



## Southampton Summer Day Camp

1459 Second Street Pike

Southampton, PA 18966

**UPDATED 5/9/24**

### 2025 TRANSPORTATION POLICY

#### CAMP PROVIDED TRANSPORTATION - PARENT TRANSPORTATION - EXTENDED CARE QUICK SHEET

- Transportation to and from camp is included as part of your tuition. Our policy has always been to provide door to door transportation for all campers, when possible. Certain circumstances such as a small cul-de-sac or rural farm entrances may give rise to adjustments in this regard.
- Some areas may not be serviceable at all due to multiple factors such as distance, traffic patterns, available vehicles, etc. In these rare cases, camp will notify you at the earliest possible time. Camp may request that you meet the bus at a convenient location for the benefit of your camper. If this uncommon situation arises, a full refund of all deposits would be issued. Parents also have the option to provide their own transportation at a reduced tuition rate.
- Choice of transportation vehicles for all campers is made by the camp directors and is based on the best interests of all campers. The camp uses school buses and school bus vans. Star seats are available by request in all vehicles. All vehicles are fully licensed and insured.
- All campers are picked up and returned to the same address each day in the same scheduled camp vehicle. Most campers will be picked up between 7:45 - 9:00 AM and dropped off between 4:00 - 5:00 PM. Any request for deviation from this policy may result in additional costs and cannot be guaranteed. Transportation to and or from more than one address usually results in additional costs. Moving to a new address during the summer resulting in changing transportation may or may not be possible. Please alert camp if this will occur as soon as possible. Additional costs and feasibility for extra transportation accommodations would be determined at the time of the request.
- If you sign up for Camp Transportation and you need to pick your child up from camp on any given day, you can pick up before 3 PM or during regular Parent Pick up between 4:05 - 4:20PM. Upon arrival, you will be asked to park and sign your child out. You may also utilize our "Extended Care" option for the PM (4:05-5:30pm) at a drop in rate of \$10 per day. **Please call the office if you need to pick up your child on any given day!**
- If you sign up for Camp Transportation and need to drop your child off on any given day, you may do so in our car line between 8:30am - 9:05am, or utilize our "Extended Care" option for the AM (7am-8:30am) at a drop in rate of \$10 per day. If you arrive after 9:10am, we may ask you to park and sign your child into camp. If you will NOT be utilizing Camp Transportation on any given day, you must notify the Camp the day before and/or the Bus Counselor and Camp the morning of.
- If you choose to provide your own transportation to and from camp during regular pick up/drop off times, you will be entitled to a transportation rebate of :
  - \$200 per camper for "**PARENT TRANS**" for the **Full 8-Weeks**
  - \$150 per camper for "**PARENT TRANS**" for the **Any 6-Weeks**
  - \$100 per camper for "**PARENT TRANS**" for **First 4-Weeks or Last 4-Weeks**.

The following constitutes Parent Transportation:

- Campers must be dropped off at camp between 8:30 AM - 9:05 AM AND
- Campers must be picked up between 4:05 PM - 4:20pm
- An information packet will be e-mailed to you prior to camp starting.

**Reminder: The Camp Parking Lot is closed to traffic from 3:00 PM - 4:05 PM daily.**

### **EXTENDED CARE POLICY**

**EXTENDED CARE OPENS AT 7:00 AM AND CLOSES AT 5:30 PM.**

- The cost for Extended AM/PM Care is an additional \$350 for the full 8-weeks.
- If you opt for "Camp Transportation" or "Parent Self Transportation" and need to drop off or pick up during Extended Day hours, the drop in rate is \$10 for AM and \$10 for the PM.
- If you have any additional questions, please contact the camp office at 215-355-4567.

## 2025 TRANSPORTATION POLICIES & PROCEDURES

As a parent of a day camp child you will most likely have many questions concerning the transportation program in camp. This page has been created in hopes of clarifying SOUTHAMPTON SUMMER DAY CAMP'S transportation program and options available to our families. It will answer many questions, provide you with information and allow you to become better acquainted with this phase of our camp program.

At SSDC, we offer three Transportation options:

1. Door to Door Camp Provided Transportation (AM and PM)
  - a. Approximate pick up time 7:50 AM - 8:50 AM; Approximate drop off time 4:00 - 5:00 PM
2. Parent Transportation (AM and PM)
  - a. Drop off at camp between 8:30-9:05 AM ; Pick up at camp between 4:05 - 4:20 PM
  - b. Mini Day drop off between 8:30-9:05AM; Pick up between at 1:30 PM.
3. Extended Care (AM and PM)
  - a. Drop off at camp anytime after 7AM ; Pick up at camp between 4:05 - 5:30 PM

### Historical Information & Overview

We personally oversee all aspects of our transportation operation – including routing, vehicle selection, gate security, parking lot procedures, and staffing. Our entire transportation service is designed with one purpose in mind – to give each child the safest and most efficient ride to camp. We never lose sight that we are transporting very precious cargo – your children! Safety is always our primary concern.

We have been providing door to door **Camp Transportation (AM & PM)** for our campers since our inception in 1973. This service is included in camp tuition, with the exception of our Mini Day program. This summer, we will be utilizing three modes of Camp Transportation: 1) school buses (48 passengers) 2) school mini buses (18-25 passengers) and 3) school vans (6-14 passengers). Our school buses and CDL school bus drivers are provided by Durham School Services – an established School Bus company with a reputation for safety, service, and dependability. About 70% of our campers utilize the Camp provided school bus transportation.

In recent years, to provide our families with more flexibility, we have expanded our Transportation options to include **Parent Transportation (AM & PM)**, allowing parents/guardians to drop off and pick up their children each day during specific times. Families who select this option receive a Transportation Discount off of Tuition. Offering this option requires significant coordination and logistical organization to ensure our parking lot runs smoothly and safely each and every day for arrival and departure.

As a service to our working parents whose schedules do not coincide with our morning and afternoon drop off times, we offer **Extended Care (AM & PM)** supervised play at our facility. Our doors open at 7:00 AM. and close at 5:30 PM daily. Those parents requesting this option must do so throughout the entire chosen camp session. Camp can not accommodate switching of days between Camp Transportation and Extended Care service. There is an additional charge of \$350 per camper for this service, for the entire season. SSDC Extended Care is a supervised program led by mature and qualified staff. Snack is provided and campers have the choice of various activities in intimate group settings and are given multiple options based on weather and personal preferences (ie. indoor/outdoor, quiet/active, sporty/creative, etc.). Extended Care parents will be given a designated sign for your car window. Parents will park their car in the AM & PM to sign their child in and out of camp.

**Our Transportation Policies are constantly reviewed and optimized to enhance the safety and efficiency of arrival and dismissal. While we will always do our best to accommodate our families specific needs and requests, constant and last minute Transportation change requests can result in vehicle delays as well as confusion for the campers and staff and delays. We ask that you select your Transportation Option carefully and remain as consistent as possible throughout the summer. We understand emergencies happen, and in those instances, we will always do our best to help our families.**

## **CAMP PROVIDED TRANSPORTATION OVERVIEW**

### Vehicle Type

Choice of transportation vehicles for all campers are made by the Directors in conjunction with Durham School Services, based on the best interests of all campers. In 2025, all of our Camp Transportation vehicles will be air-conditioned school buses and school bus vans driven by Commercial Drivers Licensed (CDL) drivers. All vehicles are fully licensed and insured. Vehicle types for each route are based on various factors including seating capacity, number of stops, distance, and road accessibility (such as small cul-de-sac, rural farm entrances etc). Some areas may not be serviceable at all due to multiple factors such as distance, traffic patterns, available vehicles etc. In these cases, camp will notify you at the earliest possible time.

### Vehicle Supervision

Even though the State Law does not require supervision on a bus, other than the driver, we provide a designated SSDC Bus Counselor on each bus. The Bus Counselor is picked up first and dropped off last. The role of this person will be to assist campers on and off the bus, control safety, take attendance and provide any other assistance that may be needed. Some of the mini school vans may not have a Bus Counselor due to seating capacity, but a designated driver will be singularly responsible. Approximately 2-3 weeks prior to camp, Bus Counselors make phone calls to each family to introduce themselves and provide estimated pick up and drop off times. You will also receive your Bus Counselors information via email prior to the start of camp.

### Establishing the Bus Routes

Pleasing each family on the route by having each camper, ideally, picked up last and dropped off first is an impossible task. Although a short ride to camp for each child is desirable, your home location has a direct bearing on the duration of your child's ride. Each route is planned in order to assure minimal driving time and maximum comfort and efficiency for both the camper and the driver. If your home is located in that portion of the route that necessitates your child being the first one picked up and last dropped off, then you have the option to meet the bus at a different pick-up and drop-off point and time. All routes are designed so that the first stop is a designated SSDC Staff Member who acts as the Bus Counselor for the route. Once the Bus Counselor is picked up, the route starts at the farthest point from camp and finishes at the closest point. Some routes are localized and cover a very small pick-up area; hence, whenever possible the driver attempts to drop off first that child who has been first picked up. This can be done only as travel and time conditions permit. We greatly appreciate parents' flexibility and patience, especially during the first week of camp. Numerous factors impact pick-up and drop-off times. Children need to become accustomed to boarding and departing vehicles safely. Traffic patterns may require route adjustments. As each day passes, the pick-up and drop-off times will become fairly consistent.

### Home Pick Up and Drop Off

Most campers will be picked up between 7:45 - 9:00 AM and dropped off between 4:00 - 5:00 PM. Often a route may change drastically just prior to the start of camp or during the first two weeks. We reserve the right to change the camper's pick up and drop off time, if absolutely needed. Please make every effort to have your child ready each morning. If the driver and other campers must wait for your child each morning the vehicle will assuredly arrive late to camp and may severely limit your child's program schedule. Punctuality is of the utmost importance to prevent this emotional stress and disappointment. At the close of the day, when your child is dropped off, the Bus Counselor will wait to make sure that your child enters the home. Please make sure your child has a way to enter the home and that you are present upon the arrival of the vehicle.

### Bus Counselor & Driver Preparation

The CDL Bus Drivers are employees of Durham School Services. The DMV requires that each bus (CDL) driver be at least 21 years of age, possess a current PA driving license and have a good driving record. Each CDL driver must complete a medical examination and complete rigorous safety education classes. Ideally, prior to the opening of camp, all drivers complete "dry runs" of their routes to familiarize themselves with the area, fine tune the timing and work out any 'kinks' to help facilitate a smooth first day.

### The Use of Seat Belts

Seat belts are not required by the State of PA. on conventional school buses. Safety studies have shown seat belts on the larger school buses tend to be more of a hindrance than an asset in case of an accident or emergency. Our school mini vans are equipped with seat belts and capacity on these vehicles never exceeds the number of seat belts available. You can help us by reminding your child to stay in his/her seat and to use the seat belts at all times. If you are concerned about your child riding the bus without a car seat due to age/size, Durham School Services can provide star seats (5 point harness seat belts) by request.

### The Parental Point of View

Riding the camp bus is fun – it is different – and it is a very definite part of camp! Our philosophy is based on the fact that the camp day begins when your child enters the vehicle and not when he/she arrives at camp. Each morning as your child enters our vehicles there will be greetings by the Bus Counselor and camp friends. While on the vehicle your child will have an opportunity to meet new friends and share camp experiences. This is a very valuable extension of the camp day. Please allow your child to enjoy this experience by reinforcing and inspiring positive thoughts about the ride to and from camp.

### One-Off Transportation Change Requests

We ask that families remain as consistent as possible to their selected transportation mode for the AM & PM each day. This allows everyone (staff, drivers, campers, and parents) to get into a routine. Even one change request requires significant coordination so please be considerate when requesting changes and understand that due to many factors, we may not be able to accommodate every request. Ensuring our campers get to and from camp each day safely requires organization and collaboration. We understand that there are days where you may need to request a change to transportation. Any time you desire a scheduling change you must contact the office. You can do this by calling the office between 8am-5:30pm Monday through Friday and speaking to our Transportation Supervisor, or by handing a note to the Bus Counselor to give to the office. All changes must go directly through the office and not just the Bus Counselor or driver. All requests must be in writing or approved by our Transportation Supervisor over the phone. Email requests and texts will not be honored until confirmed by the Transportation Supervisor. This is for your child's protection! If you are requesting that your child go home with another camper on a different bus, or the same bus but dropped off at another camper's address, we must have signed and dated permission notes from BOTH families. Please do not assume that alternate transportation is available, please call the camp office BEFORE arranging your plans. Only campers signed up for Camp Transportation can ride on Camp Transportation, this includes AM and PM. This is for everyone's safety. If you would like your child to go home with another camper via Parent Transportation, we must have signed permission notes from both families and both campers. In this instance, the campers from both families can utilize the Extended Care "Drop In" rate of \$10/day and the parent/guardian picking up the campers will be asked to park and sign out all campers in the lobby between 4:05-5:30pm.

### Bus Communication

Prior to your child starting camp, the Bus Counselor will contact you by phone. You will be provided with the Counselor's name, phone number (for emergencies) and estimated pick up and drop off times. If the Bus Counselor does not make contact, please call our office the week before your child begins camp. Once the route is established please keep your AM and PM conversations with the Bus Counselor to a minimum. Our routes have many children to pick up and lengthy conversations with several parents along the route can cause a vehicle to be as much as 30 minutes late. If your child is sick the night before or the morning of camp, or if you will be dropping your child off at camp instead of taking the bus, please call the Bus Counselor immediately, and then call camp to confirm this update.

### Emergency Drop Off Plan

Prior to the start of camp, you will be asked to complete an Emergency Drop Off form, with details and authorization for an alternate address on your street where your child can be dropped off in the event an adult is not home or they cannot get inside their house. In the afternoon, the vehicle will wait up to 2 minutes for a child to get inside or a parent to come out. The Bus Counselor will notify the Camp Office if the child cannot get inside and we will try to reach you by phone. If we cannot get in contact with a parent, a note will be left and the camper will be taken to the designated emergency drop off address.

### Leaving Early

If the camper must leave camp early, it is the parent's responsibility to make arrangements for early pick up. This is done by calling the camp office or sending in a note in advance to the office identifying the camper, the date and the time of pick up. If the person picking your child up is not the parent/guardian, please designate who it will be. Our staff will ask for ID and confirm this person is on the authorized pick up list (via the SSDC Parent Portal). **All campers must be picked up by 3:00 PM.** The parking lot is closed to car traffic from 3:00 PM - 4:05 PM to allow all of our buses to pull in and park safely, and to ensure a safe dismissal for all campers. The buses are dismissed between 3:45-3:55 PM. We do not dismiss the buses until we have every camper accounted for in their designated vehicle location for Parent Pick Up and Extended Care.

### Questions

It goes without saying that there will always be questions pertaining to transportation. We will always be available to assist. Please realize that we have many children and many routes during the summer and that we try to accommodate an overall majority of parental needs in order to prevent continual problems from reoccurring. An understanding of our transportation program in its complex entirety will hopefully allow you a greater appreciation of any problem-solving that is necessary during the summer. Prior to camp opening, our phones are open from 9:00 AM to 4:30 PM. During the camp season all calls are taken from 8:00 AM to 5:30 PM. The camp phone number is 215-355-4567.

### Bus Rules

We would appreciate it if you would discuss, with your child, the significance of existent safety rules on the buses and vans. These rules are to be followed at all times.

- ☐ Stay on the curb or sidewalk until the vehicle arrives.
- ☐ Wait until the vehicle comes to a complete stop before you approach it.
- ☐ When crossing a street to board your vehicle or after leaving your vehicle, wait until the driver or counselor checks the traffic for you and then allows you to cross.
- ☐ Always stop, look and listen before crossing any street when going to or leaving the vehicle.
- ☐ Never chase the bus or any vehicle.
- ☐ Once seated in the bus, do not change seats.
- ☐ Always wear your seat belt (if applicable).
- ☐ Do not get out of your seat to depart from the vehicle until it has come to a full stop.
- ☐ Talk quietly with your friend, do not yell in the vehicle.
- ☐ Do not put your arms or head out of the window.
- ☐ Never throw anything out of the window.
- ☐ Sit with your back against the seat at all times.
- ☐ Do not sit on your knees or turn around at any time.
- ☐ No food or drink (besides water) to be consumed on the bus.
- ☐ iPads, cell phones, electronic games and toys are not to be brought to camp or allowed on the vehicle at anytime.
- ☐ Follow all directions from the driver and the counselor.
- ☐ Remain seated at all times.
- ☐ Enjoy your ride to camp!

### **PARENT PROVIDED TRANSPORTATION OVERVIEW**

This provides you, the parent, with the option of dropping off and picking up your child at camp every day. If you choose this option, you will receive a transportation rebate.

Our morning and afternoon parking lot routine is like finely-tuned choreography. We appreciate everyone's cooperation to ensure that this safe system runs like clockwork.

Please know, our parking lot procedures are in place for the safety of all of our campers, staff, and families. We ask for your cooperation and patience as you drop off and pick up each day. All of our staff will direct you to the proper procedures as you enter/exit camp. If everyone follows the guidelines, we promise pick up and drop off will move swiftly, and most importantly, safely, this summer.

A parent transportation form will be emailed to you prior to the start of camp. This form must be completed for anyone other than a parent/guardian to pick your child up from camp.

[Here are the Parent Transportation details you need to know!](#)

**Parent transportation drop off times are from 8:30 am – 9:05 am.**

**Parent transportation pick up times are from 4:05 pm – 4:20 pm.**

The Camp Parking Lot is closed to ALL CAR TRAFFIC, INCLUDING PARENT TRANSPORTATION, from 3pm until 4:05pm daily. If you arrive between these times, you will not be permitted to enter the parking lot due to the daily departure of camp buses/staff cars. If you need to pick your child up before 3 PM, please call the office to let us know!

For everyone's safety...

- Please do not line up on Second Street Pike (which is a very, very busy road) for the safety of our departing campers as well as yourselves.
- Parents must remain in their vehicles while trained SSDC staff members assist campers from/to their cars with their belongings.
- Anything for the camp office (notes, meds, etc.) should be handed to the staff member opening the car door.
- For safety: Campers will exit from the right side of the vehicle in the morning and enter through the left side of the vehicle in the afternoon.
- Campers' bags are to be IN the vehicle with the camper and not in a trunk area.
- Staff will take your camper out of your car in the morning
- Staff will put your camper in your car in the afternoon
- Please remember that our lot will open to you at 4:05pm
- There are NO LEFT TURNS into our lot during camp hours



- Please do not block traffic on the road or line up on the shoulder
- Please remember to follow the Southampton way (be kind, patient and safe as you pick up and drop off your camper(s) to us)!

### **EXTENDED CARE (AM and PM)**

- **Before Care:** Before Care begins at 7:00 AM to accommodate early drop-offs.
- **After Care:** After Care concludes at 5:30 PM to provide extended supervision for campers.

Before and after camp care is provided at an additional charge to accommodate families' scheduling needs. Extended Care is a supervised program designed with the hours in mind and led by a mature and qualified Extended Care staff. Campers have the choice of various activities in intimate group settings and are given multiple options based on weather and personal preferences (ie. indoor/outdoor, quiet/active, sporty/creative, etc.). Snack is provided and space is limited. Pre-Registration for the summer is required. All Extended Care campers must be signed out in the USA Building Lobby. If needed, Extended Care is available on a day to day basis for a drop in rate of \$10/day for the AM and \$10/day for the PM (invoices billed bi-weekly).

### **LAST MINUTE DAILY CHANGES TO TRANSPORTATION POLICIES**

If your camper takes **CAMP PROVIDED** Transportation and you need to pick your child up from camp on any given day, you can pick up **BEFORE 3PM** or between **4:05-4:20PM**. You will be asked to park and sign your child out. You may also utilize our "Extended Care" option for the PM (4:05-5:30 PM) at a drop in rate of \$10/day.

If you sign up for Camp Transportation and need to drop your child off on any given day, you may do so after **8:30 AM**, or utilize our "Extended Care" option for the AM (7 - 8:30 AM) at a drop in rate of \$10/day.

To arrange an early pick up before 3PM or request Extended Care Drop In, please hand a note to the bus counselor with the campers name, date, time of pick up and person picking them up and/or call the office before **12 PM** on the day of the request to speak with our Transportation Supervisor.

To pick up a child in Extended Care you must park in the lot and sign your child in/out. Families will receive an invoice for Extended Care drop in on a bi-weekly basis.

We understand that emergencies arise and schedules can be unpredictable. We will always do what we can to help you.

It is our hope that this informational page has given you a better understanding of our transportation program. We will be most delighted to discuss our transportation service with you in greater detail if you have the need. We look forward to providing you and your child with an excellent transportation experience for the coming summer.