



Village Of Champions Summer Camp Programs

Family Handbook

Papa Playground Recreation Field (Soccer Camp)
6839 Lansdown Ave
Philadelphia, Pa. 19151

****West Philadelphia Achievement Charter School (Enrichment Program)**
6701 Callowhill Street
Philadelphia, Pa. 19151

Program Director: Mr. Michael King/Vanessa Andia
Site Coordinator: Ms. Natalia Andia

Contact Information:
Main number: 484-469-0699

Mission Statement

Provide the highest quality of soccer instruction in a safe and fun filled environment through a variety of soccer activities designed to develop the technical, tactical, physical, and psychological aspect of players at all levels. Our knowledgeable and friendly staff is devoted to providing a competitive, but positive learning experience that encourages a lifetime of physical activity through the wonderful game of soccer.

Goal

The goal of VOC Soccer Camp is to provide the best skills development programs through positive, fun and professional coaching methods. VOC Soccer camp start at age 5 years old and goes up to 11 years old. Small sided games and situation drills will be used to improve all aspects of a camper's game during our summer camps. Campers are trained individually and in small groups to develop the essential skills of soccer such as dribbling, passing, receiving and shooting. We encourage Campers to engage their teammates using unique team building activities. Physical health and fitness is a very important aspect of our Camp. We encourage Campers to participate in all physical fitness and education health activities.



About us

We are a 501(C) 3 Non-Profit organization with a focus on Sports Based Youth Development (SBYD). Since 2009 we have been using sports as a means to engage youth in areas of mentoring, athletic development, life skills development and community service. Through our relationship with the Philadelphia Parks and Recreation, Up2US Sports and Philadelphia Youth Sports Collaborative (PYSC), we are able to offer children in Philadelphia competitive leagues, tournaments in Soccer, Flag Football and Basketball.

Program Areas

Our Camps provide each Camper a fun, safe and supportive environment in addition to a range of activities to support the following areas:

- Team and group games
- Ball Control
- On the ball drills
- Goal Keeping
- Dribbling
- Passing
- Team drills
- Striker/finishing
- Defensive and offensive sets

Enrichment Program

VOC is collaborating with West Philadelphia Achievement Charter School to provide families an extended day beyond Soccer Camp days. This program will be located at the West Philadelphia Achievement Charter School located at 6701 Callowhill St., Philadelphia Pennsylvania, 19151 and will be available from 1:00pm-4:00pm. **Payment must be made by the Monday of the week of camp to the Camp Director by cashier's check or money order (NO CASH WILL BE ACCEPTED).**

The program will consist of:

- Academic enrichment (math, reading and project base learning)
- Recreational Activities

Pick up (Enrichment Program)

****The Enrichment program is for families that need extended care beyond 12:00pm Soccer Camp day. Pick up for the Enrichment program is no later than 4pm. All Enrichment program payments must be received no later than the Monday of camp week. Please submit your Enrichment program payments by cashier's check or money order (NO CASH WILL BE ACCEPTED). All parents should pick up their Camper(s) at the West Philadelphia Achievement Charter School, 6701 Callowhill Street Philadelphia, Pa. 19151. All**



parent/adults MUST sign in and sign out on the attendance sheet; they must also be ready to show ID upon request. Only authorized adults on the registration form are permitted to pick up your Camper(s).

Before & After Camp

We offer Before Camp 8am-9am and After Camp 4pm-6pm for families that need an extended day beyond our camp day 9am-4pm. Before camp is from 8am-9am held at the Papa Playground field. After camp is from 4pm-6pm and held at WPACES. The weekly cost is \$15 for Before Camp and \$10 for After Camp. These fees are in addition to the regular camp fee of \$65 per week. If you need both Before and After Camp the weekly fee is \$90.

Calendar/Schedule

Soccer Camp operation: 6 week camp sessions June 18, 2018 – July 27, 2018 from 9am-12pm and Academic Enrichment 1pm-4pm. **No Camp is available July 4, 2018 due to the holiday.**

Soccer Camp ONLY

Monday	Tuesday	Wednesday	Thursday	Friday
9am-12pm	9am-12pm	9am-12pm	9am-12pm	9am-12pm

Soccer Camp & Academic Enrichment

Monday	Tuesday	Wednesday	Thursday	Friday
9am-4pm	9am-4pm	9am-4pm	9am-4pm	9am-4pm

Late Pickup Policy (Soccer Camp)

If you will be late picking up your Camper, you must call/text or email the Program Director. If you do not make contact prior to your pick up time, you will be subject to a late fee, **see below.**

Late fee:

\$5.00 every 15 min increments (if your child is picked up after your scheduled pick up time)

If your child is not picked up by their scheduled pick up time after Soccer camp 12pm at Papa Playground field, your child will join the other Enrichment program children at the West Philadelphia Achievement Charter School, 6701 Callowhill Street Philadelphia, Pa. 19151.

If your child is not picked up by the end of the day by 6pm we will make every attempt to contact the authorized persons on the Camper’s application. If we are unable to reach anyone by 6:30pm, the Philadelphia Police department will be notified. You will be charged



a \$2.00 fee for EACH minute that you are late after 6:00pm. **Late fee payments are due the next business day for all late pick up times.**

Please **DO NOT hand CASH** late payments to our staff. Cashier's check or money order should be paid to the order of ["**Village of Champions**"].

- Late fees will be due the next business day in the form of a cashier's check or money order (no cash will be accepted for late fees)
- If a Camper is picked up late more than three times in a one week period, the parent(s) will be required to meet with the Program Director before the child may return to the program.
- Continued disregard for the pick-up time is cause for the Camper's termination from the camp. It is very important to have updated contact information in your Camper's file at all times.
- Any Camper who is not picked up will be under the supervision of an assigned Camp Staff until the parent, emergency contact, or the authorities arrive. All information about the incident will be discussed directly with the parent or guardian and never with the Camper.

Program Closures and Fees:

- The Camp will be closed July 4th for the holiday and on weekends.
- Sibling discounts apply to weekly fees**
- **Late pick-ups after scheduled pick up times (\$2.00 per minute) **
- Camp payments are due the Monday prior to the start of camp.
- All payments are made online at Sports Engine (<https://villageofchampions.sportngin.com/register/form/925878221>)
All Enrichment program payments are made by check or money order and due by the Monday of the camp week.
- Anyone interested in the Enrichment program should contact the Program Director one week prior to the start of the new Camp session, 484-469-0699.
- Camp fees are \$65 per week per camper for 9am-12pm or 9am-4pm.
- Camp fees must be paid the Friday before Camp begins. Any other arrangements must be discussed with Program Director.

Discounts

- Sibling receive a \$5 discount per week enrolled
- Wolfpack Soccer Players \$5 discount per week enrolled

Cancellation/Transfer Refund Policy

Any participant who is unable to attend camp for any reason will receive full credit for the purchased amount to be applied toward any other camp session. Credits never expire and are transferrable. Parents cancelling all camp sessions, will be charged a \$35 cancellation



fee per camp session. To qualify for early cancellation, parents must cancel 2 days prior to the start of any camp session. **(Note: will be charged \$35 cancellation fee)**

Weather Conditions

In the event of rain or inclement weather, we will move the Soccer program indoors to the West Philadelphia Achievement Charter Elementary School (WPACES). The program schedule will be scaled back on days we have to move the Campers indoors. While indoor, the program will consist of small group lessons that focus on the technical aspects of soccer. We will view appropriate movies surrounding sports and the impact of sports. We will continue all non-contact activities and focus on fun positive interactive games.

What to bring *(Campers will receive one camp T-shirt)*

- Soccer cleats and/or gym sneakers. We suggest wearing shoes that are worn to avoid blisters.
- ***Shin Guards and long socks are optional***
- Wear shorts and a t-shirt
- Campers will be asked to wear camp shirt while participating every Friday during camp Olympics/tournaments
- Bring a water bottle EVERYDAY and please place your full name on bottle and all clothing and belongings.
- Parents/Guardians are responsible for applying sunscreen on their Camper before camp every day. Your camper may bring their sunscreen to camp to reapply as needed. Please make sure to label all sunscreen containers.

What Not To Bring

Campers are responsible for their own belongings. We do not recommend bringing anything of personal value to camp. Do not bring money, food, jewelry, gum. Electronic devices such as cell phones, Mp3 players, iPod, iPad and headphones are not allowed during camp. If campers need to call their parents, a phone will be provided.

Confidentiality

All employees must maintain strict confidentiality regarding files, records and other information regarding campers and families. No information can be shared with any persons and/or organizations outside of Village of Champions Youth Network Inc. (VOC) without the signed consent of the Parent/Guardian of a Camper. Disclosure of confidential information among VOC staff is for professional purposes only and done in a setting that assures privacy. All paperwork and forms with sensitive personal information will be maintained in a locked/secured place.



Youth Sign in / Out Procedures

- All Parent/Guardian MUST sign Campers in and out.
- Parents and/or designated alternates must sign out their Camper. Sign outs must be legible.

Youth Attendance

- If a Camper is going to be absent due to illness, travel or other circumstances, the Camper's Parent/Guardian must notify the staff or the Program Director.
- When/if you choose to withdraw your Camper from the program, please notify the program director in writing. Email is acceptable.

Arrivals, Departures and Release of Youth

- Campers are never released to any persons other than the parents unless permission is given by the Parent/Guardian. Parents must specify adults who are authorized to pick-up youth on the Emergency Contact Form.
- Parents must notify the Camp if anyone not named on the Emergency Contact Form will be picking up the camper. This MUST be done in writing to include email. This information will be documented on a Release of Camper Form and the individual will be asked to produce identification before the youth may be released to them.

Parent Visitation and Communication

- Parents may visit the Camp at any time.
- It is recommended that all parents read the Family Handbook and sign-off to acknowledge receipt.
- Parents are asked to be mindful of postings and newsletters as they contain important information concerning the Camp.

Health

First Aid

- A complete and well stocked first aid kit is kept on site at all times.
- At least one staff person with CPR and First Aid certification is present on site at all times.
- Parents will be promptly contacted if first aid is administered to their child.

Allergies



Please advise the program of any food or allergies that your child may have.

Administering Medications

- Campers are not permitted to bring any form of medication to the camp, (prescription or over the- counter) or to self-administer any medicines including inhalers without permission.
- Parents must complete medical forms (Online application) and produce written instructions by the physician before any medications can be administered. If a form is not completed, the parents are responsible to come into the camp to administer the medication.

Sick Youth

- If your Camper is going to be absent from camp due to illness Parent/Guardian must contact the camp to inform staff.
- Campers that become ill during a camp session will be separated from the group and monitored by a staff member while parents are contacted to pick up their Camper.
- Please notify the Program Director at the time of registration if a child has a chronic health condition.

Controlling Communicable Diseases

If a staff member observes a Camper with symptoms of a communicable disease or an infection that can be transmitted to others, parents will be notified. The Camper will be unable to attend the program until a notification from a physician is received stating that the Camper is no longer ill or a risk to others.

Hand Washing Policy

- Staff and Campers must wash hands frequently especially at meal times and after using the bathroom.
- Hand sanitizing liquid will not be substituted for soap and water hand washing. Conversely, hand sanitizing liquid will be available for campers to use throughout the day.

Food and Beverages

- Camper will be provided a healthy lunch and a snack. Campers staying for aftercare will be provided a healthy snack.
- Drinking water will be available at all times.
- Please advise the program of any food allergies your child may have.



- Youth must wash hands before meals.
- Staff must wash hands before and use gloves when preparing food.

Safety

Transportation and Field Trips

- Only Camper who have returned a signed permission slip with the required payment are allowed to attend trips. **Verbal parental consent is not acceptable.**
- During all offsite outings, a first aid kit, emergency contact information for staff and youth, a cell phone and signed permission slips must be carried.

Dealing w/intoxicated parents

Staff has been directed not to release Camper to parents or guardians who appear to be intoxicated. The Program Director, a security personnel and/or the police may need to be notified in such an event.

Mandated Reporting of Child Abuse and Neglect

Staff are mandated (required by law) to report any suspected child abuse and/or neglect. A designated staff member will forward all suspected cases of child abuse and/or neglect to Program Director and PA ChildLine.

Supervision and Behavior

Ratios

- Youth will never be left unattended.
- Staff will adhere to the following staff to youth ratios at all times: 1:6
- When 1 or more children are present in the program at least 2 staff will also be present.
- Extra adults will be present on field trips and other outings that are difficult to supervise.

Behavior Policy

The goal of redirecting youth behavior is to ensure the safety of the program participants and teach good social skills and behavior to participants. We will maintain a relaxed and comfortable environment where youth feel welcomed, encouraged and safe.

- **No corporal punishment will be used at any time.**
- Staff will ensure that redirection and guidance are consistent, are based on understanding of individual needs and development, and promote self-discipline and acceptable behavior.
- Good behavior will be recognized and encouraged.
- Campers will be taught by example through the use of fair and consistent rules.



- Campers will be helped to understand why their conduct is unacceptable, what is acceptable in a given situation, and the consequence of the subsequent behavior.
- Behavioral reports will be written daily on Campers who pose behavioral challenges. All behavioral concerns will be addressed with parents/guardians.



Parent Acknowledgement Sign-Off

I _____ acknowledge that I have received the Family Handbook and have read and understand the policies and procedures therein.

Camper Name : _____ (print/sign) _____

Parent Name: _____ (print/sign) _____

Village Of Champion
Representative : _____ (print/sign) _____

Date: _____