

Owl Central Games

Junior League: Summer Program Information and Policy Handbook

This handbook includes important information about Owl Central Games's summer junior league program event policies and procedures. If you have any questions regarding these policies, please contact us.

Owl Central Games

250 Manor ave., Millersville PA, 17551

Email: dan@owlcentralgames.com

Primary Contact

Dan Zalewski
Store Manager

The latest version of this handbook can be found on our website: Last Updated: 4/7/26

Program Information

Activity Schedule

We have 3 Junior League offerings, Lorcana, Pokemon and Magic: the Gathering. Each event shares a schedule for the designated day of the weekly event.

1 - 1:45 Drop off

2:00 Program announcements and Start

2-5:30 Rounds (2-3) of trading card gameplay

5-5:30 Pick Up

Child Release

Anyone (including parents) picking up a child must be authorized to do so in the emergency and release contacts section of the child's health paperwork. Anyone picking up a child will be asked to show a photo ID to the staff member present, even if you dropped off your child or have attended a previous program. Please bring a driver's license or other photo ID. Any changes or modifications to a child's release list must be made in writing. In order to ensure child safety, any photo ID must have the adult's name in English.

Tip: You may also email yourself or save a picture of your Photo ID in your phone as a backup.

PLEASE NOTE: In order to pick up a child an adult must:

- Be listed on the child's pickup list
- Present a Photo ID

We will not release a child to any adult who doesn't meet both of these conditions. We will not make exceptions to this policy.

Self Sign Out

If you would like to allow your child to sign themselves out of the program you may indicate this on your child's health paperwork or submit this request in writing.

Once your child is signed out, Owl Central Games does not take responsibility for their supervision beyond the program hours or once they have left the store. They are welcome to participate in Owl Central events as normal under our store policies and procedures.

Drop-Off & Pick Up

Drop-Off

Drop off begins at 1 pm the day of the league event. If it is your child's first time participating in our Junior League, please leave adequate time (10-15 minutes) to fill out the contact and release forms. No child can be left at the program without paperwork completed by a legal guardian. If a legal guardian is not able to be present, please complete the health paperwork in advance.

Pick-Up

Pick-up runs from approximately 4:45-5:30 pm. All pick-ups must be completed by an adult on the contact list who presents a photo ID.

Late Drop-Off Or Early Pick-Up

If you have to drop off late or pick up early, please inform staff. In the event of repeated late pick ups, we reserve the right to charge a late pickup fee.

Family Communication

Program staff will make every effort to verbally check-in with whomever is dropping off and picking up your child each day. Please plan on spending a minute or two talking with our staff when you arrive. Staff may call a child's family in the following cases:

- The child spends more than one hour resting because they are feeling sick.
- The child has been injured anywhere above the neck.
- The child needs care from a doctor or medical facility.
- A behavior issue occurs and we need assistance to support the child in appropriate behavior choices

Throughout the summer, families may be emailed a link to a program evaluation survey. We ask that parents (with their children when appropriate) complete the evaluation. Input from children and their families is essential in helping us maintain our program quality and improve our program and policies.

Lost And Found

It is a child's responsibility to keep track of all of their belongings while at Owl Central. To support their child's success in this area, we encourage families to label all belongings with a child's first and last name and send all items in a bag or backpack. If you notice that you have lost something, please contact us right away and we will try our best to locate the items.

Games, TCG Cards, and Other Gaming Items

Participants will be utilizing their own Trading Cards during the majority of the program. Children are welcome to come without them and will be given access to demo tools to facilitate the learning of a game. We encourage parents to create a plan to purchase a “starter package” available at the store or help their child budget their store credit to purchase cards to upgrade and build their own creative decks and get new accessories for their games. Participants are responsible for keeping track of their own possessions.

Not Allowed At The Program

Please do not bring knives and weapons of any kind, or anything you can't afford to lose. Owl Central is not responsible for lost or stolen items. Prohibited items will be held by program staff until the end of the day and must be picked up by a parent or guardian.

Water Bottles & Snacks

Please provide your child with lunch prior to the beginning of the program. We will provide one snack for purchase during the program, and children are allowed to bring their own snacks. We expect your children to know their own allergies and carry an epipen if they have an allergy to a common food ingredient.

What To Wear

Our program does not have a formal dress code for children, but we encourage children to wear clothing that will allow them to sit and play games comfortably.

Child Health And Safety

Child to Staff Ratio

Our minimum child-to-staff ratio is 10:1 dedicated to the event. Our event cap is set to 16 for parents who may want to play with their children or older kids who do not need direct supervision or help with gameplay. While we only have one staff member dedicated to these events, there are several other staff members in the store at all times to help with anything the event administrator needs.

Contagious Conditions

For the safety of our children, staff, and visitors, we ask that children with contagious conditions (Lice, COVID 19, RSV, chicken pox, strep throat, pink eye etc.) do not attend the program until the condition has been adequately treated. If you find that your child comes down with a contagious condition during their week at Owl Central, please notify the program director immediately.

Medication

Emergency rescue medication (such as inhalers, Benadryl, EpiPen®, etc.) will remain near your child. All prescription medications must be in the original prescription bottle with the child's name on the label, and by state law, dispensed according to the directions on the label. Parents are expected to deliver medication to their children or children old enough will be responsible for their own medication administration. Staff will inform parents/ guardians for all children requiring medication in our program (including emergency rescue medication).

PLEASE NOTE: If your child has a potentially life-threatening medical condition, we ask that you contact our program director prior to your child's first day in the program.

Required Forms

Every child is required to have a completed health and release paperwork prior to their first day of the program. This form includes important health information as well as release information and medication authorizations.

PLEASE NOTE: If your child has a potentially life-threatening medical condition, we ask that you contact the program director directly prior to your child's first week.

We ask families to be honest on the health forms about their child's physical, mental, and emotional well-being and anything else our staff should know to help children succeed in our program. One of our staff may contact you to discuss how we can adapt the program to provide a safe and successful environment for all our children. Child privacy is of utmost importance to us. All health information is considered confidential and we will only share such information with staff who will be working directly with your child.

PLEASE NOTE: Children will not be allowed to be left with the program unless these forms are completed in their entirety by a legal guardian.

Submission

We are using paper forms for the release documents of this league, but if necessary a pdf can be provided to fill out and send to us.

PLEASE NOTE: If you do not submit the health paperwork at least three business days prior to the start of the program, we may be unable to provide adequate support or accommodations for health and behavior needs. For your child's success, please contact the program to discuss this information if you are unable to submit your forms.

Neurodiversity Support

We would like to work with you as collaborative partners to create an environment where your child can participate successfully in our programs. One of the best ways you can set our staff and your child up to succeed is to provide detailed information regarding their health and neurodiversity support needs.

A child does not need to have a diagnosed condition to benefit from the completion of the neurodiversity support questions. All children succeed best when the people around them know what helps them to succeed, so we invite all families to complete these questions regardless of the presence of a medical diagnosis.

Unknown Reaction

In the event that a child has a severe and previously unknown reaction to a bee sting or similar incident, our staff cannot administer emergency medication (such as Benadryl or an EpiPen®) without medication and permission provided by a child's family. In the event that an unknown reaction occurs, staff will:

1. Follow emergency first-aid protocol and closely monitor the child.
2. Contact the family to notify them of the situation.
3. For less-severe reactions, a child's family will be given the following choices: 1) staff can call 911 and await attention of an EMT. 2) The legally responsible family member may come to the store and administer Benadryl or other emergency medication, or take the child to the Emergency Room. A family member may be required to present ID upon arrival.
4. Should the severity of the reaction necessitate an ambulance, staff will call an ambulance immediately and then contact the child's family.
5. In the event that a child's designated family members cannot be reached, staff will take all actions it deems necessary to facilitate the child's safety.

POLICIES

Accessibility Policy

In accordance with our program philosophy and the Americans with Disabilities Act (A.D.A.), Owl Central will provide, upon request, reasonable accommodations for individuals with disabilities. If Owl Central can demonstrate that requested accommodations would fundamentally alter the nature of its service, program, or activity we are not required to make the accommodations, though we will do our best to try. Owl Central may restrict attendance or deny attendance if an individual's disability causes or potentially causes a direct threat to the health and safety of others.

If you anticipate that you or your child will need reasonable accommodations for a disability we require that requests are made in writing at least two weeks in advance of your child's camp.

We are also committed to making reasonable accommodations for children with allergies and special behavioral, emotional, or medical needs. Please note all of this information on your child's health paperwork and contact us with any questions or to discuss how we can best support your child's needs.

Cancellation Policy

If you need to cancel one, or all, of the summer events you signed up for, please call Owl Central at 610-929-2137

We can process refunds to a store credit account, or to credit card if you have paid online. We offer cash refunds if needed.

Behavior Policy

Disruptive behavior can include, but is not limited to, bullying, threatening words or actions that are intended to provoke fear, repeated refusal to work cohesively with the group, and destruction of property. To manage disruptive behavior, the following actions will be taken:

1. Staff will immediately stop any physical (hitting/kicking) or emotional (name calling or teasing) damage being done before moving to the next step.
2. Staff will redirect the child's behavior by providing positive choices.
3. Staff will discuss the problem with the child and provide support.
4. Staff will help the child identify and choose a potential solution and provide support where needed.
5. If a child needs to decompress or issues continue, staff may ask the child to take a break from the group's activities and then talk with them to process what happened.
6. Staff will make efforts to contact the child's parents/guardians by phone or at pick-up, explain what happened and how the issue was handled. Staff may seek guardian advice on successful strategies in managing their child's behavior.

Owl Central reserves the right to remove a child from a program for any unsafe or inappropriate behavior including: failure to stay within the building, bullying, violence, sexual harassment, endangering the safety of any child or staff member, any type of discrimination, destruction of property, theft, verbal abuse, or possession of any type of weapon. Incidents will be handled on a case by case basis. No refunds for any program fees paid will be issued in the event that a child is asked to leave a program for unsafe or inappropriate behavior

Emergency or Inclement Weather Closures

In the unlikely event that we are forced to cancel the program due to emergency or inclement weather, families will be contacted via the emails listed on their child's registration information.

Food Service

Snacks From Home

Your child is welcome to bring snacks from home but must follow the food service guidelines including washing hands and following all allergen guidelines.

Food Allergy Policy

If your child has a potentially life-threatening airborne or contact allergy, we ask that you contact our program director prior to your child's first junior league event.

Contact Allergy

When our store has been notified of a child with a contact allergy to a food allergen, we require that all children and staff also wash hands after snack.

Staff

We perform background checks on all individuals 18 years and older who are involved with the program.

Social Media And Internet Communication

Staff are instructed not to exchange contact information with or "friend" or "follow" children on social media apps and sites. Once a child leaves the program, Owl Central is not responsible for interactions between children and staff.