

# 2014 ISC Summer Day Camp

## Camp Enrollment Packet



**Camp Dates: June 16 – August 29, 2014**

**Camp Hours: 7:00 am – 6:00 pm**

**Camp Administrator:**

**Lynne Coates**

**[lynne@intsports.com](mailto:lynne@intsports.com)**

**International Sports Skating & Fun Centre**

**1 Hovtech Blvd**

**Mt. Laurel, NJ 08054**

**(856) 273-2828**

**Fax: (856) 273-7533**

**[www.sjsummercamps.com](http://www.sjsummercamps.com)**

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## **WELCOME TO 2014 ISC SUMMER DAY 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 to us this summer. We assure you that we will make every effort to make this a positive experience for you and your child.

This summer marks the 12th season for our summer camp. Last summer we had over 900 campers in our program, with approximately 350 – 475 campers attending each day and we expect to have the same this year. ISC Summer Day Camp is licensed through the 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 staff and are pleased to announce that more than 75% are returning for another summer!!!

Since last summer, we have worked diligently to improve our program, and we have many new and exciting plans for our campers. We have added several new games, activities, elective choices, many new special guests and some new field trips. We have purchased many new pieces of equipment and games that we believe are sure to excite our campers. For the past four summers we were able to keep our price the same but due to our many increased costs we had to make a minor increase in our tuition. We continue to offer a 10% discount on camp tuition to parents who are currently employees of: Subaru, State of NJ, Active Military, Virtua Health Systems, Cooper Health Systems, Lockheed Martin, PHH Mortgage and Deborah.

For the past few summers I have received many requests to have sports clinics and additional educational/art programs. Last year we put together several Sports Clinics that were held at Hartford School's field. This year, these sports programs are included in your camp tuition at no additional cost. We also have several wonderful enrichment programs that consist of an outside organization coming in to ISC to offer art/science weekly programs. There is an additional fee for these enrichment programs. Further information about these programs is included in this packet on page 15.

### **\*Integrity \* Sportsmanship \* Character\***

ISC Summer Day Camp wants our campers and counselors to be part of a safe, happy and fun environment that shares a common core set of values. This core set of values is 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.

The 2014 Camp Enrollment Packet contains all of the information you will need to complete your child's enrollment in the ISC Summer Day Camp. Please review it carefully as it will answer many of your questions about our summer camp and help you to better understand our program. We also encourage you to go over the program 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 of 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<sup>th</sup>, 2014 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 Coates  
Camp Administrator  
[lynne@intsports.com](mailto:lynne@intsports.com)

## Important Dates

May 1, 2014	Deadline to complete your enrollment contract to guarantee all dates selected**
May 1, 2014	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 31, 2014	<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. Notification of new start date (only if changes are due to school schedule)</li> <li>6. Bring a Friend to Camp deadline</li> </ol>
June 10, 2014	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 10, 2014	New Camper Party @ 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 11, 2014	Payment due for the first week of camp
June 16, 2014	2014 Summer Camp begins!!!

\*\*After May 1, 2014 we will continue to take 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 31, 2014 we will continue to accept Swim Lesson and Sports Specific/Enrichment Enrollment Contracts based on availability.

You may add additional days, field trips and swimming trips throughout the summer based on availability. You will be contacted 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 the 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 Coates, is available during the day and can be reached in person by appointment, phone or e-mail. 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 have the front desk page the Camp Administrator.

### Camp Staff

We are very excited about the team we have assembled this year. Our summer 2014 staff includes 75 counselors consisting of; professional educators, many of who hold advanced degrees, current high school and middle school coaches, graduate and undergraduate students. Last year we had fifteen previous 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 Coates, there are three Directors, Dan McGinley, Ryan Kent and Christopher Edwards (Debo to the campers) and eight Assistant Directors. All of our Directors and Assistant Directors have worked at the camp for more than 6 years and are teachers with the exception of one, who is an elementary school guidance counselor. Our staff also includes two lifeguard supervisors and two additional lifeguards so we always have lifeguards attending all water trips including our Riverdel Swim Club trips.

All of our staff members love working at the camp and return year after year! 75 % of our returning staff has worked at the camp for more than four summers, 80% are over the age of 21 and 99% 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 with pictures and information about our camp staff. This will be available on our website by June 10, 2014. Because this is a summer camp and the campers are on vacation, 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.

### Camp Hours

ISC Summer Day Camp hours are from 9:00 am – 4:30 pm. Extended care is provided from 7:00 – 9:00 am and 4:30 – 6:00 pm at no additional cost. All campers must be picked up by 6:00 pm. The camp staff is only here during the hours of 7:00 am – 6:00 pm Monday through Friday. 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 on the next business day.

### Camper to Counselor Ratios

Grade	Ratio	Ratio/Field Trip	Ratio/Water Trip
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 2013-14 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 they 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 going into the following fall. **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 work with them throughout the summer. These are the counselors with the most experience at ISC Summer Day Camp, most of them are teachers. The Head Counselors are in charge of planning the daily activities for their group, as well as supervising the assisting counselors in their group.

## 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, 2014** and/or have not yet attended Kindergarten. The K group is for campers who have just completed kindergarten. A few important details about these groups are listed below:

- 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. They 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 campers and K campers have the option of skating Monday, Wednesday and Friday. We have skate mates that help the smallest campers. We also tighten the wheels on the skates to assist them. They skate in a small area on the wood surface or on the carpeted area (for beginners).
- 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 with them the entire time and assist them when needed.
- **In order to attend camp, your child MUST BE POTTY TRAINED**; however, in the event of an occasional accident, we will assist them in cleaning up and changing their clothes. Therefore **ALL PK & K campers are required to have a change of clothes in their camp bag.** Those who do not have one in their bag will be taken to our triage and they will remain there until you bring fresh clothing.
- PK/K campers are permitted to buy snacks at 1:00 each day. **Please write on the envelope what your child is permitted to buy.**

## PK/K/1<sup>st</sup> Curriculum

At ISC, 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 curriculum for our PK and K campers. The curriculum 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.



## DAILY OPERATIONS

### Tutor Time

Every day between 7:30 and 8:30 am 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 the materials for your child. Tutor Time will be staffed by our counselors that are teachers.

### Camp Roll Call

In the morning, the entire camp is on the wood surface from 8:40 – 9:30 am. We use this time to get all the campers and counselors excited about their day, go over the schedule of activities and events for the day, introduce all of our staff so that the campers get to know them, talk about current events, announce campers' birthdays, and listen to some stories, jokes and music. We often spend a few minutes teaching the campers a new game and always take time to remind the campers that we expect them to treat each other and our staff with respect while encouraging everyone to be kind to all. We take time to recognize campers who have done this and reinforce this positive behavior. Also during this time, our staff is conducting a camp wide roll call. We conduct four camp wide roll calls at 8:40, 1:15, 2:45, and 4:15 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

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. Each period involves every grade changing surfaces and participating in different activities, games and events. The schedule will be on our website by June 10, 2013. Every grade has at least one period outside each day.

### Electives

Campers in grades 1<sup>st</sup> through 8<sup>th</sup> have the option of choosing their activities during our 2 elective periods offered each day, Monday through Thursday. During these periods, campers can choose which activities in which they would like to participate. 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 available to each grade Monday through Thursday. The choices change every day so that we are always offering new ideas and activities.

### Lunch/Snack

Grade	Lunch Time	Snack time
PK/K/1	11:00	2:00
2/3	11:45	3:15
4/5/6/7/8	12:30	3:15

- Your child will make his/her lunch choice at the camp desk during check in and if they order a sandwich, will receive a wrist band indicating their sandwich choice.
- Lunch is included in our summer camp program unless your child is attending a field/swim trip.
- 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. They may bring it in and eat it when they arrive to camp.
- Our lunch menu is located on our website and at the camp desk.
- Campers with food allergies will be given a red wristband in the morning at the first roll call and it must be worn all day. Campers with food allergies are seated at a separate table during lunch. This is for the safety of your child. Our staff will monitor everything they have on their lunch tray to ensure optimum safety for each camper.
- If your child has a food allergy, please make sure to be very clear about this when filling out your Health and Wellness form online. **If your child has a SEVERE food allergy please contact the Camp Administrator directly to discuss prior to your child's first camp day.** Our staff will contact you if we have any questions or concerns about your camper's allergies.
- Lunch portions are similar to a standard school lunch. If your child wants to order a second lunch for \$3.50, they must notify us at check-in. They cannot order extra during their lunch period.
- In addition to the main lunch, we offer an unlimited salad and pasta bar each day. The selections change daily and there is no additional charge.
- We also have a selection of sandwiches each day that include turkey/cheese, ham/cheese and peanut butter and jelly that will come with all of the sides that the main lunch offers. Campers can choose between the main lunch or a sandwich as their choice for lunch.
- Milk is served with lunch and unlimited lemonade and water is available during lunch and snack. Ice water is always available to them throughout the day.
- If your child does not like the lunch/snack on any particular day or any of the sandwich choices, you must 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 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 growth spurts are extra hungry and with all the physical activity, they may need an additional meal.

### **Free Time**

Every day from 1:30 – 2:45 pm all campers in grades 1<sup>st</sup> – 8<sup>th</sup> enjoy Free Time. During this period the campers may choose from the following activities: skating, arcade games, Adventure Alley, Funzone, turf games organized by our staff, board games, ping pong and free play. Your child may wish to bring in money to play the arcade games and purchase food from our snack bar during Free Time. Envelopes will be available at the camp desk to store their money. 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 any money to the camp desk for safekeeping at the end of Free Time. **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. Campers should return left over money to the camp desk at the end of Free Time.**

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.

## After Care

During the aftercare program from 4:30 – 5:45 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> and 6<sup>th</sup> graders will play games on the grass.
- 7<sup>th</sup> and 8<sup>th</sup> graders will be in our camp lounge.
- From 5:30-5:45pm all campers are playing games in the party room.
- At 5:45 pm, all campers will be brought up front and prepared for pick-up.

## Camp Special Days

On our website, you will find our “Special Days Calendar” that also includes a description of all the activities and events we have planned for our summer camp program. Please encourage your campers to participate in these events! Our staff really loves to get dressed up and it is fun for the campers when everyone participates. These activities are fun for both the campers and counselors and help to enrich our program. Everyone really looks forward to the special days!!

## Special Guests

We have a special guest come each Friday and several scheduled on other days. The reason they are mostly on Friday is because we do not have any field/swimming trips on that day, so all the campers will be here for the show. We have put a lot of time into finding very interesting, educational, and exciting new shows for our campers. The dates and guests can be found on the “Special Days Calendar” on our website. Please check your calendar so that you don’t miss any of these fun events! If for any reason we have to cancel one of the special days, we cannot credit or refund you for that camp day.

## Water/Splash Day

This takes place out in our play area on our giant slip-n-slide and in our small splash pools. The schedule for Water/Splash Day is as follows:

- PK :           Thursdays (10:15am) and Fridays (9:30am)
- K:             Thursdays (9:30am) and Fridays (11:45am)

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

- Campers must bring a change of clothes and a towel.
- Campers who do not come to camp prepared will not be able to participate in Water Day.
- **PK and K campers must come to camp dressed in their bathing suits.** They have their Splash/Water Day during first period.
- PK/K campers who do not come dressed will not be able to participate, as it can take the entire period, even with assistance from our staff to change. We do not want the other campers to miss out on the water day activity.

## Swimming

All campers will have an opportunity to swim two days a week at the Riverdel Swim Club located in Riverside. This beautiful swim club has two pools, shuffleboard and 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 \$6.00 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 Wednesday for the following week. We cannot add any campers to the swimming trips on the day of the field trip. Campers will be supervised by our camp lifeguards and the lifeguard staff at Riverdel. The Swimming Trip Schedule is as follows:

- PK – 1<sup>st</sup>: Mondays and Wednesdays
- 2<sup>nd</sup> – 4<sup>th</sup>: Tuesdays and Thursdays
- 5<sup>th</sup> – 8<sup>th</sup>: Tuesday and Wednesdays

PK and K campers will swim in the smaller wading pool and are not permitted in the larger pool. Campers in grades 1<sup>st</sup> – 8<sup>th</sup> grade will use the larger pool. All campers must pass a swim test if they would like to go in the deeper water, use the water slide and smaller diving board. The test consists of the camper being able to swim across the pool (approx. 30 ft.) and being able to comfortably tread water. They 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 with our Lifeguard Supervisor overseeing the test. 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 take the test again. Occasionally, campers have off days due to being nervous about the test even though they are able to swim, so if you feel that your child should have passed the test, please contact us and we will retest them again the next time they go. The campers that do not take the test can swim in the three foot end of the pool. Campers that have passed the test in prior years do not need to retake the test.

## Swim Trip Policies and Procedures

- **We cannot, under any circumstances, add campers to swimming on the day of the trip.**
- **Campers must arrive by 9:00 am dressed in their bathing suit, with a towel.**
- They must wear their camp shirt on all field/swim trips.
- They must come in their bathing suits and have a change of clothes in their camp bag to change into upon return to ISC.
- Please make sure you put their name on everything!
- Campers must have sunscreen applied before they come to camp.
- If your child does not have their bathing suit, they will not be permitted to attend the trip.
- There are no refunds, credits or substitutions on swimming trips for any reason.
- 1<sup>st</sup> – 8<sup>th</sup> grade campers can bring their lunch or bring money to purchase lunch at the swim club. The menu along with prices is located on our website.
- All PK/K must bring their lunch or purchase a lunch from our facility at check in for \$3.50.
- All must hand in any snack money they are bringing on the trip to the front desk so that we can assist them.

Packed lunches are available for \$3.50 to be purchased on field 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 will be allowed to visit the snack bar after lunch if available.

## Swimming Lessons

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 eight 45 minute lessons. (Please note that this does not include the \$6.00 trip cost) The due date for enrolling your child in swimming lessons is May 31, 2014. Swim lessons are available to all campers from K – 8<sup>th</sup> grade. Campers must also be signed up to attend the swimming trip on the day of their lessons. A camp staff member will remain with the campers for the duration of the lesson. Dates are listed on the Swim Trip Enrollment Contract.

## Field Trip Policies and Procedures

- **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. \*\* No Exceptions!!**
- Field trip enrollment is included on the Enrollment Contract.
- Campers can only attend trips with their specific grade.
- Deadline for field trips is May 31, 2014. At that time, we order the buses based on the number that have enrolled. We will continue to keep the trip open until the buses are filled.
- You may sign up for additional trips by using the Schedule Addition Form that is available on our website and at the camp desk.
- Schedule additions must be submitted by Wednesday for the following week's trips and are based on availability.
- **Field trips must be paid in full by May 31, 2014.**
- There are no refunds, credits, cancellations or substitutions on 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 account and taken off of the following week's tuition. If you are paid in full and we have to cancel a trip, you will receive a refund check in the amount of the trip cost.
- 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.** Although we would love to have your help on these trips, with over 900 campers in our program, we do not know all of the parents and cannot have parents on the trip that we do not know. This is for the safety of your child, as well as the other campers.
- Field trip itineraries and information are posted on our website and are also available at the camp desk. Please read this information to find departure/arrival times, items the campers should bring, etc.

**\*\*It is a huge undertaking preparing our campers for field trips. 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.**

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

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

If your child arrives to camp without their lunch on a day they are scheduled to attend a field/swim trip, you may purchase a lunch from us. Packed lunches are available for \$3.50 on field 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 with cash, check or we can process it to the card we have on file. We do our best to allow campers to visit the snack bar after they have finished their lunch when available.

If your child does not bring a bathing suit on a water/swim trip, they will not be permitted to attend the trip and you will not receive a credit for the trip. You will receive an incident report at the end of the day explaining this situation. Unfortunately, we do not have time in the morning to contact parents if their child is missing their bathing suit while we are preparing for the field trip. Please be sure to check your child's schedule before they come to camp so they are not disappointed when they find out they are not scheduled to attend the field trip or are scheduled and not prepared for a trip.

If for whatever reason your child does not have his/her camp shirt, bag, or lunch for the field trip, we will provide them with these items and your credit card will be charged accordingly (camp shirt: \$6.00, camp bag: \$6.00). Please note that campers do not have to use their camp bags, but must have a bag with their name on it to hold their things, or else they will be charged for a new camp bag.

### Sports Clinics

- To enroll your child in any of the sports/enrichment programs, submit the enrollment form by May 31, 2014.
- Campers must pay the full amount to enroll in any of the programs.
- Campers must be enrolled in camp on any day they are attending these programs.
- All Sports Clinics will take place at Hartford School in Mt. Laurel.
- Campers will be transported to and from the location by T&L Bus Company.
- **All campers must be here by 9:00 am. Campers that arrive after 9:00 am will not be permitted to attend that day.**
- Each program will run Monday through Thursday from 9:30 am – 12:00 pm.
- Campers will select their lunch choice when they check in and will have lunch when they return to our facility at 12:30 pm.

## Sports Clinic Schedule

- 6/23 – 6/26:** Soccer (Foot Skills)  
**6/30 – 7/3:** Lacrosse  
**7/7 – 7/10:** Baseball (Hitting & Fielding)  
**7/14 – 7/18:** Basketball (Ball Handling, Shooting & Passing)  
**7/28 – 7/31:** Soccer (Heading & Shooting)  
**8/4 – 8/7:** Baseball (Fielding & Hitting)  
**8/11 – 8/13:** Basketball (Ball Handling, Shooting & Passing)

We are pleased to offer a sports specific program in multiple sports. All coaches are current college, high school, middle school and youth league coaches and trainers, and all are past or current college level players who have years of experience playing and coaching young players. Our coaches will help the campers to improve their skills and learn new ones while helping them to develop a better understanding of the game while having fun! 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!

Campers should wear comfortable clothes and bring their cleats in their camp bag and 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 so a water bottle is not necessary.

Baseball gloves are required for the baseball clinic. A lacrosse stick and mouth guard is required for the lacrosse clinic.

## Enrichment Programs

- To enroll your child in any of the enrichment programs, fill out this form and submit it with payment in full by May 31, 2014. We will only accept them after this date based on availability.
- Payment can be made by check, cash or by including your credit card information on the top of the form.
- The cost of each program is listed above.
- **Campers in grades 2<sup>nd</sup> through 8<sup>th</sup> may enroll in any of these programs.**
- Campers must pay the full amount to enroll in any of the programs.
- Campers must be enrolled in camp on any day they are attending these programs.
- There are no refunds, credits or substitutions.
- 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.
- All Enrichment Programs will take place at ISC Summer Day Camp in Mt. Laurel.
- Campers will have lunch at 12:00 pm after the program is over.

**Dance Program: 7/7 – 7/10 or 7/21 – 7/24:** With this exciting Dance program, we will combine all types of dance, including Jazz, Hip Hop, Acro/Jazz, Zumba, and Musical Theatre!

**Jazz** class begins with warm-up stretches and flexibility exercises. Floor work, jazz technique, across the floor combinations and choreography are taught. While emphasizing self-expression, jazz class also encourages development of personal style. Your child will come out of class wanting more!

**Hip Hop** is the newest form of jazz which redefines and reinvents many early jazz dances and movements. Hip-hop incorporates some of the basic jazz techniques, such as turns, jumps and flexibility but with an edge, danced to the music of today. It has a range of styles & the teacher has room for personal interpretation. A fun class for all ages and abilities.

**Acro/Jazz** begins with basic jazz warm ups and stretches & then begin to focus on developing your child's

strength and control as they master the basic Acro skills from forward and back rolls to cartwheels, handstands and front and back walkovers. Once those skills are developed, children advance to front and back handsprings, to front and side aerials, to back tucks. All levels welcome!

**ZumbAtomic** kids love to turn up the music, shake it and have a blast with their friends. This latin-based exercise class lets them do exactly that all while enjoying the benefits of a healthy lifestyle. Watch them have fun, be focused and get FIT!

**Musical Theater** will let your child become a “Triple Threat” performer! This exciting class will introduce basic elements of stage with singing, acting and dancing. From Broadway Musicals to Music Videos, they will walk away with their head held high! You won't be disappointed!

**Space: Infinity & Beyond! 7/7 - 7/10:** Students explore the mysteries of the solar system and the science behind air & space travel. Children discover not only how astronauts get into space, but also how they live and work once they get there. In this advanced space program, we will investigate unique flying machines, including building balloon-copters, boomerangs and a mini hovercraft as take home projects for the children. Most importantly, they learn first-hand about the aerodynamic properties of flying machines by building their own Estes® model rockets! Once the rockets are completed, children will blast off on a real Mad Science space mission Live Rocket Launches! This Mad Science Camp is Out Of This World!!

**Paint –a-Treasure Art Program: 7/28 – 7/31:** A week of Creativity and Fun. Canvas Painting, Paint & Take Pottery and Mosaics. We will do 2 projects each day. The first 1/2 of each workshop will be Acrylic Canvas Painting. Our Artists will provide step-by-step guidance in color theory, blending, brush strokes, and many more techniques... They will bring home a beautiful 12 x 16 painting every day! The 2nd half will include Paint & Take Pottery and Mosaic projects. Children will explore different mediums and learn fun techniques using Bright Acrylics in Pearls, Metallics and Mattes, plus glitters, 3-D Paints, and Mosaics! They will bring home a one-of-a-kind treasure every day!

**Mad Machines & Jr. Engineers: 8/4 - 8/7:** Whether children enjoy building structures or destroying them, they will be more than satisfied with this program! Mini Mad Science engineers will design and build skyscrapers using simple tools and intricate imaginations. Campers will exercise their ability to work together in order to construct a geodesic dome big enough for all of the campers to fit inside! Children will be given the opportunity to work with pulleys, wedges, screws, and levers, which they will be using to assemble their own catapults, teaching them to understand the science behind simple machines. Children will maneuver sound-activated robots around an obstacle course, play robot soccer, and even test line-tracking robots during this weeklong camp full of (robot and children) hands-on excitement! This Camp is a Sonic Blast!

## **Camp Policies and Procedures**

### **Camp Rates:**

- **\$47/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)**

### **Payments**

- Payments are due each **Wednesday at 9:00 am** for the following week's camp days.
- You can pay by check/cash or credit card.



- **Any cash or check payment received after 9:00 am on Wednesday will be credited to your next camp week, no exceptions.**
- If a payment is not received by 9:00 am, we will automatically charge your credit card on file.
- Cash payments must be handed in with a Camp Payment Form in an envelope.
- 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 \$25 fee will be charged for all returned checks/denied credit cards, no exceptions.
- **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.**
- 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 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 forms 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 in the 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, 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. We do not have any other companies that we are working with to offer tuition discounts at this time.

### **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.

### **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!**

- This request must be approved by the Camp Administrator. You will receive confirmation that the request has been approved/not approved based on availability as soon as it has been processed.

### **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 prior to 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.**

You can add field trips to your child's schedule after May 31, 2014 as long as we have availability by filling out the "Schedule Change Request" form located on our website and at the camp front desk. This must be done by Thursday at 9:00 am for the following week. You will receive a confirmation e-mail as soon as your request is processed. You will also be notified if we are unable to accommodate this request. We keep a list updated on the website on the Field Trip Page of all of the field trips that are closed. Please view this before filling out the form.

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

Occasionally, we will cancel a field trip because we believe that the weather is unsafe. We make the decision at 9:00 am and will send out an email notification. If for any reason we decide to cancel a field 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.

### **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.

### **Check-In/Check-Out Procedures**

The check-in 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 director if you have questions about your child. There are several directors on duty at all times.

### **Check-In:**

- 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.** Campers who are not escorted in to the building by an adult will not be permitted to attend the camp that

day.

- 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 DO need to go to each table.**
- Your child will make his/her lunch choice at this time.
- 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 gets lost very easily.
- We will not be held responsible for any money that was not kept at the front desk.

#### Check-Out:

- Every camper is checked out at the main 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, you may fill out a new form available online or at our camp desk at least 24 hours in advance to when the change is needed.
- Once your identification has been checked, we will notify your child and ask them to report to the camp desk. We understand that parents are often in a hurry, however it may take your child a few minutes to gather his/her belongings and come to the front desk. We appreciate your patience in this matter. Please allow extra time for this in your schedule.
- **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 any of our staff members to stay with our campers that are not picked up by 6:00 pm.
- **We cannot take phone calls from parents asking to have their children ready, and we also cannot escort them out for you.** This is a safety issue and our attention must remain on the campers at all times.

#### Parking Lot Safety during Drop off and Pick Up:

- Please remember to be very cautious in the parking lot during drop off and pick up.
- Mt. Laurel Fire Department prohibits anyone from parking in front of the building.
- Please be patient and use caution at all times.
- The front spots are reserved for handicapped people.
- You will not be permitted to park there without clearance from our parking lot staff.
- 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
- Difficult, 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, rosella, 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**

- **All medication must be turned in at the camp desk with a Medication Form.**
- Parents must provide any precautionary information specific to the medication.
- All medication MUST be labeled and stored in the original prescription container.
- Medications will be stored in a secure area that is inaccessible 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.

***\*\*Please do not send your child to camp with medicine in their camp bag or pocket.***

***This includes inhalers and EpiPens. This can be dangerous to your child and other children if the medication falls out of their 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. Campers who have medicine in their bags or pockets will be sent home from camp.\*\****

### **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 home for you to keep.

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 first. 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.

### **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.
- Be responsible for your personal belongings at all times.
- Leave expensive toys/items at home, we are not responsible for the loss or theft of these items.

### **Cell Phones**

**Cell phones are not permitted at camp.** All campers under our care will have access to a phone if they need to reach their parents. We cannot monitor your child's cell phone use and it is not safe for your child or the other campers to have access to them at camp. On field trips, all staff members have a cell phone with them at all times. Any time a camper wishes to call their parent, they may do so by asking a staff member. **Please do not allow your child to bring their cell phone to camp.**

### **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 minutes of 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 themselves or 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 summer camp

program.

- 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 they are picked 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 severe 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 week(s) after. 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 bring to camp?**

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

- 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)
- 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 his/her belongings.**

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

We prefer that your child does not bring any expensive toys or games to our camp. Our staff's responsibility is to look after the campers, not their toys. If you choose to allow your child to bring in an 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. If you choose to allow your child to bring expensive toys/items to camp, please note that you do so at your own risk.

## What campers ARE NOT permitted to bring to camp

- Gum
- Glass bottles
- Heely's
- Cell Phones

## Miscellaneous Camp 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

Our staff makes every effort to ensure that your child will return home with everything he/she brought to camp. Please put your child's name on **everything** they wear or bring to camp including their shoes. With the exception of PK/K, it is your child's responsibility to take care of their belongings while at the camp. A camp lost and found area will be 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.

### 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, and they enroll, you will receive a \$50 credit towards your first week of camp. The new camp family must check the appropriate box on their enrollment contract and list your name. Only one referral credit will be issued for each new camp family.

### Bring a Friend to Camp Day

On Friday, June 27 all campers from PK-6<sup>th</sup> are invited to bring a friend to camp for the day. **The friend must be in the same grade as the camper.** This excludes children who have attended ISC Summer Day Camp in the past. The friend will be welcomed to our camp free of charge for the day. Each camper may bring only one friend on this special day. The "Bring a Friend" Form is available in the enrollment packet and also on our website. The deadline for registering your child's friend is May 31, 2014.

### Camp T-Shirts & Camp Bags

- All campers will be given a camp T-shirt and camp bag during check out on their first day.
- If your child is attending a field trip on their first day of camp, we will issue the t-shirt and bag at check in.
- Campers are not required to wear their camp T-shirt to camp each day, but **MUST** wear them on all field trips. This is done for your child's safety.
- If your child arrives to camp without their t-shirt and is scheduled to attend a fieldtrip, we will automatically charge the credit card on file \$6.00 and they will be issued a new one. You can also pay for this in cash at check in. We do keep a count of the shirts and bags purchased and given out. If we note that a bag or shirt was given without a payment, the payment will be applied to the card on file automatically.
- We also ask that you send your child to camp each day with their camp bag or a bag of their

choice 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 and one camp bag, but additional ones may be purchased (\$6 – Bag & \$6 – Shirt).

### **Sunscreen**

All campers will spend time outside each morning. **Please apply sunscreen to your child before he/she arrives at camp.** If your child is attending any field trip, it is imperative that you apply sunscreen to him/her before coming to camp. Counselors will assist the PK, K, and 1<sup>st</sup> grade campers in reapplying their sunscreen on field trips and will remind the older campers to do so throughout the day when they are outside. Please send in sunscreen (labeled with your child's name) in your camper's bag each day.

### **Camper Birthdays**

Campers that have a birthday while they are at camp will be mentioned during our morning roll call with a Happy Birthday song sung 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 to ensure we are able to get them out of the building and accounted for very quickly in the event of an emergency. Our meeting spot is on the side grassy area of our building. 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. You will be notified immediately in the event of a real emergency.

### **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 attended to while they are in our care. Please treat our staff with respect at all times. With over 75 staff members working at the camp and up to 475 campers each day, it is almost impossible for every staff member to know everything about your child's day. Please ask to speak to 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 never hesitate to bring it to our attention.