



June 1, 2017

Dear Parent(s) or Guardian(s):

Thank you for registering your child(ren) into Summer Adventures Youth Day Camp. We want to welcome your child(ren) to camp! The goal of day camp is to provide activities that encourage and promote confidence, team building, good decision making, values, respect, fitness, compassion, environmental awareness and to have fun. We strive to maintain a staff:child ratio of 1:8.

To make it a smooth camp, please read this letter carefully. If you have any questions, do not hesitate to contact me at 487-7084.

Participant Information Form/Waiver:

Be sure to complete the Marshall Center Youth Day Camp Participation form that is available online at www.cityofvancouver.us/camps. **Your child cannot attend without this completed form.** The form will also be available at camp and is attached to this message. Please allow 10 minutes to complete this form.

Contact Number:

Parents should provide at least 2 contact numbers where they can be reached **during camp time.**

Sign-in/Sign-Out

The camp is based at Marshall Community Center, 1009 E. McLoughlin Blvd in the gym. Please enter through the north entrance lobby and proceed down the stairs to the gym. This is where our sign in table will be. **You must sign your child in and out each day. Please bring photo identification with you every time to pick up your child.**

Parents/guardians must sign in and sign out their child when they are dropped off and picked up. Only the person(s) listed on the Participation form will be allowed to take the child with them. Photo ID may be requested. Children cannot leave by themselves. If camp has already left for the field trip, you will need to take your child to the field trip site and sign them in there. Attendance is taken throughout the day and the sign in/out system is essential in maintaining a secure environment for the children.

What to Wear

Please provide your child with proper camp attire for playing. Closed-toe shoes are recommended. Refer to the activity schedule. Each camper will receive a camp t-shirt to wear on the field trip for easy recognition. Additional shirts are not available.

Lunches & Snacks

Please be sure that your child brings a lunch, snacks and water to camp every day. Pancakes will be provided Monday-Friday mornings unless otherwise notes on the weekly schedule for no additional charge

Swimming & Other Weekly Activities

Wednesday and Friday from 1:30-3pm we will be swimming at the Marshall Center pool. Please have your child bring their swimsuit and towel on these days. Your child can bring a lock for a locker. Weekly activities include, but are not limited to, sports, games, crafts, playground time, interactive presentations, movies and reading. **Weekly activity schedules are available at camp and are subject to change.**



Literacy

We will have some reading time at camp. Feel free to have your child bring a book to read on these days. Camp has a limited supply of books.

Field Trips

*Marshall Center camp field trips are on Tuesday and Thursday. We have city vans and a bus that we use to transport the children.

*Departure times vary from trip to trip so please see the weekly activity schedule provided at camp for exact departure times and **have your child to camp at least 30 minutes prior to that time.**

*Children are required to wear the camp t-shirt they are provided on all field trip days. This assists the staff with easy recognition.

*For late arrivals and early dismissals, you will be responsible for getting your child to/from the field trip site. Children must be signed in and out with a camp employee.

*Return times are indicated on the weekly schedule and are approximate depending on unforeseen things like traffic, sick children, etc. If camp staff sees that we will be returning later than expected, we will call Marshall Center front office with an approximate return time. You are welcome to call the camp cell phones or the Marshall front office at the numbers indicated on this letter.

*There may be trips where the children have an opportunity to shop at a gift shop or concession stand. These will be noted on the weekly special instructions sheet available at camp. Parents should be frugal if supplying campers with spending money. Staff is not responsible for a camper's personal money.

Late Fees/Child Pick-up Policy

Camp ends at 5:30pm. For safety reasons, our policy requires two staff stay with a child until the parent/guardian arrives. After 60 minutes, 911 will be called. A late fee of \$1 per minute after 5:30pm will be charged when children are picked up late.

*The third time a parent is late, a meeting will be arranged to discuss alternative measures which can include but is not limited to financial compensation and removal from camp.

*Please be respectful of staff time. They often have other jobs, college courses, families or activities to get to right after camp ends.

Injuries

If a child is injured at camp, the staff will administer basic first aid. An accident report will be completed and parents will be notified via phone call or parent notification form (depending on extent of injury). All leaders have First Aid and CPR certifications. In case of a serious accident or illness, 911 will be called and then the parents contacted.

Medications

Camp staff cannot administer medication. However, we can keep medicine for children in our locked box. Medication must be in its original container. The child must be able to administer their medication. Staff can remind them when to take it. A Medical Authorization form must be completed by the parent prior to the child attending camp.

Personal Items/Electronic Toys

Children should not bring any personal items such as toys, games, trading cards, ipods and other electronic equipment to camp. If a child brings an item, it will be taken into custody by camp staff and returned to the child at the end of the day. Children's cell phones and money should be kept in their backpack. Please be sure your child's name is on their items. Day Camp is not responsible for children's personal items, damage or loss.

