

## Camp Claire Day Camp Procedures

Welcome to Camp Claire, Day Camp! This information sheet is designed to help you become better acquainted with day camp.

- **Check-in:** You may need to complete some missing parts of the registration process on Monday morning when you arrive. Be prepared to spend about 10 minutes with us that first morning to assure that all your paperwork is complete. When you arrive at camp, registration staff will be located under the trees, at a picnic table, near the parking lot. It is advised to come a few minutes before the normal drop-off time of 8:45am. Your child will have to be signed in, visit the nurse, and take a swim test.
- **Paperwork:** There are a few pieces of paperwork that we must have completed *BEFORE* your child's arrival at Camp Claire in order for your child to attend camp:
  - **Health form:** This must be updated and signed by a physician every 12 months. Your child *cannot* stay at camp without an updated health form. The parent or guardian must also sign the health form yearly indicating that they have reviewed the information and that it remains accurate.
  - **Release:** You will be asked to complete a form indicating who your child can leave camp with. Please let the people know that they will be asked to show identification when they come to get your child. This is for your child's safety.
  - **Balance Due:** If you have a balance due you should discuss this with the registrar. We ask that all balances be paid prior to your attendance at camp. The registrar is available at check-in on Monday.
- **Medications:** Any medications that you need us to administer at camp will have to have the appropriate forms. These medications need to be in their original containers with the administration information from the pharmacy attached. We also require that paperwork for that prescription be completed and signed by the physician as well as the parent. Please refer to the health information you received from Campdoc.com for further information. Campers *are not* allowed to carry medications and self-administer without the proper medical authorization, which is completed by the child's doctor, camp nurse and parent. That form is available on the camp website. This is a State of Connecticut health regulation.
- **Arrival at camp:** Each day when you arrive at camp, at 8:45am, you will need to personally sign your child in with the administrative staff at the table.. If someone other than the parent will be signing the child in, please make sure that the person's name is on your release form. Again this is for the safety of your child.
- **Absences:** If your child is going to be absent please call and let us know. You can call the main camp number: 860-434-0368. The director is available to take calls as of 7:00 am. If you need to call before that time please leave a message.

- **Special Programs:** On Wednesday nights we invite the day campers to stay for evening activity and sleep over. This is entirely optional and is something you should discuss with you child.
- **Concerns:** If you ever have questions or concerns, please see the director. If the director is not at the sign in table, try the office. It is very important to us that your child have a positive camp experience, so let us know if there is something we can do to help.
- **Sign Out:** Each afternoon the campers will be ready for you to sign them out at 4:45 pm. Administrative personnel will be at the sign in area, to sign out your camper. The day campers are asked to bring their things to the front picnic table after afternoon activity. If you plan to arrive early, please let us know in the morning or call ahead of time so that we can help speed up the process. It is important that the director have this information. If you are leaving early you still have to sign your camper out.
- **Where do day campers keep their things?** Each day the day campers bring their things up to their assigned cabin. Each child chooses a bed where they can keep all their belongings. If you would like to send a sheet or blanket for their bunk, that is fine.
- **Missing Things:** It is not unusual for young children to forget things. Please feel free to check in the cabins if your child is missing something. We will also check for missing items daily. Lost and found can be found on the lodge porch. This is another reason to label everything. If we find a name on something we will bring it to the child.
- **Emergencies:** If you ever have an emergency and are going to be late picking your child up, please call us and ask to speak to the director or the assistant director. They will make sure that your child and your child's counselor know.
- **Program Selection:** When you sit with your child to select programs, please be sure that your child has input. It is difficult to make a camp experience fun, if your child is not involved in programs they like. We always try to give each child their first two choices. Beyond that we try to get as close to their choices as we can. If there are extenuating circumstances and your child needs to be with a sibling or friend, please call the camp prior to the camper's day camp week and speak to the program director or camp director. Writing the information on the registration form alone is not enough. Children will have the opportunity to spend time together during meals and general activity times. As a rule, we do not guarantee that your child will be with a friend during core activity periods. Your child will be given their activity schedule on the morning you register. Questions should be directed to the program director in the camp office. It is much easier to fix a problem on the first Monday than it is later in the week.

All campers are required to take a swim test. We use American Red Cross, WSI standards to determine swim levels. Children Level 3 and below are required to take swim lessons. These lessons are taught and supervised by WSI certified instructors.

- **Free Time:** Every afternoon your child will have the opportunity to participate in free swim, arts and crafts, kayaking and canoeing, and compound games.
- **Meals:** We provide day campers with lunch. Each meal is planned ahead of time, but peanut butter and jelly is always available for picky eaters. Each afternoon campers are provided with a nutritious snack. Water is available continuously throughout the day. If you have a concern with your child's eating habits, please let their day camp counselor know.
- **Health Care:** We have a Registered Nurse available 24 hours a day during camp sessions.

We hope that you find this letter helpful! We look forward to seeing you at camp!

<u>WHAT TO BRING TO CAMP</u>	<u>WHAT NOT TO BRING TO CAMP</u>
<p>*Please label everything with your child's name</p> <p>*Backpack with:</p> <ul style="list-style-type: none"> <li>• Swim Suit</li> <li>• Towel</li> <li>• Sunscreen</li> <li>• Insect Repellent (no sprays)</li> <li>• Change of Clothes</li> <li>• Change of Shoes</li> <li>• Raincoat/Poncho</li> <li>• Sweater or Sweatshirt</li> <li>• Book for Siesta</li> <li>• Sleeping Bag/blanket</li> <li>• Pillow</li> <li>• Water bottle (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Radio/Boom Box/CD Player</li> <li>Valuables</li> <li>Food Knives</li> <li>Electronic Games/Computers</li> <li>Beeppers/Cell phones</li> <li>Fan</li> <li>Pets</li> <li>Tobacco Products</li> <li>Alcoholic Beverages</li> </ul>