



**Summer Playground  
Parent Handbook  
2026**

Dear Parents:

Welcome to Exeter Township's Summer Playground Program! Thank you for supporting Parks and Recreation programs. This handbook contains important information regarding camp, please read thoroughly.

During the eight-week program, your child will be involved in games, sports, crafts, teambuilding, and outdoor learning. We strive to ensure that every child has a safe, enjoyable, and fun-filled summer where they make memories to last a lifetime. Our program will be held at Lorane Hollow Park this summer.

Thank you for entrusting your child to us this season; we look forward to a wonderful summer!

Sincerely,

Becky Mancuso  
Parks & Recreation Coordinator  
[bmancuso@exetertownship.com](mailto:bmancuso@exetertownship.com)  
office: 610-406-0263  
cell: 484-942-7036

## **WELCOME!**

Welcome to Exeter Township's 2025 Summer Playground Program! Our 8-Week Playground Program will run from June 15th to August 7th. We are dedicated to making sure your child has a fun, safe, and positive experience with us. Please take a few moments to review the following policies and procedures. Bear in mind that all procedures have been implemented to ensure the safety of your child.

**LOCATION & HOURS:**        *Lorane Hollow Park*  
   451 W. 48<sup>th</sup> Street

8:30am to 3:00pm      Monday thru Thursday.  
Friday fields trips & events- optional & additional fee

**AGE REQUIREMENTS:** The Summer Playground Program is for children ages 6 (and have completed Kindergarten) through age 13.

## **GENERAL INFORMATION**

During our 8-week program, your child can look forward to a variety of activities including sports & games, arts & crafts, nature & outdoors following the week's theme and field trips (extra cost). Each day, Playground Leaders give a run-down of the rules and schedule with the children. Field Trips will be offered on Fridays.

## **PROGRAM REFUNDS**

Refunds for the program will only be offered through the first week of the program. This will be up to and including Thursday, June 22, 2026.

Unfortunately unless there are participants on the wait list for field trips, we are unable to refund for the trips due to pre-payment.

## **INCLEMENT WEATHER**

The Playground program will move to the Dunn Community Center if significant rain or thunderstorms are expected and be open from 8:30 am to 3:00 pm. Families will be contacted by email and/or text message by 7:30 am if we plan to move the program indoors for the day. In the event heavy rain or thunderstorms occur during the program day, parents are responsible for picking up their children early from the park. Staff will attempt to contact parents if the program needs to close early due to weather. Please make sure that your MyRec account is up to date with proper emergency contact information.

## **SIGN IN AND SIGN OUT PROCEDURES**

No child may sign him/herself in and out of camp. Children will only be allowed to be signed out & leave with the approved adults listed on their Registration Form, unless your child has been pre-approved to be a walker.

When you arrive for the day's program, please report to one of our Head Leaders to sign-in your child. Participants can be dropped off any time after 8:30 am and must be picked up by 3:00 pm.

In order for us to monitor attendance and to ensure the safety of your child, playground participants must stay with our staff until their parent or guardian arrives to pick them up, and they are SIGNED

OUT for the day by one of our Head Leaders. Participants who are dropped off by parents or guardians MAY NOT sign themselves in or out.

### **WALKERS**

We are aware that some of our families live close enough to the park to allow your older children to walk. Parents of walkers must register their child as a walker on their registration form. Walkers must report to a Head Leader to be signed in upon arrival and are not allowed to “come and go” during the day. This means a walker is to stay on the playground premises until 3:00 pm, unless a handwritten note is brought in stating the walker may leave early. **There will be no exceptions to this rule. We take our attendance, and your child’s safety seriously - any participants who break this rule are subject to immediate suspension or expulsion.**

### **LATE PICK UP POLICY**

All participants must be picked up by the 3:00 pm Program end time. Should an emergency prohibit you from making 3:00 pick-up, you must contact the Parks and Recreation Coordinator at 484-942-7036 to notify staff. *\*Advance notification is not a guarantee that late pick-up fees will not be assessed.*

**1<sup>st</sup> offense:** less than 10-minutes late: No Charge

**2<sup>nd</sup> offense:** \$10 flat fee for the first 5 minutes late. After 5 minutes, \$1 per minute late.

If a fee is assessed for a late pick-up, there is one charge for family with multiple children. Payment must be cleared before the child(ren) can return to camp. You will be notified by the Parks and Recreation Coordinator if payment is requirement. If pick-up times are consistently missed, the Summer Playground Program reserves the right to refuse future attendance. If a child has not been picked up by 4:00 pm (1 hour past the program end time), and the staff has not been notified and the parents are unreachable, Berks County Children and Youth Services may be contacted.

### **MEDICAL INFORMATION**

It is extremely important that we have all necessary medical information concerning your child. The responsibility for administering medications rests with the child’s legal parent or guardian. **No Playground Staff is permitted to administer medication.** All medical information is kept strictly confidential.

**Please make sure you also include any medical conditions on your MyRec account. If your child requires special accommodation and you don’t list any medical information, we cannot meet your child’s accommodation requirements.**

### **ILLNESS PROCEDURES TO FOLLOW**

Children should **NOT** attend camp if any of the following apply:

- Fever: Temperature 100.4°F or higher within the last 24 hours, or the child still feels feverish.
- Vomiting/Diarrhea: Vomiting or diarrhea within the last 24 hours, or ongoing episodes.
- Worsening Respiratory Symptoms: Cough, sore throat, or runny/stuffy nose that is getting worse and not clearly due to allergies, especially if the child is unable to comfortably participate in activities.
- Rash: New or unexplained rash, especially with fever or behavior change.
- Contagious Conditions: Diagnosis of a communicable disease (e.g., COVID-19, flu, strep throat, chickenpox, measles, pertussis, etc.)
- Draining Sores: Sores that are draining fluid and cannot be completely covered with a clean, dry bandage.

· **Child Appears Too Ill:** The child is unusually tired, irritable, or otherwise too sick to safely participate in normal camp activities.

If symptoms arise at Playground, A staff member will contact the parent/guardian promptly, describe the symptoms factually, and request that the child be picked up as soon as possible if the symptoms meet exclusion criteria. If the situation appears urgent or life-threatening (e.g., difficulty breathing, altered consciousness, suspected severe allergic reaction) 911 will be contacted, then contact the parent/guardian.

### **ABSENCES**

Notification of an absence from the Playground program is not required. We do ask if your child is absent due to a contagious condition, please notify the office so we can determine if other children and staff have been exposed. If your child is ill, we require them to stay home for at least 24 hours after the symptoms have subsided. Please help us keep our Playground kids and staff safe by keeping your child home if they are not feeling well.

*\*Note:* There is no fee reduction or reimbursement for absences.

### **WHAT TO BRING/WEAR TO PLAYGROUND**

Please make sure any and all items are clearly labeled with your child's name.

**SHIRT AND SHOES:** Everyone must wear shoes and a shirt when present at Playground. We recommend sneakers and socks, especially for children who wish to participate in energetic activities such as climbing on playground equipment or participating in sports. An age appropriate bathing suit may be worn for Water Wednesdays and Water Week.

**SNACKS:** We ask parents to provide a snack for your child's snack time. The Playground will not provide snacks due to potential food allergies, except for Special Events where substitutions will be made available.

**LUNCH:** Please send your child with a packed lunch. We recommend they have an insulated lunch bag as there is no refrigeration available. \*It is not permitted for children or parents to have take-out (i.e. pizza, etc.) delivered to the park for lunch unless it has been prearranged with staff and is inclusive of all attendees). If your child forgets lunch, they should notify their Head Leader.

**WATER:** There are many VERY hot days! Please send an additional water bottle or a refillable water bottle with your child.

**SUNSCREEN:** Please apply sunscreen to your child daily. While our pavilion does provide a shaded area, we recommend you send extra sunscreen with your child. **Playground Staff are not permitted to apply lotion to children.**

### **What NOT to Bring/Wear to Playground**

**CLOTHING WITH INAPPROPRIATE IMAGES OR WORDS:** Please, keep it wholesome.

**VALUABLES:** Please keep treasured items at home. Leaders are not responsible if something is lost or stolen, but we will make every effort to prevent it.

*\*A note about **CELL PHONES:** We understand that many children have been given cell phones by their parents in order to establish an emergency contact line. We understand this, and do not currently*

*restrict cell phone usage. HOWEVER – we encourage children to leave their cell phones in a safe place like a lunch box, and focus on the fresh air, sunshine, games, sports, friends, and fun. Older participants need to be mindful of little eyes and minds – participants who are found looking at inappropriate content may lose cell phone privileges at the park.*

**DRUGS:** We have a zero-tolerance policy for illicit drugs, alcohol, cigarettes and vaping devices.

**WEAPONS:** Please leave even small “weapons” at home – these include pocket-knives, etc.

Any disruptive, violent, or threatening behavior will be dealt with swiftly and appropriately. Please take the time to read the Behavior Management and Rules policy below with your child. If problematic behavior is not corrected, it may be cause for dismissal from the Summer Playground Program. We will not tolerate language or actions that are inappropriate or harmful.

### **BEHAVIOR MANAGEMENT AND RULES**

Children must listen to the Playground Leaders at all times; failure to do so may result in removal from camp. The Rules of Playground include:

1. **NO FOUL LANGUAGE** – the use of profane language will not be tolerated. Also, please be mindful that some words, while not swear words, are still inappropriate for use, especially around younger participants. We take threats of violence very seriously. There will be a zero tolerance for any threat of violence and may result in your child being immediately removed from the program.
2. **KEEP PLAYGROUND CLEAN** – children should throw away any trash in the appropriate receptacles and respect the nature around them by leaving the spaces the way they found them.
3. **NO BIKES, SKATEBOARDS, OR ROLLER BLADES NEAR OR UNDER PAVILIONS, BUILDINGS, OR TABLES.** Bike racks have been installed for this purpose.
4. **NO PHYSICAL CONTACT** – Any child engaged in a physical fight (no matter who “started it”) will be banned from Playground for at least one day and will be issued a Strike.
5. **USE EQUIPMENT PROPERLY** – When equipment is damaged or broken, it may not always be replaced. By showing respect for the equipment provided, everyone will have a chance to use our supplies. Your child may be held accountable for broken equipment or supplies.
6. **PUT EQUIPMENT AWAY WHEN FINISHED**
7. **NO NAME CALLING** – Name-calling, racial remarks, and hurtful words will not be tolerated! Immediate dismissal from the program is possible for extremely offensive remarks.

Our staff tries to use positive reinforcement whenever possible to mold behavior. However, if a participant breaks the rules or engages in inappropriate behavior, our Leaders use a Strike System. A participant may be issued a strike if he or she repeatedly exhibits behavioral problems. A strike is a last resort of a Playground Leader, not a first instinct. All strikes will be reviewed by Playground Leaders and the Head Leader. **Please note that REFUNDS will NOT be issued in the case of a suspension or expulsion from the program.** The Strike System is a three-tiered system, and some tiers may be skipped depending on the severities of a behavior. Each instance will be reviewed on a case-by-case basis. The Strike System functions as follows:

### **1st STRIKE – 1 DAY SUSPENSION – NO REFUND**

If a participant earns a Strike, a parent or guardian will have to meet with playground staff and Head Leader; the Head Leader has the right to enforce the suspension.

### **2<sup>nd</sup> STRIKE – 1 WEEK SUSPENSION – NO REFUND**

If a participant earns a Second Strike, a parent or guardian will have to meet with playground staff and Head Leader; the Head Leader has the right to enforce the suspension.

### **3rd STRIKE – EXPULSION FROM THE PLAYGROUND PROGRAM – NO REFUND**

If a participant earns a Third Strike, he or she will be expelled from the program. The Head Leader has the right to enforce the expulsion.

### **COMMUNICATION**

Our staff will communicate with parents through Facebook, Class Dojo, and phone calls when necessary. We recommend that you follow our Facebook page at Exeter Township Parks and Recreation, and that your contact information is updated in your MyRec account. Please make sure your account is checked as “active” and that you opt in for all email notifications in order to receive any email blasts.

### **PLAYGROUND SHIRT**

Every child will receive the 2026 Exeter Twp. Summer Playground T-shirt (included in the cost of registration) delivered the first week of the program. **Participants must wear these T-shirts on Field Trip days.**

### **FIELD TRIPS AND SPECIAL EVENTS**

Field trips will be Fridays and are for children who have pre-registered and paid for the activity.

Exeter Township will provide transportation for day trips from the park and will maintain proper ratios of staff to participants. Participants may be dropped off and picked up at the Playground according to that Friday’s schedule. Field Trip return time is estimated, and we will strive to stick to that that time. Families will be notified of any delays through Class Dojo.

Field trips are not mandatory; however, the playgrounds will NOT be open for those who did not register for the activity. Field trips are an additional fee, based on the cost of the activity, ticket or admission fees for a given trip and transportation costs.

All trips must be paid for and permission slips must be turned in by the established due date. Our Parks and Recreation Coordinator is present for all Field Trips. Registration can be done on our website, **Exeterpa.myrec.com** or in the Township building prior to the scheduled activity. No registrations will be permitted at the parks. If special accommodations are required, contact the Parks and Recreation Coordinator at 484-942-7036.



## STAFF

Our staff is primarily made up of high school and college students who are majoring in education or sports related fields. All staff members have done child abuse clearances, background checks, drug tests, staff training and most are CPR/First-aid Certified.

Playground Staff are supervised by: Becky Mancuso  
[bmancuso@exetertownship.com](mailto:bmancuso@exetertownship.com)  
 610-406-0263  
 484-942-7036

## PLAYGROUND 2026 SCHEDULE

The playground 2026 schedule is subject to change. Participants are not required to participate in all activities, but are strongly encouraged.

Exeter Township Parks & Recreation <b>PLAYGROUND PROGRAM 2026</b>					
	Spirit Monday	Tuesday	Water Wednesday	Thursday	Field Trip Friday
Week One Welcome to Playground! 	June 15 Friendship Bracelets & Scavenger Hunt Favorite Color Day	16 Tie-Dye Camp Shirts & Bingo Crazy Socks Day	17 Flower Pots & Water Activities	18 Knockout Jersey Day	19 Go 'N Bananas
Week Two Masterpiece Makers 	22 Rock Painting & King of the Court Mismatched Day	23 Gimp Bracelets & Badminton	24 Watercolor Painting & Water Activities	25 Pickleball Tournament	26 LEGOLand Discovery Center
Week Three Scientists In Training 	29 Popsicle Catapults & Cops and Robbers Crazy Hair Day	30 Lava Lamps & Castleball	July 1 Cup Tower Contest & Water Activities	2 Flag Football Independence Day Cookout	3 DaVinci Science Center
Week Four Wild About Wellness 	6 Stress Balls & Yoga Superhero Day	7 Butterflies & Calming Coloring	8 Rain Sticks & Water Activities	9 Zumba	10 Nova / Soar n' Bounce
Week Five Amazing Animals 	13 Dinosaur Eggs & Crab Soccer Animal Day	14 Rainbow Fish & Fleas off the Parachute	15 DIY Octopus & Water Activities	16 Soccer Knockout	17 Lake Tobias
Week Six Spectacular Space 	20 Decorate a Rocket & Wiffleball Galaxy Day	21 Cloud Foam & Capture the Flag	22 Marble Planets & Water Activities	23 Paper Airplane Competition	24 Reading Museum & Planetarium
Week Seven Competitions for Glory	27 DIY Jerseys & Jailbail PA Sports Day	28 Basketball Friends & Kickball	29 Team Banners & Water Activities	30 Nok Hockey Tournament Color Wars	31 Berks Lanes
Week Eight End with a Splash! 	August 3 Sand Art & Beach Volleyball Hawaiian Shirt Day	4 Personal Beaches & Moonball	5 Seashell Animals & Water Activities	6 Pool Noodle Volleyball	7 Crestwood Pool

Schedule is subject to change. Field Trip Fridays require additional registration. Playground Program will be closed on Fridays for those not attending field trips.



## Exeter Township Summer Playground Parent Handbook Receipt Page

My signature below indicates that I have received and reviewed a copy of the Exeter Township Summer Playground Parent Handbook.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_