



The Department of Behavioral
Health and Intellectual disAbility
Services (DBHIDS)

Provider & Program Management
(PPM) Unit

Summer Camp Guidelines for Participation 2024



General Information and Eligibility Criteria

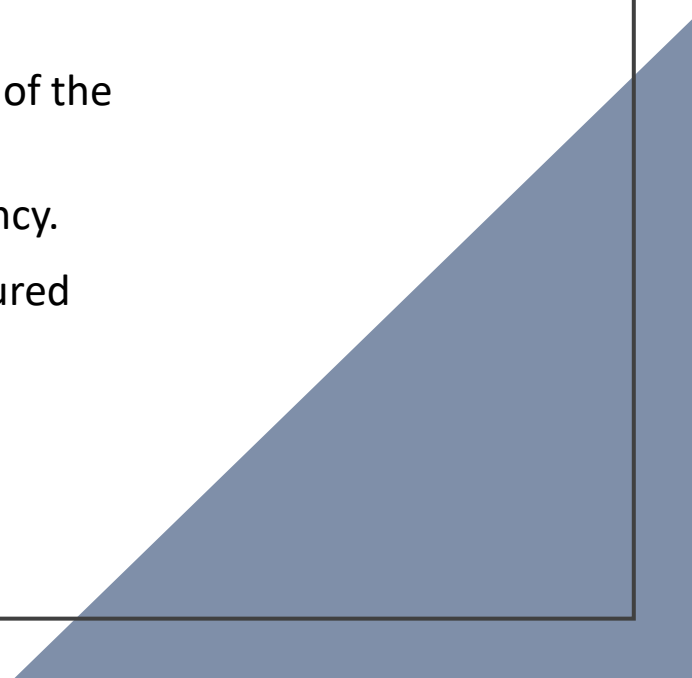
- The Madeline Moore Summer Camp Grant is offered by the Department of Behavioral Health and disAbility Services (DBHIDS) and administered by the Provider & Program Management (PPM) Unit.
- The grant offers up to \$400 to offset the cost of camp.
- Children must reside in Philadelphia and be receiving behavioral health services.
- Children must be between the ages of 6 to 17.
- Camps must offer 75% recreational activity to participate. The grant cannot be applied to therapeutic camps, day care, or education enrichment camps.
- PPM staff as well as behavioral health staff who support the campers visit during the summer.
- Applications are accepted from March 11 through May 31, on a first come, first served basis.

Personnel

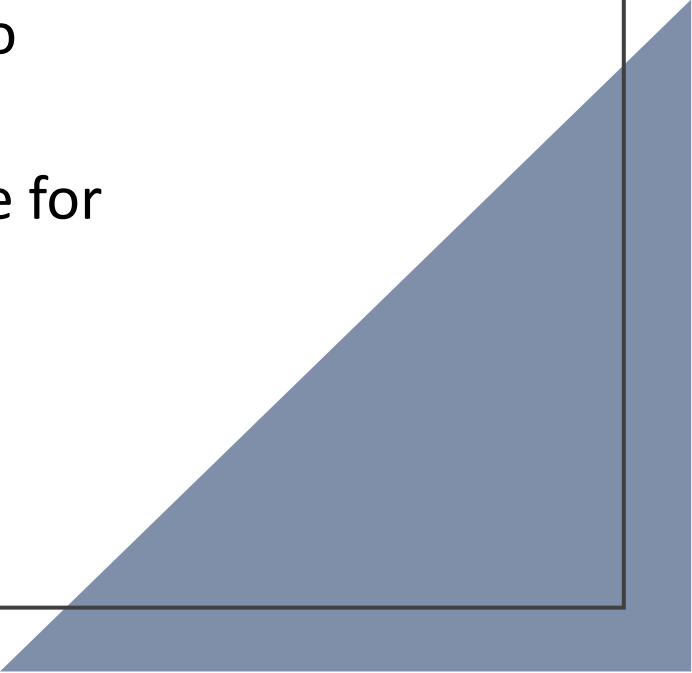
Camps must maintain the following:

1. Current clearances for all staff. (Child abuse, FBI fingerprint, Criminal record check)
2. Written procedures for discipline of campers. Staff should be trained in these procedures.
3. Statement of personnel policies and practices. Staff should be trained in these policies.
4. Staff should have basic First Aid training.
5. We encourage Mental First Aid training for staff. Virtual trainings are available. This training is free. <http://healthymindsphilly.org/mhfa>

Safety Guidelines

1. COVID guidelines that follow state and local requirements must be posted and adhered to.
 2. Camp shall establish written emergency procedures that address evacuation of the camp in case of fire, disasters, serious accidents, illness or injury.
 3. Camp shall inform each staff member of his/her duties in case of an emergency.
 4. Camp shall ensure that security measures are in place and that facility is secured from unwelcomed visitors.
 5. Camp shall report to PPM any significant incidents within 24 hours.
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Facilities

1. Camp must take proper precautionary measures regarding hazardous areas, including fences and warning signs, to eliminate accidents.
 2. Camp facility must remain sanitary to ensure a safe site for children.
 3. Equipment used in the camp facilities must be of good quality as not to present risk of injury.
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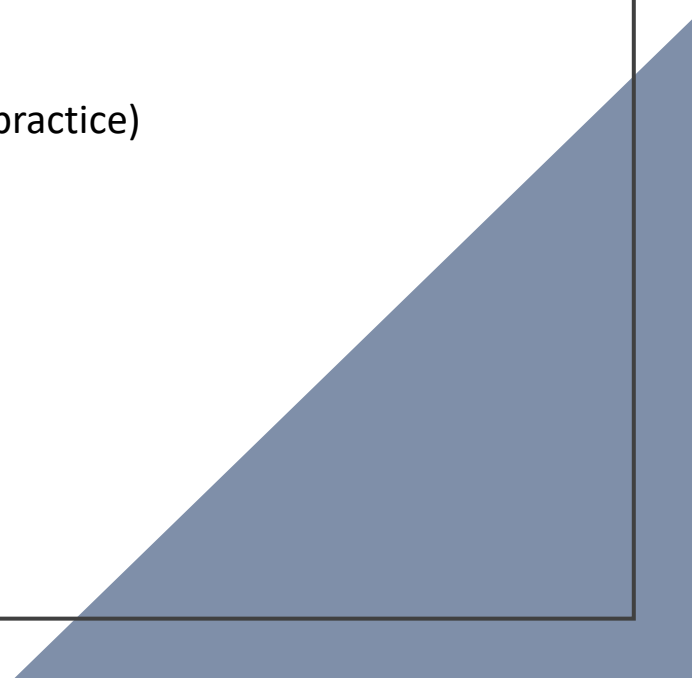
Application-Agreement

Participating camps sign an agreement with DBHIDS which includes but is not limited to the following:

- Be ready to accept grant applications by Monday, March 11.
- Understand that the grant approval letter is a guarantee of payment.
- Agree to admit those children who have been approved for grant funding - even when payment has not yet been received.
- Attendance sheets should be submitted no later than 2 weeks after camp has ended.
- Refund grant funds for children who did not attend.

General Business Requirements

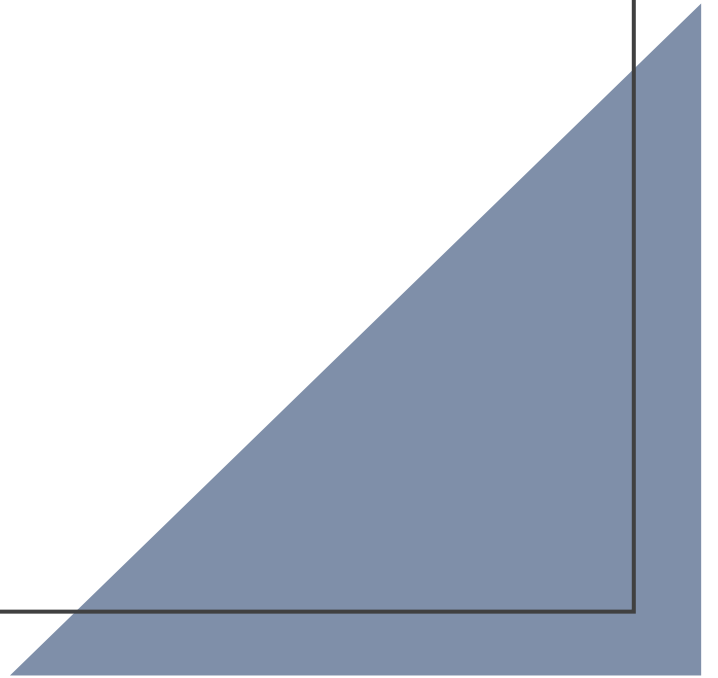
The following documentation must be submitted through the SummerCamp website.

1. Signed Application/Agreement
 2. Certificate of Occupancy or DHS Certificate of Compliance
 3. Proof of Insurance (covering accidents, negligence and appropriate employee malpractice)
 4. Established Emergency Protocol
 5. Camp Brochure
 6. Camper Registration Form
 7. Request for W-9
 8. American Camp Association membership certificate (if affiliated)
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Camp Brochure/Flyer

Must include the following:

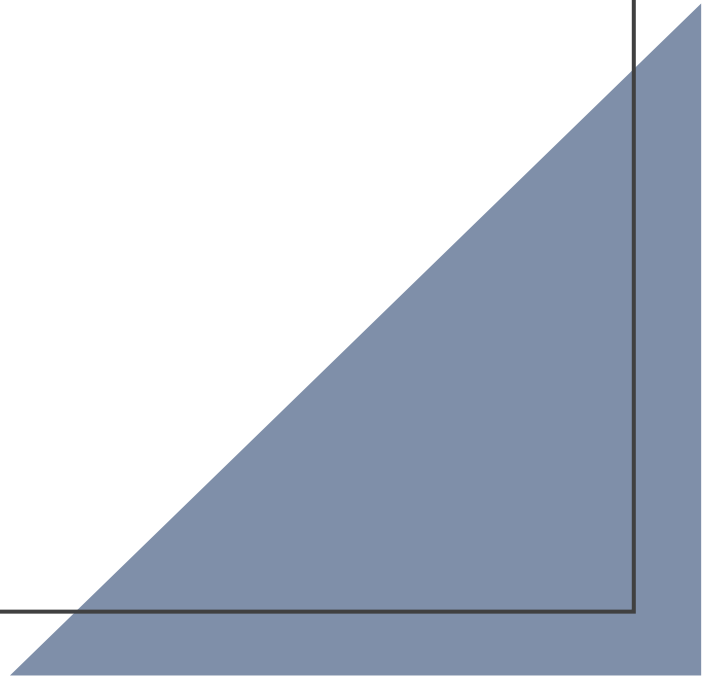
- Camp name
- Site location(s)
- Encampment year
- Encampment dates
- Camp activities
- All applicable camp fees



Camper Registration Form

Must include the following:

1. Camp name
2. Current Year
3. Camper's name



Completing Grant Application

When grant application is presented, complete the following fields:

1. Insert dates child will attend camp.
2. Enter all camp fees.
3. Enter discounts or subsidies as a (-) in *Other* field.
4. All fields should equal the total cost of camp.
5. Camp director or designated camp staff must sign grant application.

Approvals, Payments, Attendance Sheets

- PPM processes grant applications through June.
- The grant approval letter is your camp's guarantee of payment.
- Payments are issued between June through August.
- View all approvals via the SummerCamp website.
- Attendance sheets will be emailed prior to the start of camp.
- Completed attendance sheets should be returned no later than 2 weeks after camp has ended.

SummerCamp Website and Contact Info

- Register to participate at:

<https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn>

- Review the *Camp Registration Instructions* document for complete procedures.
- We are always available via email at: SummerCamp_DBHIDS@Phila.gov.