Summer Day Camp - Parent Letter

Summer is here once again and as always we are anxious to get to know your child and provide a safe and fun atmosphere. We would like to welcome you to Kid’s Summer Day Camp and provide you with some information that will help make this program a success. If there is an issue and you need to get a hold of someone right away, please call our office at 884-8015.

REGISTRATION: Registration is first come, first serve and space is limited! Register your child online or at the Parks Department Office prior to each week, payment must be received in order to be considered registered. If you choose to mix and match your week, we do have a 3 day minimum requirement. Every Wednesday the camp has a full day trip planned, so half days are not available. If registered for 5 full days, there is a multiple child discount of $5 for each additional sibling that is registered for 5 full days during the same week.

DROP OFF: Please drop off your child at the portable behind the Living Room Church, which is across the street from our tennis courts. 230 N. Georgia Ave. After 8:30am, organized activities start and camp may be outside, in the park, somewhere. If that is the case, a sign will be posted outside on the door letting you know to look for the camp outside (usually near the playground). The Summer Program staff will be there to meet you and your child and check them in. All children must be signed in by a parent/guardian. Please notify the staff at this time if somebody different will be picking up your child. DO NOT drop your children off in the front office.

Morning Drop Off: No earlier than 7:30 AM

PICK UP: Please pick up your child at the same place you dropped them off, unless there is a sign letting you know that they are outside playing. Camp will be close to the office or in the portable by 4:00pm every afternoon, if you pick your child up before that, a sign will be posted with their location. Children have to be signed out by parent/guardian/designated person each day. Camp staff will be available at all times. Please do not drop off or pick up your child without locating appropriate staff!

Afternoon Pick Up: No later than 5:30 PM.

*There will be late fees for all pick-ups after the designated times!

$5.00 late fee for pick-ups occurring between 5:30-5:45 PM
$10.00 late fee for pick-ups occurring between 5:45-6:00 PM
$20.00 late fee if your child is not picked up by 6:00 PM

DAILY ITEMS TO BRING: Sunscreen, swimsuit, towel, sack lunch, a snack for morning and afternoon, and a reusable water bottle with child’s name on it. We have an endless supply of drinking water, but a limited supply of cups. Please help us keep your costs down by sending a reusable water bottle with your child every day!

ITEMS NOT ALLOWED: Please leave money, electronic devices and toys at home. We will not be responsible for lost or stolen items.

OPENING DAY: At the beginning of each week, there will be an outline of the week’s activities. If you are new, our staff will introduce themselves and go over any basic ground rules.

RAINY DAYS: Our program will not be cancelled due to rain. Drop off and pick up will be at the same location
as noted above.

**SPECIAL EVENTS & SCHEDULES**: Check our weekly calendars to determine necessary clothing or items to bring for the planned activities and field trips. These calendars will be posted on our website and available in our office and when you pick up/drop off your child. Please send sunscreen and a water bottle with your child every day as we will be outside in the sun.

**LUNCH**: Each full day participant needs to bring a sack lunch and a snack for the morning and a snack for the afternoon. Lunches are not provided and snacks are generally not provided. Please do not send food that needs to be prepared, refrigerated or heated! Snacks may be provided at times for different activities, so please let us know if your child has any specific food allergies.

**SPECIAL NEEDS**: If there are any special considerations that you feel we need to be aware of regarding your child (medications, allergies, behavioral problems, illnesses, etc.), please let our summer staff know as well as the Park Office.

**GROUND RULES**: It is our goal to ensure that each child has an enjoyable and fulfilling experience as a participant in our program. We will always emphasize positive ways to deal with difficult situations.

  *Children must stay with their designated camp leader*. They must ask permission to use the restroom, join other activities, early departure, etc. This is to ensure the safety of the campers.

  *Everyone is here to have fun!* Bullying, dangerous play and violence will not be tolerated. Our policies on discipline include verbal warnings, one-on-one discussions, time outs, parent conferences, and possible removal from the program.

**Registration & Refund Policy**: There are no refunds, credits or transfers after the week has started. Please see our Registration, Cancellation & Refund Policy that is posted on our website.