



## **Tot Camp Information**

### **First Day of Camp**

Drop off procedure: Please walk your child into the building using the EAST entrance (the North entrance is for full day campers). Tot camp will be upstairs in our preschool room. Please wait outside the door until the counselors open the door to admit the children for camp that day. Tot camp begins at 9:00am and ends at 12:00pm. Please do not arrive before 8:45am. Pick up: You must come inside to pick up your child. A child will not be let out the door without an authorized adult.

### **Emergency/Medical Forms**

All emergency and medical forms should have been filled out at the time of registration. If you did not fill your information out you will be asked to come inside the first day of camp to fill everything out.

### **Camp Calendar**

A calendar will be sent home the first day of camp. It will have information on field trips and themed days throughout the time of camp. The field trip permission slips will be included with this calendar. All permission slips must be returned by the end of the first week of camp. All field trip counts will be confirmed at this time and your child will not be eligible to attend the field trip if we do not have their form by the end of the first week.

### **Early Bird Arrival**

If you are utilizing the early bird arrival you may drop your child off at 7:30am to the east entrance. The doors will not be open before 7:30am. Children will go right downstairs to our early bird room.

### **Absence from Camp and Early Pick-up**

If your child is going to be absent from camp, please call our office at 594-1818 **before the camp day has begun** to let us know.

If your child is leaving early from camp, please send a note indicating what time and who will be picking up the child. Your child will not be released to any unauthorized person, nor can we allow a child to leave early on his/her own without a parents note.

### **Activities**

Activities will include games, crafts and outdoor fun. Please make sure your child is dressed comfortably and accordingly. Please keep in mind that your child may get dirty playing outside.

### **Pool Days**

Please send your child in their bathing suit underneath their regular clothing. We do not provide towels so please send a towel in their backpack. If it is raining that day then we will not have a pool day.



### **Field Trip Information**

All field trips require a signed permission slip from each child's parent/guardian. The forms will be given out on the first day of camp and must be returned by the end of the first week. Any camper without a signed form will not be allowed to attend the field trips. Keep in mind that if you choose not to send your child on a field trip or your child is not attending because of a discipline issue, they are not to be sent to camp that day. All camp counselors attend the field trips and will therefore not be at the park to stay with your child. Unless specified on the permission slip, all campers are to bring a lunch with them on field trips.

### **Camp T-shirts**

Your child will be issued a camp t-shirt after the start of camp. They will be required to wear their t-shirt on all field trips. If your child forgets their t-shirt, you will be called to bring it in.

### **Snacks**

Your child will be provided with a light snack daily. If your child has a food allergy please make sure to state the allergy on the emergency form.

### **Behavior**

Please speak with your child about proper behavior before the start of camp. We will not tolerate any behavior that is disrespectful to both staff and campers. Camp counselors will handle any minor incidents that may arise on a day to day basis. If there is a major or continuous problem, the camp director will follow up with the appropriate action. Behavior such as swearing, fighting, physical harm to self or others, bringing any inappropriate substance or weapons to camp will result in immediate action by the camp director. All issues will be handled as the situation deems fit. Parents will be called if a major issue arises. If excessive behavior continues the child will be removed from camp and asked not to come back.

No refund will be issued.

We want this summer to be an enjoyable and safe one for all campers. We are looking forward to getting to know our new campers and reacquainted with our past ones. If at any time you have any questions or concerns please feel free to speak with the Camp Director.

### **Personal Belongings**

The park district is not responsible for the loss or damage of personal belongings. No electronic games will be allowed during camp. If your child is in early bird or after camp they can use them there and then they will need to be put away. If your child is using an electronic device during the day it will be taken away from them and given back at the end of the day. No guns, knives or weapons of any kind, real or fake will be allowed. Please keep any valuables, trading cards, cell phones and money at home.