



respective solutions
GROUP

Nita M. Lowey 21st CCLC Summer Camp at Forest Hills S.D.

2026 FAMILY HANDBOOK

Monday-Thursday / June 29-August 6, 2026 / 9:00 AM-12:00 PM

Phone Number:

Jr./Sr. High School office (814) 487-7613

RSG Program Coordinator:

Amanda Gonzalez

Rooms & Locations of camp at Jr./Sr. High School Building:

High school: A204, A205, A206, cafeteria, gymnasium,

field house and outdoor areas

Drop Off/Pick Up Area:

Auditorium

Drop Off & Pick Up Times:

9:00 AM & 12:00 PM

*Do not leave your child unattended. Please check in with an RSG staff member before leaving.
Children must be signed out by an adult listed on their enrollment form.*

One Call Now:

To receive text messages from One Call Now, text ALERT to 22300

Data/messaging rates may apply

RSG Admin Contacts:

Chelsea Brink, Program Support Specialist

814-472-2225 ext. 4

chelsea@respectivesolutions.com

Sue Sheehan, Vice President

814-472-2225 ext. 2

sue@respectivesolutions.com

<https://www.respectivesolutions.org/plsd-summer-camp>

Welcome!

Thank you for enrolling your child in RSG's summer camp! Please read this handbook carefully and keep a copy for the duration of the program. If you have any questions or concerns, please email chelsea@respectivesolutions.com or call our main office at 814-472-2225 ext. 4. This Nita M. Lowey 21st CCLC program is funded in full or in part with a federal USDE grant provided by the Pennsylvania Department of Education.

About Summer Camp/Schedule

RSG's summer camp is an educational, safe, and fun place to go after school has left out for the year! We do hands-on educational enrichment activities that reinforce the skills and lessons that students learn in school. We focus on STEAM and environmental education as well as reading skills. Summer camp is free and is offered for 6 weeks in the summer. Program is from 9:00 AM-12:00 PM, Monday-Thursday. Educational enrichment activities and community partners are scheduled throughout the day. A calendar of activities is available on our website.

Things to Know

Please send a water bottle to summer camp with your child. Whenever possible, most activities will be held outdoors. In case of inclement weather, activities will be held in the field house or the Jr./Sr. High School building. Please make sure that your child is dressed in comfortable and appropriate clothing and footwear to be outside and participating in physical activity (i.e. t-shirt, shorts and tennis shoes). Keep in mind that hands-on, outdoor and physical activities can get messy! You may want to apply sunscreen and/or bug spray before your child arrives at camp. RSG staff cannot apply sunscreen/bug spray. Students are permitted to bring a backpack. You may want to keep a change of clothes in their backpack. All school rules are still in effect during summer camp.

Activities.

Physical Wellness with Let's Dance Ebensburg- trained instructors guide students in health through movement with yoga, dance, Pilates and more.

Environmental Education with Indiana County Conservation District- do hands-on experiments and learn about the local environment.

Hands-On Science with Carnegie Museum of Natural History- learn about science and natural history via hands-on experiments and experiences.

Sports Clinic with Mr. Rob- learn about various sports and how important skills learned in school transfer to the field

Other activities include: creative arts, educational games, structured time outdoors and more!

Meals

Forest Hills School District is providing students with a grab and go breakfast and a hot lunch. We will post the weekly menu on our website.

RSG Summer STEAM Camp Rules

- Be respectful.
- Follow directions given by RSG staff and community partners.
- Follow all school rules.
- Ask permission to leave the assigned area.
- Cell phones must be put away at camp.



First Aid

Program staff will apply minor First Aid (bandage/icepack) but cannot dispense oral or topical medications. Staff will contact parents/guardians if First Aid is necessary. RSG will seek emergency medical care if necessary, and parents/guardians will be notified immediately. If your child needs an EpiPen, please send it with a signed note to be kept in the RSG First Aid bag. We do not have access to the nurse's room.

Transportation/Attendance Policy

- Drop off is at the auditorium doors of the Jr./Sr. High School building at 9:00 AM. Please check in with an RSG staff member before leaving your child. Children may not be left unaccompanied at the drop off area. Please do not drop off early.
- Pick up is at the auditorium doors of the Jr./Sr. High School building at 12:00 PM. Only adults listed on the student's enrollment form are eligible to pick up that student and must sign that student out with program staff. Anyone picking up a student may be asked to provide I.D.
- Early pick-ups cause a disruption to summer camp. Please do not send students to program on days they would need to be picked up early. Late pickups (after 12:00 PM) will not be tolerated and are cause for removal from camp.
- If your child has signed up for busing, you will receive information on your assigned bus stop and pick-up/drop-off times. Locations and times are determined by the transportation company. A responsible adult must be present with children at the bus stop.
- If you need to change transportation arrangements, please notify RSG as soon as possible at chelsea@respectivesolutions.com.

One Call Now Messages & Cancellations

Phone numbers and email addresses for the first two people listed on your child's enrollment form will be added to our One Call Now system to receive calls and messages. This is how we will contact families with important information and cancellations if necessary. If you have not received a welcome message and/or call, please contact chelsea@respectivesolutions.com. **To receive text messages from One Call Now, text ALERT to 22300.** We cannot automatically enroll a contact in text messaging. Data/messaging rates may apply.

Behavior Policy

Should we encounter any behavior problems: there will first be a verbal warning; a second offense will result in temporary suspension from camp; a third offense will result in permanent removal from the camp for the duration of the summer. We hope this will not be necessary and we will do our best to create a positive environment for all students and will manage these issues on a case-by-case basis. Summer camp is a privilege to attend and is voluntary. Misbehavior on the bus/van is grounds for loss of transportation privileges.

Emergency Drills/Readiness Plan/Procedures

Students' emergency contact information is always kept on site. A copy of your site's Emergency Readiness Plan is available upon request. Staff will lead students through practice drills once a month. In case of an emergency, program staff will contact you as soon as it is safe to do so with information and instructions. Please make sure that at least one emergency contact person is available to be reached via the phone number provided during camp hours.

Parent/Guardian and Family Participation

Open houses, focus groups, parent/guardian education classes and events are scheduled throughout the year. You will be notified via information sent home and One Call Now. Please attend when possible! We have an "open door" policy and encourage parents/guardians to visit program. If you would like to visit, please contact RSG staff or our main office.

Accommodation Policy

Every effort will be made to accommodate each child's educational, physical, social and emotional needs. Anything that you can provide (school behavior plan, IEP, etc.) would help us to create a plan for program.

Data Collection Policy

By enrolling your child in summer camp, you grant permission for RSG staff to obtain: PA Secure ID #; school attendance/tardiness/discipline/ISS data; PSSA scores; report card grades; voluntary data collected by clearance earning Saint Francis University students offering academic or positive behavior learning opportunities; and feedback from teachers and administrators for current and past years to comply with grant reporting requirements, with the understanding that this information will be kept confidential.

Photo/Video Policy

By enrolling your child in summer camp, you grant permission for RSG staff to take pictures and video of your child during the summer camp with the understanding that these images may be used for: projects/display boards; student yearbooks; RSG's website/Facebook/Twitter pages; in the local media and shared with RSG partners/collaborators/funders. If you prefer that pictures/video of your child not be taken, please send a dated, signed note to be given to your program coordinator.

If you have any questions or concerns, please email chelsea@respectivesolutions.com or call 814-472-2225 ext. 4. Please keep a copy of this handbook for the duration of the summer camp. Thank you for participating in our program!