

# 2018 ISC Summer Day Camp Parent Handbook



**Camp Dates:**  
**June 18– August 31, 2018**  
**Camp Hours: 7:00 am – 6:00 pm**

**ISC Summer Day Camp**  
**Lynne Prairie**  
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## Table of Contents

<b>WELCOME LETTER.....</b>	<b>1</b>
<b>IMPORTANT DATES.....</b>	<b>2</b>
<b>PROGRAM INFORMATION.....</b>	<b>3</b>
QUESTIONS/CONCERNS.....	3
CONTACT INFORMATION .....	3
CAMP HOURS.....	3
CAMP STAFF.....	3
CAMPER TO COUNSELOR RATIO .....	4
CAMP GROUPS .....	4
<b>DAILY OPERATIONS .....</b>	<b>5</b>
TUTOR TIME .....	5
CAMP ROLL CALL .....	5
DAILY SCHEDULE.....	5
ELECTIVES.....	5
LUNCH/SNACK .....	6
FOOD ALLERGIES .....	6
FREE TIME .....	7
SPENDING MONEY .....	7
AFTER CARE.....	7
CAMP SPECIAL DAYS .....	8
SPECIAL GUESTS.....	8
WATER/SPLASH DAY.....	8
PK/K PROGRAM .....	8
SWIMMING.....	9
SWIMMING LESSONS.....	10
FIELD TRIPS.....	11
SPORTS CLINICS .....	13
ENRICHMENT PROGRAMS.....	13

**CAMP POLICIES AND PROCEDURES.....14**

- CAMP RATES .....14
- ENROLLING/SETTING YOUR SCHEDULE .....14
- CHANGING/ADDING DAYS.....14
- CANCELLING/ADDING FIELDTRIPS..... 14
- ABSENCE POLICY.....14
- PAYMENTS.....15
- FEDERAL TAX ID NUMBER..... 15
- CHILD CARE REIMBURSEMENT FORMS .....15
- RECEIPTS/STATEMENTS.....15
- DISCOUNTS.....15
- CHECK-IN/CHECK-OUT PROCEDURES..... 16
- PARKING LOT SAFETY.....17
- ILLNESS.....17
- MEDICATION..... 18
- INJURY..... 18
- CAMP DISCIPLINE POLICY.....18
- WHAT CAMPERS SHOULD BRING TO CAMP.....20
- WHAT CAMPERS SHOULD NOT BRING TO CAMP.....20
- WHAT CAMPERS ARE NOT PERMITTED TO BRING TO CAMP..... 20

**MISCELLANEOUS INFORMATION.....21**

- PHOTO RELEASE.....21
- LOST AND FOUND.....21
- REFERRAL PROGRAM.....21
- CAMP T-SHIRTS ..... 21
- SUNSCREEN.....21
- CAMPER BIRTHDAYS.....22
- FIRE DRILLS.....22

# WELCOME TO 2018 ISC SUMMER CAMP!!!!

Dear Camp Parents,

I want to take this opportunity to welcome you to our summer program and thank you for entrusting your child's care with us this summer. We assure you that we will make every effort to make this a positive experience for both you and your child. ISC Summer Day Camp wants our campers and counselors to be part of a safe, happy and fun environment that shares a common set of core values. These core values are interwoven into camper and counselor relationships as well as our daily activities and decision making, in hopes of instilling a lifelong code of positivity, respect, kindness, and acceptance.

This summer marks the 16th season for our summer camp. Last summer we had 900 campers in our program, with approximately 350 –525 campers attending each day and we expect to have the same this year. Since last summer, we have worked diligently to improve our program, and we have many new and exciting plans for our campers. Our camp is licensed through the state of NJ Department of Health and Senior Services and receives an annual inspection through the County Health Department. We are dedicated to providing the safest possible environment for your child. We are extremely proud of our camp staff and expect more than 80% of our staff to return for another summer!!!

The 2018 Camp Parent Handbook contains all of the information about our summer camp program. Please review it carefully as it will answer many of your questions and help you to better understand our program and our camp policies. Please remember that these policies are in place for a reason. **Our main goal is to keep all campers SAFE & HAVING FUN.** We also encourage you to go over these policies with your child to ensure your child's camp experience is a positive one. Returning camp parents should also review this information, as many changes and additions have been made from previous years. I know it contains a lot of information, but trust me it will make your camp experience much more enjoyable if you and your child understand all our policies and procedures ahead of time. As much as we like to please every parent/camper, we have a large camp and all of our policies are based on the safety and welfare of all of our campers.

You can expect to receive a pre-camp email by **June 10, 2018** with any final information about our camp program along with a copy of our "Meet the Staff" guide to introduce you to our incredible staff. Please do not hesitate to contact me with any questions or concerns that you may have.

Sincerely,

*Lynne*

Lynne Prairie  
Camp Administrator

## Important Dates

February 19, 2018	Discount registration price of \$25 off/per camper ends on this date.
May 1, 2018	Deadline to revise your child's last day due to a change in your school calendar.
May 1, 2018	Deadline to complete your enrollment contract to guarantee all dates selected**
May 1, 2018	Vacation week deadline – see enrollment contract (This is only for campers that have enrolled for all 11 weeks – 5 days per week and want to remove one week)
May 1, 2018	<ol style="list-style-type: none"> <li>1. Swimming lessons Enrollment Contract deadline ***</li> <li>2. All Field Trip Payments are due.</li> <li>3. Sports Clinic Enrollment***</li> <li>4. Enrichment Program Enrollment Contract deadline***</li> <li>5. Payment for all Field Trip, Swim Trip and Swimming Lessons is due.</li> </ol>
June 11, 2018	Parent Orientation @ 6:30 PM This is an opportunity for new and returning parents to come and meet our camp staff and ask questions about our program.
June 11, 2018	New Camper Orientation @ 6:30 PM All new campers who are attending camp this summer will have an opportunity to get familiar with our facility and meet our staff.
June 13, 2018	Payment due for the first week of camp
June 18, 2018	2018 ISC Summer Day Camp begins!!!

\*\*After May 1, we will continue to accept Camp Enrollment Contracts; however, we cannot guarantee that all of the selected days will be available. If you select a day that is filled you will be notified immediately. We also keep the website updated with the dates that are closed.

\*\*\* After May 1, we will continue to accept Field trip, Swim Trips, Swim Lessons and Enrichment Enrollment Programs contracts based on availability. You may add additional days, field trips, and swimming trips throughout the summer based on availability. Payment is due at the time of enrollment. You will be contacted by email if any of the dates or trips you selected are no longer available when your enrollment is processed. Please note that we keep an updated list of closed dates and trips on our website.

## Program Information

### Questions/Concerns

During the summer, if you have any questions or concerns regarding your child's camp experience, the Camp Administrator, Lynne Prairie, is available during the day and can be reached in person, by phone or email. You may also speak to one of our Camp Directors or Assistant Directors when dropping off or picking up your child. All of the Camp Directors/Assistant Directors wear a teal staff shirt to help you identify them. If you have an urgent matter during the camp day, please ask the have desk to page the Camp Administrator.

### Contact Information

Camp Phone #: 856-273-2828

Camp Fax #: 856-273-7533

Camp Email: [Lynne@intsports.com](mailto:Lynne@intsports.com)

Website: [www.intsports.com](http://www.intsports.com)

### Camp Hours

ISC Summer Day Camp hours are 9:00 am – 4:30 pm. Extended care is provided from 7:00am – 9:00am and 4:30pm – 6:00pm at no additional cost. All campers must be picked up by 6:00 pm. Our camp staff is only here Monday through Friday during the hours of 7:00 am – 6:00 pm. Campers that are picked up after 6:00 pm will be charged a late fee (See Check Out on Page 16)

### Camp Office Business Hours:

9:00 am – 4:30 pm

Monday - Friday

If you have questions about your camp schedule, payments or your camp account, please call the camp office during business hours. You can also email the camp office: [Lynne@intsports.com](mailto:Lynne@intsports.com). Our weekend staff can only answer basic camp questions. Please leave a voicemail or email the Camp Administrator and we will get back to you the next business day.

### Camp Staff

We are very excited about the team we have assembled this year. Our summer 2018 staff includes 80 counselors consisting of professional educators, many of who hold advanced degrees, current high school and middle school coaches, graduate and undergraduate students. We have several former campers working at the camp while attending college. All staff members are certified in CPR for the Professional Rescuer, go through an extensive orientation, and have background checks completed by the State of NJ.

Under the direction of the Camp Administrator, Lynne Prairie, there are four Directors; Dan McGinley, Ryan Kent, Christopher (Debo) Edwards and Kyle Ballay. There are also 7 Assistant Directors. All of our Directors and Assistant Directors have worked at the camp for more than 5 years and are teachers.

All of our staff members love working at the camp and return year after year! 75% of our returning staff have worked at the camp for more than four summers, 80% are over the age of 21 and 100% are over the age of 18. Each summer, campers return to camp and see the same familiar faces. All of our camp families will receive a "Meet the Staff" booklet before camp starts with pictures and information about our staff.

This will be available on our website by June 10, 2018. Because this is a summer camp and the campers are on vacation from school, each counselor ensures that all of our campers have the best time possible at summer camp, engaging their special interests, and helping them to foster new friendships.

**Camper to Counselor Ratios**

<b>Grade</b>	<b>Ratio</b>	<b>Ratio/Field Trip</b>	<b>Ratio/Water Trip</b>
PK/K	6:1	5:1	4:1
1 – 8 <sup>TH</sup>	10:1	9:1	8:1

**Camp Groups**

- Campers are placed in separate groups according to the grade level they have completed during the 2017-2018 school year, with the exception of those who have just completed Pre-1<sup>st</sup>. These **children will be placed with the Kindergarten group. If you feel that your child would feel more comfortable** with the 1<sup>st</sup> grade group, please contact the Camp Administrator.
- **All other campers are placed in the grade they just completed, not the grade they will be entering in fall 2018.** When filling out your camp paperwork, please make sure you fill in the correct grade.
- Children in different grades cannot be placed in the same groups.
- Each camp grade will have several Head Counselors who will be with them throughout the summer. These are the counselors with the most experience at ISC Summer Day Camp, most of them being teachers.

# Daily Operations

## Tutor Time

From 8:00am – 8:45am Monday through Thursday we have an area designated for Tutor Time. If you would like your child to have supervision while working on their school work or spend that time reading, notify our staff during check in. You must send in all materials with your child. **Please note that this is not private tutoring or individual instruction.** The ratio of staff to camper will be 10:1. In the event that we have a staff member that is absent, we will not have tutor time that day in order to ensure we are properly staffed on all surfaces.

## Camp Roll Call

In the morning, the entire camp congregates on the wood surface from 8:40am – 9:30am for Roll Call. We use this time to review the schedule of activities and events for the day, introduce our staff, talk about current events, announce campers' birthdays, and listen to some stories, jokes and music. We often introduce a new game to the campers and take a few minutes to review the camp rules. We also take time to recognize campers who have demonstrated positive behavior while at our camp. During Roll Call, our staff takes attendance for each camp group. We conduct four camp wide Roll Calls (9:00, 1:15, 2:50, and 4:15) throughout the day to ensure the campers' safety. Each group takes roll individually before and after each period, every time they leave and arrive at a new surface or activity, and before and after lunch.

## Daily Schedule and Activities

Campers who arrive before 7:30 am will remain in the front area of our facility. At 7:30 am, all campers will be separated by grade level and placed on different surfaces. Each grade will follow a daily schedule consisting of seven periods. Every period each grade will change surfaces and participate in different activities, games and events. Games include many sports, friendly competitions, Pictionary, Human Knot, Steal the Bacon, Wiffle Ball, Kickball, Bingo, Scooter, Knockout, Hula Hoop Relay, Frisbee tag and hundreds of other games and activities. The daily surface schedule is located on our website. Every grade has at least 1-2 periods outside each day (weather permitting).

## Electives

Campers in 1<sup>st</sup> – 8<sup>th</sup> grade have the option of choosing their activities during our two elective periods offered Monday through Thursday. During these periods, campers can choose which activities they would like to participate in. During morning Roll Call, campers will be asked to select from a variety of activities that are offered to their grade that day. Arts and crafts are offered Monday through Thursday during both elective periods, along with "Backyard Games" and group activities. Many other activities are offered daily that include: nutrition, Zumba and Yoga. The options change every day to give our campers a chance to try new activities.



## Lunch/Snack

Grade	Lunch Time	Snack time
PK/K/1	11:00	2:00 (1 <sup>st</sup> grade 3:00)
2/3/4	11:45	3:00
5/6/7/8	12:30	3:00
Enrichment and Sports Clinics	12:30	3:00

- **Lunch is included in our summer camp program, unless your child is attending a field/swim trip. The menu is included in this packet and also available on our website.**
- Your child will make his/her lunch choice each morning during check in.
- Hot lunch choice is only available until 10:00 am. Sandwich choice is available until lunch.
- **Please make sure that your child has eaten breakfast before arriving at camp, as we do not provide breakfast.**
- Lunch portions are similar to a standard school lunch.
- In addition to the main lunch, we offer an **unlimited** salad and pasta bar each day. The selections change daily and are included with lunch.
- We also have a selection of sandwiches available each day (turkey/cheese, ham/cheese and peanut butter and jelly) that will come with all of the sides that the main lunch offers. Campers may choose the main lunch or a sandwich as their choice for lunch. If your child orders a sandwich, he/she will receive a wrist band indicating their sandwich choice.
- Milk is served with lunch and unlimited lemonade and water is available during lunch and snack. Ice water is always available to campers throughout the day.
- If your child does not like the lunch/snack options on any particular day you may send in a bagged lunch for them. These items may be kept in their camp bags or an insulated lunch bag.
- We do not have refrigeration available to the campers. If your child brings a bagged lunch please make one that does not need to be refrigerated.
- If your child is still hungry after eating breakfast and our prepared lunch and snack, then we suggest you send them with extra food in their camp bag. Some campers going through a growth spurt are extra hungry and with all the physical activity, they may need an additional meal.

## Food Allergies

**On the Health and Wellness form, we ask you to list any foods that your child is allergic to. We take these allergies very seriously.** We check every ingredient prior to serving any foods to our campers. Campers with food allergies will be given a red wristband each morning at the first roll call. This band must be worn all day. **All campers with food allergies are seated at a separate table during lunch.** Please do not feel that your child will be sitting alone as we have many campers with food allergies. This is for the safety of your child. Our staff will monitor everything your child has on their lunch tray to ensure optimum safety for each camper.

**If your child has a food allergy and has an EpiPen, we request that you have one that we can keep on site for the duration of their camp weeks. This way in the event of an emergency we have it on site and on field trips at all times.** If your child has a SEVERE allergy of any kind please contact the Camp Administrator directly to discuss any special needs prior to your child's first camp day. If at any time

during the summer anything changes with their allergy, we ask you to inform us in writing of the change.

### **Free Time**

Every day from 1:35 – 2:50 pm all campers in 1<sup>st</sup> – 8<sup>th</sup> grade enjoy Free Time. During this period the campers may choose from the following activities: skating, arcade games, Adventure Alley, Funzone, organized turf games, board games, ping pong, free play, or just hanging out with their friends.

### **Spending Money**

Your child is not required to bring in spending money; however, your child may wish to play the arcade games and purchase food or snacks from our snack bar or vending machines during Free Time. We encourage all parents/campers to hand in their spending/snack money to the camp desk where it will be monitored by our staff at all times. Campers who keep money in their camp bags do so at their own risk.

**Please note: the ISC Summer Day Camp staff will not be responsible for any money not kept at the camp desk or money that is lost or stolen from a camper's bag.**

Envelopes will be available at the camp desk during check in to store their money. Please write your child's name and grade on the envelope. These envelopes will be kept at the camp desk and will be handed out after Roll Call at the beginning of Free Time. This is the only time during the camp day that the arcade games and snack bar are available to the campers. Campers should return leftover money to the camp desk at the end of Free Time. Please instruct your child as to how you would like them to spend their money as it is very difficult for our staff to monitor what each camper is buying during free time.

### **PK and K Spending Money**

Our PK and K campers will not participate in Free Time with the older campers; however, they will have the opportunity to play the arcade games on Thursdays (PK campers at 12:30 and K campers at 11:45). Please note that arcade games cost money and are optional. During the arcade period PK and K campers have the option of playing the arcade games or participating in another planned activity.

Each afternoon after rest period, PK/K campers that have spending money are taken up to the snack bar/vending machines by one of their counselors. If you would like your child to purchase food or a snack please write on the envelope what you allow your child to purchase and leave it at the camp desk. Our staff will monitor what they buy. **Please be very clear on the envelope. Do not tell a check in staff member at check in, as they most likely will not be the staff member with them during snack time.**

### **After Care**

During the aftercare program from 4:30 – 5:30 pm, camp groups will participate in the following activities:

- PK campers will play in the PK room.
- K campers will play in the Funzone.
- 1<sup>st</sup> and 2<sup>nd</sup> graders will watch a movie and play quiet games in the Party Room.
- 3<sup>rd</sup> and 4<sup>th</sup> graders will play games on the wood surface.
- 5<sup>th</sup>/6<sup>th</sup> will play games on the grass.
- 7/8<sup>th</sup> will be our camp lounge.
- 5:30-5:45 pm all campers will play quiet games in the party room.
- At 5:45 pm all campers will be brought up front and prepared for pick-up.

## Camp Special Days

Our Camp Calendar includes a description of all the Special Day activities and events we have planned for our summer camp program. Please encourage your campers to participate in these events! These activities are fun for both the campers and counselors and help to enrich our program.

## Special Guests

Most Fridays we have a special guest from 3:15 – 4:00 and several scheduled on other days during camp hours. We have put a lot of time into finding interesting, educational, and exciting new shows for our campers. The dates and guests can be found on the Camp Calendar.

## Water/Splash Day

This takes place in our outdoor play area and includes sprinklers, Blow up Slide/pool and small splash pools. The schedule for Water/Splash Day is as follows:

- PK : Thursday – 10:15 am and Friday – 9:30 am
- K: Thursday – 9:30 am and Friday – 9:30 am

Here are a few important items to remember to ensure your child has a fun time on Splash Day:

- **PK and K campers must come to camp dressed in their bathing suits.** Campers must bring a change of clothes and a towel.
- PK/K campers who do not come dressed in their bathing suits will not be able to participate in Splash Day, as it can take the entire period, even with assistance from our staff to change the campers and we do not want the other campers to miss any of the Splash Day activity.
- **After the Splash Day is over campers will be given time to change into their dry clothes.**

## PK/K Program

PK and K make up our youngest camp groups. The PK group is for those campers who are 3 ½ years old by **June 1, 2018** and have not yet attended Kindergarten. The K group is for campers who have just completed Kindergarten.

- PK & K campers will stay with their assigned group and counselors the entire day. They participate in all camp wide activities, but are always under the supervision of their counselors
- PK & K campers do not participate in free time.
- PK & K campers are in separate groups. Occasionally, they are together for a special event.
- PK & K campers store their belongings in separate bins at the front desk.
- PK & K campers have story time every day, as well as a rest period in the afternoon. There is no mandatory nap time, but they do have a quiet period during which they watch a movie, color or draw, and play board games.
- PK & K campers have the option of skating Monday, Wednesday and Friday. We have skate mates to assist the campers that cannot skate. They skate in a small area on the wood surface.
- PK & K groups have extra staff during lunch and snack to assist them.
- PK & K campers are **always** escorted to the bathroom by a staff member. Our staff will remain at the bathroom area with them.
- **In order to attend camp, your child MUST BE COMPLETELY POTTY TRAINED;** however, in the event of an “occasional” accident, we will assist them in cleaning up and changing their clothes. **ALL PK & K campers are required to have a change of clothes in their camp bag every day.** Those who do not have a change of clothes in their bag will be taken to our

triage and they will remain there until you bring fresh clothing.

- **Please put your child's name on EVERYTHING!**

We realize the importance of creating a connected and caring camp community that makes a difference in the lives of our young campers. This is the reason we have designed a program for our PK and K campers. The program focuses on each camper's integrated experiences. Each camp week is assigned an overall theme and each day we have planned fun and interesting topics to support that week's theme. Every day during that week, campers will spend time learning about the weekly theme. It is our hope that your children will become immersed in our weekly themes and daily topics through the use of movies, stories and discussions, art projects, dancing, and playing.

### **5 Things We Did Today!**

At check out each day all PK/K campers will receive a print out of "5 Things We Did Today"!! This is a brief summary of what your PK/K camper did at camp each day so you can talk to your child about their day and the activities that they participated in.

**Swimming – Times: Ratio of staff at Riverdel: PK/K – 4:1 1<sup>st</sup> – 8<sup>th</sup> Grade – 8:1**

**Times: 10:00 am – 1:15 pm – Cost \$7.00**

**PK – 1: Monday and Wednesday 2 – 4: Tuesday and Thursday 5 – 8: Tuesday and Wednesday**

All campers will have an opportunity to swim two days a week at Riverdel Swim Club located in Riverside. This beautiful swim club has two pools, shuffleboard, Ping-Pong, a playground, basketball courts, and a snack bar. There are picnic tables in the shade where the campers will eat their lunch. You can view this facility by going to their website <http://riverdelswimclub.com>. The swim trip is an additional fee of \$7.00 per day. You can enroll your child in the swimming trips by selecting this on the Enrollment Contract. If you would like to add swimming trips weekly, you can do so, but they must be added by the Wednesday before for the following week. Campers will be supervised by our staff and the lifeguard staff at Riverdel.

**PK & K campers will only swim in the wading pool which is fenced in and has a playground next to it.**

**Campers in grades 1<sup>st</sup> – 8<sup>th</sup> grade use the larger pool.**

**K Campers:** If you would like your K camper to swim in the larger pool, they must pass the swim test. Please check the box indicating you would like your child to be tested on the Enrollment Contract. K campers will not be allowed in the larger pool at all (even the shallow end) unless they pass the swim test.

### **Swim Test – K – 8<sup>th</sup> grade campers only**

**Campers that have passed the test in prior years do not need to retake the test.** All campers must pass a swim test if they would like to go in the deeper water, use the water slide, or use the smaller diving board. The test consists of swimming across the pool (approx. 30 ft.) and being able to comfortably tread water. The children do not have to know specific swim strokes, but they do need to show that they are able to swim safely. The test is conducted by the Riverdel Lifeguard Supervisor. All campers that attend the swim trips in Grades 1<sup>st</sup> – 8<sup>th</sup> grades will be offered the swim test the first day they go swimming.

Once a camper passes the test, they will be given a colored band each time they attend the swim trip that allows them to go into the deeper water and use the slides. If they do not pass the test, you will receive a notice and they must wait 30 days to retake the test. Occasionally, campers have off days due to being nervous about the test even though they are able to swim. If you feel that your child should have passed

The swim test, but may have been nervous; please contact us and we will retest them again the next time they go. Campers that do not pass the test can swim in the three foot end of the pool.

### **Swim Trip Policies and Procedures**

- We cannot, under any circumstances, add campers to swim trips on the day of the trip.
- **Campers attending field/swim trips must arrive at camp by 9:00 am. No Exceptions!!!**
- **Campers who arrive after 9:00 am will not be permitted to attend the trip and will not be refunded.**
- **Campers must arrive with a towel, dressed in their bathing suit and a camp shirt.**
- Campers must bring a change of clothes in their camp bag to change into upon returning to ISC.
- Please make sure you put your child's name on everything!
- Campers must have sunscreen applied before they come to camp.
- Campers should bring their own sunscreen in their bag. They will be reminded after lunch to reapply their sunscreen. Our staff will assist the PK/K campers and oversee the older campers while applying their sunscreen.
- If your child does not have their bathing suit, they will not be permitted to attend the trip and a refund will not be issued.
- There are no refunds, credits or substitutions on swimming trips for any reason.
- **All PK/K campers must bring their lunch or purchase a lunch from our facility at check in for \$3.50.**
- **Campers can also purchase a lunch at Riverdel. The menu is on our website.**
- PK/K campers must hand in any snack money they are bringing on the trip to the front desk so that we can assist them. Please write on the envelope – "Swim Trip \$" above their name and grade and list any instructions about what they can/cannot purchase.
- Campers in 1<sup>st</sup> – 8<sup>th</sup> grade should keep any snack/lunch money in their camp bag when on a swim trip. When campers return to ISC they will be instructed to take any money left over to the camp desk to be checked in so our staff can supervise the money.

Campers in 1<sup>st</sup> – 8<sup>th</sup> grade can bring their lunch or bring money to purchase lunch at the swim club. The menu and prices are located on our website. Packed lunches are available for \$3.50 to be purchased during check in for field/swim trip days. Lunch consists of ham/cheese, turkey/cheese or peanut butter/jelly with chips or cookies and a juice box. You can purchase this the morning of the field trip. Campers are permitted to use the snack bar at Riverdel. If a camper/parent tells our staff at check in that they have money for lunch in their bag and at the swim club we discover that they do not, our staff will purchase a lunch at the snack bar and your credit card on file will be charged.

### **Swimming Lessons – Cost \$125 for six 45 minute lessons (2 makeup dates are included)**

If you would like your child to participate in the swimming lessons that are run by Riverdel Swim Instructors, you may enroll them by completing the Swimming Lesson Form in the enrollment packet. The cost is \$125 for six 45 minute lessons. (Please note that this does not include the \$7.00 trip cost). **Swim lessons are available to all campers from K – 8<sup>th</sup> grade only.** PK campers cannot participate in the swim lessons. Campers must also be signed up to attend the swimming trip on the day of their lessons. Dates are listed in the Camp Enrollment Forms and on our website. Swim lessons include two make up days (for a total of 8 lessons) in the price. **Swimming lessons cannot be prorated or discounted for missed classes.**

**Field Trips - Ratio of camper to staff on all non-swim field trips: PK/K – 5:1 1<sup>st</sup> – 8<sup>th</sup> Grade 9:1**  
**A list of field trips is located in your Enrollment Forms that includes pricing information. Itineraries are located on our website and include departing time, returning time and other important information.**

Field trips are an additional activity and require an additional fee. The fee includes our cost for the bus and extra staffing needed to ensure that all campers are **safe** and having fun. Typically 50 – 65 % of campers attend the field trips. Campers who do not attend the field trips will stay at the facility and enjoy the scheduled activities for that day. Campers that attend field trips (with the exception of Medieval Times and Laurel Lanes) must provide their own lunch. Packed lunches are available for \$3.50 to be purchased on field/swim trip days. Lunch consists of ham/cheese, turkey/cheese or peanut butter/jelly with chips or cookies and a juice box. You can purchase this on the morning of the field trip. Campers are transported to field trips by T&L Transportation. We have used this company for the past 10 years.

### **Field Trip Policies**

- **We cannot, under any circumstances, add campers to the trips the day of the trip.**
- **Campers attending field trips must arrive at camp by 9:00 am. No Exceptions!!!**
- **Campers who arrive after 9:00 am will not be permitted to attend the trip and will not be refunded.**
- To enroll in a field trip you must select the trip on the Enrollment Contract.
- Campers can only attend trips with their specific grade.
- The deadline to guarantee enrollment for field trips is **May 1, 2018**. At this time, we order the buses based on the number that have enrolled. We will continue to take enrollments until the buses are full. We will list any trips that are closed on the camp website.
- You may sign up for additional trips by using the Schedule Addition Form, which is available on our website and at the camp desk. Additions are approved based on availability.
- Schedule additions must be submitted by Wednesday for the following week's trips.
- Field trips must be paid in full by May 1, 2018. You can pay by check, cash, MO or we will automatically run your credit card on May 1, 2018 for all trips.
- After May 1, 2018 all field trips must be paid in full at the time of enrollment.
- There are no refunds, credits, cancellations or substitutions for any field trips.
- If we must cancel a trip because of the weather, a credit in the amount of the trip will be automatically applied to your camp account and deducted from the following week's tuition. If you are paid in full and we have to cancel a trip, we will issue a refund check for the trip.
- If we cancel a trip for any reason, your camper will stay at the facility and enjoy the regularly scheduled events for the day. We will notify you by email of the cancellation.
- For trips with previously purchased tickets, we will attempt to reschedule the trip. In the event that we cannot reschedule, we will give you your ticket that was purchased. You will not be issued a refund for that trip.
- Parents are not permitted to attend field trips with our camp. Our policy is for the safety of your child, as well as the other campers.

### **VERY IMPORTANT – PLEASE READ**

**It is a huge undertaking preparing our campers for field trips. Campers that are not checked in by 9 am will not be permitted to attend the field trip that day. No Exceptions!! We understand that this can be upsetting for you and your child and it is also very difficult for us to have to turn a child away**

from a trip. However, the safety of EVERY camper is always our main priority. Please leave early to ensure that you arrive on time when your child is attending a trip, as we know that traffic can be unpredictable. Always make sure that you check your child's schedule before they come to camp so that they are prepared to go on the trip. We appreciate your cooperation and understanding on this policy.

#### **What should campers bring on a field trip?**

- We always bring water for the campers on all field, clinic and swim trips.
- Campers are not permitted to buy lunch on any field trips (with the exception of swim trips).
- Campers must wear their camp T-shirt on all field, clinic and swim trips.
- Campers must have a bag with their name and grade on it to help them keep track of their belongings.
- The availability of snack and/or souvenir purchases will be listed on the Field Trip Itineraries.
- Bathing suit, towel, sunscreen and a change of clothes are needed on all water trips.
- Please remember that campers must bring their own lunch and drink during all camp trips (with the exception of the Laurel Lanes Bowling trip and Medieval Times).
- Glass Bottles are not permitted on any field trips.

#### **Cancel/Add Field Trips**

If you do not want your child to attend a field trip that they are scheduled to attend, you must fill out the Field Trip Cancellation form located on our website and at the camp front desk. You can cancel until 9:00 am on the day of the trip. After 9:00 am our trip list is set and we are unable to make any changes. If we do not have a signed form from the camper's parents/guardian by 9:00 am, they will have to attend the trip. **Please note that you will not be credited or refunded if you decide to remove your child from a field trip for any reason.**

#### **Cancellation of Field Trips due to Weather**

Occasionally, we will cancel a field trip if we believe that the weather is unsafe. We will make the decision by 9:00 am and will send out an email notification. If for any reason we decide to cancel a field/swim trip, the cost of the trip will be deducted from your next camp payment. Please keep this in mind if you are writing a check for that following week. If it is cancelled during your child's last week of camp, you will receive a refund check within two weeks. You will receive an e-mail telling you when the credit will be issued. We will not remove a camp day from your Enrollment Contract due to a cancelled field trip. If a trip is cancelled due to weather and we have previously purchased tickets, we will issue you the ticket. We cannot issue refunds on tickets that we have purchased.

#### **Sports Clinics - 1<sup>st</sup> – 8<sup>th</sup> grade only Times: 10 am – 12:00 pm**

We are pleased to offer sports specific programs in multiple sports that are included in your camp Tuition. Clinics are conducted by our Camp Staff who are current college, high school, middle school and youth league coaches and trainers, all of whom are past or current college level players with years of experience playing and coaching. Our coaches will help the campers to improve their skills and learn new ones while helping them develop a better understanding of the game while having fun! During the last half hour, campers will scrimmage to give them a chance to practice what they have learned and allow them to play and have fun!

Clinics will take place at Hartford school in Mt. Laurel. (Basketball Clinic is held at ISC Mt. Laurel)  
Campers will leave our facility at 9:30 am and will be back by 12:30 pm to change and eat lunch at the camp. Campers do not need to provide lunch on these days. Basketball clinics will take place at our facility.

Campers should wear comfortable clothes and bring their cleats in their camp bag. They can change into them once they have arrived at the field. Campers should bring a change of clothes and will be given time to change when they return to the facility. We will have water available on site.

#### **Sports Clinic Policies:**

- To enroll your child in any of the sports clinic, submit the appropriate enrollment form by **May 1, 2018** and select the clinics you would like your child to attend.
- Campers must also be enrolled in camp on any day they are attending these programs
- We will supply unlimited water to the campers at all Sports Clinics.
- All campers must be here by 9:00 am in order to attend sports clinics. Campers that arrive after 9:00 am will not be permitted to attend that day.
- Campers should wear comfortable clothing, sneakers and their camp shirt.
- Gloves are required for the baseball/softball clinic.
- Cleats are optional for sports clinics and should be brought in their camp bag.
- Each clinic will run Monday through Thursday from 10:00 am – 12:00 pm.
- Campers will select their lunch choice at check-in and will have lunch when they return to camp.

#### **Enrichment Programs – 1<sup>st</sup> – 8<sup>th</sup> Grade Only – Monday – Thursday Times: 9:30 am – 12:30 pm**

- To enroll your child in any of the enrichment programs please select the program on the Enrollment Contract. Payment is due by **May 1, 2018**. We will accept them after this date based on availability. After May 1, 2018 all Enrichment programs must be paid in full at the time of enrollment.
- All enrichment programs take place in our facility and are run by an outside instructor.
- **Descriptions of the Enrichment programs offered are available on our website.**
- Our staff will remain with the campers at all times while attending the Enrichment Program.
- Campers must be enrolled in camp on any day they are attending these programs.
- **If you are attending an Enrichment Program your tuition for the days you are attending is \$36/day.**
- Payment can be made by check, cash, MO or by including your credit card information on the form.
- There are no refunds, credits or substitutions for Enrichment Programs.
- If your child is absent from camp on any of the days they are scheduled to attend the programs, you will not receive a refund or credit.
- Campers will have lunch at 12:30 pm.



## CAMP POLICIES AND PROCEDURES

### Camp Rates:

- \$49/first child or child with the most camp days
- \$45/second child or child with the second most days
- \$36/for each additional child
- Sibling Rate is for siblings only

### Enrollment Contract

The Enrollment Contract is the form in the packet that you use to set your child's summer camp schedule. To set your schedule, put an X in the box to mark each/every day you want them to attend. You will also use this form to select any field trips/swim trips/enrichment programs and sports clinics. **You can only select one additional activity for each day as they all happen at the same time.** There is an extra charge for field trips, swim trips and enrichment programs. Sports clinics are included in your camp tuition. Prices for the additional activities are located in the Enrollment Forms and on our website. Once you have submitted your Enrollment Contract you cannot remove any days. You can reschedule days based on availability.

### Changing/Adding Days

**Once you have submitted your Enrollment Contract, your schedule will be set for the summer and there can be no cancellations of any days/weeks selected.** You are responsible for all days you have selected on your Enrollment Contract. However, we understand that situations may arise that warrant a **change** in your schedule. For these situations, we will make every effort to accommodate these changes based on availability. Please note that while we may be able to substitute days on your schedule, **we cannot deduct from the number of days you originally selected for any reason.** You are required to pay for all days that you have chosen on the enrollment contract.

### School Calendar Changes

Parents have until May 1, 2018 to notify us of any changes to your child's schedule due to a change in your school calendar. After that date you are responsible for all days you have previously scheduled.

### To Add/Change Camp Days:

- Fill out a Schedule Change Request Form available on our website and at the camp front desk.
- **Schedule Change Requests must be submitted by 9:00 am on Wednesday for the following week. No exceptions!**
- You can also email the camp office ([Lynne@intsports.com](mailto:Lynne@intsports.com)) to add/change days.
- This request must be approved by the Camp Administrator. You will receive an email confirming that the request has been approved/not approved based on availability as soon as it has been processed.

### Absence Policy

**It is not necessary to notify us if your child will be absent from camp.** Please be aware that if your child is absent from camp for any reason, there are no opportunities to make that time up. There are no refunds, credits or substitutions for missed days due to illness, injury or family activities.

## Payments

- Payments are due each Wednesday by 9:00 am for the following weeks' scheduled camp days.
- A credit card on file is required to hold camp dates. If you do not wish to leave a credit card on file, payment in full for all scheduled camp days is required to hold those dates.
- **Any cash or check payment received after 9:00 am on Wednesday will be credited to your next camp week, no exceptions.**
- **You can pay by cash or check each week. If we do not receive payment by 9:00 am, we will automatically run the credit card on file at 9:00 am on Wednesday for the following camp week. It is not necessary to call to make a payment unless you are paying with a different credit card than the one on file.**
- Cash payments must be handed in with a Camp Payment Form in an envelope by 9:00 am.
- Payment Forms/envelopes are located at the camp check in desk.
- **If you prefer to pay in full or in advance, you may do so at any time.**
- We accept all major credit cards with the exception of American Express.
- A \$30 fee will be charged to your account for all returned checks.
- A \$25 late fee will be charged to your account if payment is not received by 9 am for the following week's camp tuition. This applies to credit card payments that are denied. If your credit card payment does not go through, you will be charged a late fee.
- Please put your child's name on your check, especially if it is different from yours.
- The parent who registers their child is responsible for all tuition payments. If you would like us to split payment between two parents, you are responsible for obtaining the credit card information. If the other parent does not make their payment, the parent that enrolled is responsible for the balance.
- **We will accept checks or credit card payments from another parent/party; however, it is the responsibility of the parent that registers their child to obtain this information.**
- Call the camp office during business hours (9:00 am – 4:30 pm) if you have questions regarding camp payments.

## Federal Tax ID Number: # 22-373-0833

### Child Care Reimbursement Forms

If you have forms that need to be filled out for tax deductible child care, please drop them off in the morning so they can be ready for you to pick up at the end of the day. They will be available at the camp desk in the evening.

### Receipts/Statements

If you would like a receipt or statement of any/all monies paid, you can request one by filling out the Request for Contact form located at the front desk, or by emailing the camp office ([lynne@intsports.com](mailto:lynne@intsports.com)) Your request will be processed in the order in which it is received and you can expect them to be available when you pick up your child at the front desk that evening. **Receipts and statements are not available in the morning during drop off.**

### Discounts

We are pleased to offer a 10% discount on camp tuition to all State of NJ, Freedom Mortgage, Subaru, Active Military, Virtua Health Systems, Cooper Health Systems, Lockheed Martin, PHH Mortgage and

Deborah employees. Please check the appropriate box on your enrollment contract. You **must** submit proof of employment with your enrollment contract. We will accept a copy of your badge, letter from an employer or any other proof of employment. This is for **tuition only** and does not include registration, field trips, swimming trips or any other camp costs.

### **Camp Check-In**

The check-in/check-out process is extremely important as it is our way of keeping track of all the campers that are attending camp that day. Although we do try to get campers checked in quickly, it does take a few minutes to greet and check in each child. Please allow extra time in the morning to allow us to carefully check in each camper and please be patient with our staff. Ask for a Camp Director if you have questions about your child. There are several Directors on duty at all times to assist in answering questions. They will be wearing teal shirts.

### **Check-In Policies:**

- Parents and campers will not be permitted to enter the building until 7:00 AM.
- **You must accompany your child into the building and check them in at the camp desk.**
- Three tables are set up for check in: Table 1: PK – 1<sup>st</sup> Table 2: 2<sup>nd</sup> – 4<sup>th</sup> Table 3: 5<sup>th</sup> – 8<sup>th</sup>
- If you have children in multiple grades, you will need to check each child in at their table.
- Your child will be asked their name, given a name tag and will decide his/her lunch choice.
- If your child is attending a field trip the staff will ask to make sure that they have their lunch and if not they will put them on the list for a packed lunch and your credit card will be charged \$3.50.
- You may leave spending money for your child for snacks or games in an envelope with the child's first and last name and grade on the front. All money will be stored at the camp desk and will be monitored by our staff. Please do not allow your child to keep their money in their bags or pockets, as it can get lost very easily. We will not be held responsible for any money that was not kept at the front desk.

### **Camp Check-Out**

When parents arrive to pick up their children they will be asked for their child's name and grade. They will then be asked to show their ID. Parents are not permitted to enter the camp area unless escorted by a staff member. Your child will then be called over the loud speaker or by walkie talkie to get their belongings and come to the front. Please be patient as it may take a few minutes for them to get to the front.

Incident/Injury/Discipline Reports are handed to you at check-out. If you have questions about any Incident/Injury/Discipline Report that you receive, please ask the check-out staff to page a Director to speak to you. We may have up to 500 campers per day and every Director does not know every incident/injury/discipline that happened to each child first hand. They will however, be able to look into the issue and get answers to all of your questions.

### **Check-Out Policies:**

- Every camper is checked out at the camp desk.
- **I.D. Please!** When picking up your child from camp, you will be asked to show photo identification. Our check out staff does get to know the parents and you may not be asked for ID because they recognize you, but please bring it with you in case a new staff person is at the

check-out desk. This is for the safety of your child.

- The only people who will be permitted to pick up your child besides the parents are those who are listed on your child's Authorization for Child Release form. No one will be permitted to pick up a child without identification. **THERE ARE NO EXCEPTIONS!**
- To make changes to the Authorization for Child Release form, please fill out a new one (located at the camp desk or on our website or email Lynne@intsports.com).
- **All campers must be picked up by 6:00 pm.** If you are unable to pick up your child by 6:00 pm please contact one of the authorized persons on your Authorization for Child Release Form to pick up your child. You will be charged a late fee of \$15 per every 15 minute range in which you are late. For example, if you arrive between 6:01 pm-6:15 pm, you will be charged **\$15 per child**; if you arrive between 6:16 pm-6:30 pm, you will be charged **\$30 per child**. All staff members work an eight hour shift and we must pay overtime to our staff members who stay with the campers that are not picked up by 6:00 pm.
- **Campers returning from field trips must be checked out at the camp desk.**

### **Parking Lot Safety**

- Mt. Laurel Fire Department prohibits anyone from parking in front of the building and will ticket any cars parked in front of the building.
- Please remember to be patient and cautious in the parking lot during drop off and pick up
- The front spots are reserved for handicapped people and parents with infants in car seats.
- All other parents must park in one of the designated parking spots in our lot.

### **Policy on Illness and the Management of Communicable Diseases:**

- We are very concerned with the health and welfare of every child at our camp. To prevent illness from spreading to other campers, please do not send your child to camp when they are ill or possibly contagious.
- **No refund/credits/substitutions will be made if your child is sent home sick or absent.**
- If your child becomes sick or injured he/she will be taken to the camp triage. We do not have a nurse on duty; however, our entire camp staff completes a course in CPR for the Professional Rescuer and First Aid. All illness/injuries are reviewed by the Camp Administrator or a Director.

### **If any of the following symptoms occur at camp, you will be contacted to pick up your child:**

- Temperature over 100°F.
- Severe cold with fever, coughing, or bronchitis
- Difficulty or rapid breathing
- Severe pain or discomfort, including ear or throat
- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye, ring worm or impetigo (we would appreciate a call notifying us so we can pass the information concerning potential exposure on to the other campers)
- Ear or Throat infections
- Unusual behavior (i.e. extreme lethargy, refusing food or drink)
- Any infected skin area (i.e. ring worm)
- Detection of Head Lice

- **Upon notification, we require that your child be picked up within one hour.**

Children sent home from camp because of illness may not return to camp until they are:

- Free of symptoms for 24 hours
- On the appropriate medication for 24 hours
- Have a physician's note stating that they are free of symptoms

### **Medication**

- **A Medication Form must be filled out and submitted when the medication is turned in at the camp desk. Medication must be labeled and stored in the original container.**
- Parents must provide any precautionary information specific to the medication.
- Medications will be stored in a secure area that is not accessible to campers.
- If you want us to dispense Tylenol to your child for headaches/minor ailments, please indicate this on the Health & Wellness Form.
- You will always be contacted by a director before Tylenol is administered to your child.

**\*\*VERY IMPORTANT - Please do not send your child to camp with medicine in their camp bag or pocket. This includes Tylenol, cough drops, inhalers and Epipens. This can be dangerous to your child and other children if the medication falls out of their pocket or camp bag. Please hand it in at the front desk so we can put it in our triage, in a safe place, and make sure it is available for your child. If a child has their inhaler or Epipen in their camp bag, our staff will not know they have one with them and this can be very dangerous in the event of an emergency.**

### **Injury/Illness**

If your child receives a minor injury (i.e. scrape, cut, bruise, bump, etc.) while at camp, he/she will be taken to the camp triage. The triage counselor on duty will assess the situation and take care of any minor incidents. If the triage counselor feels the incident warrants further attention, he/she will notify one of the Directors. The Director will determine whether or not the parents need to be contacted. We cannot call every parent for every minor bump or bruise, but we will contact you if we deem necessary. Every illness/injury is written up on an incident report which the director reviews, signs, and sends to the front desk so that you will receive this at check-out. You will probably get more of these than you would like, but we want you to know as much as possible about your child's day.

If your child becomes seriously ill or injured at camp, a Director will contact you immediately. If we feel it is necessary, we will contact 911. If we are unable to wait until you arrive at the camp, a Director will accompany your child to the hospital and will stay with them until you arrive. Once at the hospital, our staff will not authorize any medical treatment. All injured campers will be taken to Virtua Memorial Hospital in Mt. Holly unless you request otherwise.

### **Camp Discipline Policy**

It is the ISC Summer Day Camp's goal to provide a healthy, safe and secure environment for all campers. Campers are expected to follow the camp rules and to interact appropriately in a group setting. A discipline report is written for almost every incident. We do this so that you are aware of the incident and can speak to your child. We cannot call every parent every time a child is disciplined, however we will contact you during the day or ask to speak to you at the end of the day for more serious incidents. We try to keep the lines of communication open so we can work together to help your child have a good day at camp.

## Camp Rules

- Be respectful to yourself, others, and camp property.
- Listen and follow directions.
- Keep hands, feet, all objects and all other body parts to yourself.
- Foul language/name calling is not permitted.
- Treat all campers with kindness and respect.
- Always tell a staff member if something is wrong or you are upset.
- Be responsible for your personal belongings at all times.
- Play fair and have fun!!

## Cell Phones

We prefer that campers do not bring cell phones to camp. They have access to our phones in the event they need to contact you. If your child contacts you during the day to tell you there is a problem, tell them to tell any staff member. If they bring a cell phone to camp, they do so at their own risk. We will not be held responsible for any cell phones that are lost, stolen or damaged. **We reserve the right to confiscate cell phones at our discretion if we feel that they are being used inappropriately or are disruptive.** If your child's phone is confiscated, it will be placed at the front desk until pick up. If this problem continues, your child will be prohibited from bringing their cell phone to camp. **Campers are not permitted to bring chargers or use the outlets for their phones or video games.**

### **If your child chooses to disobey the camp rules, we will take the following actions:**

- Staff will redirect the camper to a more appropriate behavior and remind him/her of the camp rules.
- If the behavior persists, the camper will be placed in time-out and will lose time from free time.
- The staff will document the situation by filling out a discipline report. All discipline reports are reviewed by the Camp Administrator or a Director and a copy is sent home.
- If a child's behavior at any time threatens the immediate safety of them, other children or staff, the parent will be notified and expected to pick up the child immediately.
- If your child is suspended from camp, you are still responsible to pay for those days.
- Continuous disruptive behavior may result in a suspension or expulsion from the camp.
- If your child is expelled from the camp your financial responsibility will end at the end of that week. You will not receive a refund for any days in that week.

We will make every effort to calm your child, redirect them and diffuse every situation, as we do understand that children occasionally become upset and can act out. However, if we feel that we cannot control your child, we have no other alternative than to remove them from camp.

If your child is being sent home because they are not following the camp rules or they are being disruptive to the rest of the campers, he/she will be placed in time-out in the camp office until you pick them up. Campers must be picked up within one hour. Please note that if you are contacted to pick up your child from camp due to behavior issues, you will not receive a credit/refund for that day.

If we decide to suspend or terminate your child's camp enrollment due to any behavioral issues, you will not receive a credit/refund for the week that the camper was suspended or expelled from the camp. We will terminate his/her enrollment at the end of that camp week and you will not be charged for any future

week(s). If your child is expelled from camp, siblings of that child may continue to attend camp; however, if you decide to remove your other children from camp, you are still responsible for paying for all the days/weeks the siblings were originally enrolled.

### **What should campers wear to camp?**

- Campers should dress in comfortable lightweight clothing so that they are ready to participate in all activities.
- Camp shirts are not required to be worn to camp unless your child is going on a field trips/swim trip or sports clinic.
- Campers are not permitted to wear clothing that is too tight or too revealing.
- Socks are required when campers are in the funzone and adventure alley.

### **What should campers bring to camp?**

Your child should bring their camp bag to camp each day with the following items:

- A bag to hold their belongings in while at camp
- Healthy snacks
- Bathing suit and towel (on swimming and water days)
- Sunscreen (please put name on it)
- Complete change of clothes (required for all PK and K campers regardless of whether or not they are attending a swim trip).
- Socks (your child will be unable to play on the inflatables, skate, or play in the Fun Zone without socks!!)
- Sneakers/close-toed shoes (campers are required to keep their shoes on all day except when playing in the FunZone, on the inflatables, or while swimming.)
- 1<sup>st</sup> – 8<sup>th</sup> grade campers will have a chance to skate each day and may bring their own skates. However, we do have roller blades and roller skates available for campers to use at no additional cost.

**Please be sure all items brought to camp are clearly labeled with your child's full name and please remind your child to keep close track of all items. Each camp group is designated a locker area to store their belongings. With the exception of PK and K campers, it is your child's responsibility to keep track of all of his/her belongings including their shoes!**

### **What should campers NOT bring to camp?**

We prefer that your child does not bring cell phones, expensive toys or games to our camp. If you choose to allow your child to bring any expensive item and it is lost, damaged or stolen, please do not contact the administrator or any staff about this, as we are not responsible. The ISC Summer Day Camp staff will, under no circumstances, be held responsible for the loss, damage, or theft of these or any other valuable items.

### **What campers ARE NOT permitted to bring to camp**

- **Gum**
- **Glass bottles**
- **Medicine in their bags**

## MISCELLANEOUS INFORMATION

### Photo Release

Any photos or video footage taken while your child is at camp may be used for promotional purposes in print media and/or internet promotion. No financial compensation is available should such a picture/video be used. If you do not wish to have your child appear in photos or video used to promote our camp, please initial the appropriate box on the Health and Wellness Record.

### Lost and Found

Campers (with the exception of the PK/K) are required to keep track of their belongings including their shoes while they are at camp. Even with our staff reminding them, they lose their shoes and belongings. Please put your child's name on **everything** they wear or bring to camp including their shoes. A camp Lost and Found area is located near the front desk. At the end of each day, our maintenance staff will place any items that have been found in our building in the Lost and Found, so please check it periodically for any missing items. If your child is missing their shoes, jacket, hat, etc. chances are it will turn up during clean up and it will be placed in the lost and found. The lost and found will be cleaned out every 2 weeks, with leftover items being donated to Goodwill.

### Referral Program

We are pleased to continue to offer our referral program to our camp families. If you refer a family to the camp that has never attended our summer camp and they enroll and attend, you will receive a \$50 credit towards your tuition. You will be notified when you receive your credit. The new camp family must check the appropriate box on their enrollment contract and list your name at the time of enrollment. Only one referral credit will be issued for each new camp family.

### Camp T-Shirts

- All campers will be given a camp T-shirt during **check out** on their first day of camp.
- If your child is attending a field trip on their first day of camp, we will issue the t-shirt during check in.
- Campers are not required to wear their camp T-shirt to camp each day, but **MUST** wear them on all field/swim/sports clinic trips. This is done for your child's safety.
- If your child arrives to camp without their camp T-shirt and is scheduled to attend a field trip, they will be issued a new one and we will automatically charge the credit card on file \$6.00. You can also pay at the front register during check in.
- We also ask that you send your child to camp each day with a backpack that is clearly labeled with their name. This will help them to keep track of their belongings throughout the day.
- Please note that each camper only receives one camp T-shirt, but additional ones may be purchased for \$6.00.

### Sunscreen Policy

It is the parents' responsibility to apply sunscreen to their child before bringing them to camp. All campers should have sunscreen (labeled with their name) in their bag so they can reapply if needed. All campers spend time outside each day although rarely after 1:00 pm. You should also send your child with sun protection such as SPF clothing, hats and sunglasses. During outdoor field and swim trips ALL CAMPERS will be reminded to reapply after lunch. Our staff will assist the PK and K campers.



### **Camper Birthdays**

Campers who have a birthday while they are at camp will be announced during our morning Roll Call with a Happy Birthday by the campers and staff. If you would like to send in a treat to share with the campers in your child's grade during snack, contact the camp administrator for a head count for that grade.

### **Fire Drills**

Our staff conducts a fire drill every week of camp on a different day and time. This is for the safety of the campers. These drills ensure that we are able to get all our campers out of the building and accounted for very quickly in the event of an emergency. In the event of a real emergency, we can get all campers safely out of the building and accounted for in less than three minutes. We also practice several other drills weekly so that in the event of any emergency, our staff is ready. You will be notified immediately in the event of a real emergency. Please be advised that you will not be permitted to check-in or check-out your child during a fire drill. We do our best to schedule them at times when we do not have a large amount of campers arriving or leaving. However, it is still possible that you will arrive while we are in the process of a drill. If this is the case, we ask that you please exercise patience. We will attend to you as soon as the drill has been completed and all children have been accounted for.

### **One Final Note**

Our staff works extremely hard to get to know all of our campers and to ensure that every camper feels safe and cared for while they are in our care. Please treat our staff with respect at all times. With over 80 staff members working at the camp and up to 550 campers each day, it is impossible for every staff member to know everything about your child's day. Please ask to speak to the Camp Administrator Lynne Prairie or a Director/Assistant Director if you have something you would like to discuss about your child. We will always make the time to speak with you about your concerns and address every situation in a timely manner. If you have any issue you would like to discuss, please don't hesitate to bring it to our attention.