for the remainder of the day. The child may return the next day of care if vomiting has ceased. Vomiting allows viruses and bacteria to become air borne and spread rapidly.

United Sports staff will notify parent/guardian whenever their child becomes ill. Parents will need to arrange to have their child picked up immediately. The staff is authorized to obtain immediate medical care if any emergency occurs when the parent cannot be immediately located.

If a child or anyone in the child's family comes down with a communicable disease (lice, measles, chicken pox, etc.) it is the parent's responsibility to notify the United Sports within 24 hours so that they can notify all other campers (all names will remain confidential).

Medication Administration Policy

Medication is administered to children as a courtesy for families at United Sports. We will administer prescription medication only when the prescription is current, and the parents provide an accurate dosage spoon/syringe.

Please do not leave any medication in a child's backpack. All medication must be provided to the camp directors, must be in the original packaging (this includes inhalers, EpiPens, etc.), and must be labeled with your child's name.

Over the counter medication will be administered only when accompanied by a doctor's note of permission, which must include the following information: date, the doctor's full name and practice, the child's full name, the specific dosage and frequency of dosage.

Medication, which is to be signed in daily, is kept in the office along with the medication log. There are specific places where the medication is stored. Please ask if you have any questions. Designated staff will administer medications, signing the log sheet when medication is given. Medication is all kept in a general area that trained staff can access quickly if needed.

Sunscreen Administration Policy

Parents/guardians should provide sunscreen for use during the day. Sunscreen sent to Camp should be placed in a sealed plastic bag and labeled with the child's first and last name.

Day Camp families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day. Upon receipt, counselors will place sunscreen in their backpacks that will be in their possession throughout the day. Any remaining sunscreen will be sent home Friday, or the last day of camp. During the camp day, staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin—including the face, the tops of ears, and bare shoulders, arms, legs, & feet— prior to campers' participation in outdoor programs. Counselors will not apply sunscreen when skin is broken, or an adverse reaction has been observed. When staff notices these reactions, they will report them to Director who will contact the camper's family. If, for any reason, counselors cannot apply sunscreen on a camper, the camper may be limited in their participation in outdoor activities. If

parents/guardians have more than one camper attending camp, we ask each camper to have their own supply of sunscreen so that it is readily accessible throughout the camp day.

Daily Needs

Backpacks – According to regulations, medications, cosmetics or anything marked keep out of the reach of children are not permitted to be stored in your child’s backpack.

Outside Play – Fresh air and sunshine are important for a child’s health and well-being. It is important that your child be dressed appropriately for outside play. Children need to wear shoes that will permit them to run and play without injury.

Clogs, Crocs and flip-flop type shoes are not permitted. If your child wears this type of shoe to camp, they will not be allowed to participate in the activities.

Toy and Electronics Guidelines

Our camp program is filled with active games, hands-on activities, in-house field trips, and other counselor selected activities. United Sports does not encourage outside toys and electronics.

United Sports is not responsible for lost or stolen items.

Transportation

The camp’s transportation practices promote safety, minimize risk, and help administrators consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.

Field Trips

All parents are required to fill out field trip permission slip. On those slips will explain in detail the events of the field trip. To go on the field trip, permission slips and payment for trip are required. Field Trip sign ups are a first come first served basis.

Weather

United Sports provides a full program even on rainy days. We make every effort to keep campers dry. Camps that normally meet outside will have space and activities in the facility. In the event that we experience a power outage, attempts will be made to contact parents and let them know our status. For excessive heat or extreme weather conditions, United Sports will run on adapted schedule.

WHAT TO BRING TO CAMP – Please label EVERYTHING

- Lunch
- Water bottle
- Athletic, closed-toed footwear only

- Sunscreen (Please apply to your camper in the AM before coming to camp. For safety reasons, we do not share sunscreen among campers)
- Hat
- Sport specific equipment (Sport Specific Camps)
- Bathing suit and towel when needed

Training & Onboarding

Staff members are trained and continue to train throughout their careers here at United Sports. Many members are CPR certified, and basic first aid trained. Certified lifeguards are on staff for those trips that require swimming. Counselors in Training or 'CITS' are trained just like the main staff. Each staff member has their own expectations and standards to follow for United Sports.

Camp Bullying Statement

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion. At United Sports bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to acquire skills, knowledge, friendships, and life experiences. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at United Sports.

Payment for Camp

We accept Visa, Mastercard, and Discover. We do not accept American Express.

Verification/Agreement of Terms

Individuals utilizing the United Sports facility do so at their own risk. The property owner(s), league operators, officers and staff of United Sports assume no liability for any injuries or accidents that may occur. Please reference the Liability / Injury Waiver and Release Forms, as well as signage posted within the facility.

FACILITY RULES

- Conduct within the facility should be in the spirit of good sportsmanship at all times.
- At no time shall spectators enter the field to speak with officials, coaches, or players. Any spectator that enters the field to confront an official or another player will be suspended from the facility.
- Rude, inappropriate, and disrespectful language is not tolerated, and will result in facility suspension.
- Should you find or lose any items please report the incident immediately to a United Sports employee. The United Sports owner(s) and staff do not assume responsibility for any items lost or stolen.
- No food or drinks on the fields or volleyball courts. Outside food and drinks are not permitted in the United Sports. Players and referees may bring 1 water bottle.
- No animals, with the exception of service animals, will be allowed in the facility.
- No chewing tobacco or chewing gum permitted in facility at any time.
- No sunflower seeds or similar type products are permitted in the facility.
- No glass containers on the field, volleyball courts, or in the player boxes.
- Video recording from the player boxes is not allowed.
- Children must be supervised at all times.
- Balls shall not be kicked, thrown, or hit against the building walls (interior or exterior) unless on the playing field. Damage caused by these actions shall be the financial responsibility of the individual, or their parents or legal guardians.

Contact Information

United Sports
1426 Marshallton-Thorndale Road
Downingtown PA
610.466.710

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Parent Handbook Sign off Sheet

I, _____ have read and been informed about the content, requirements, and expectations of the United Sports Training Center. I have received a copy and agree to abide by the policy guidelines as a condition of my enrollment at United Sports.

Sign: _____ Date: _____