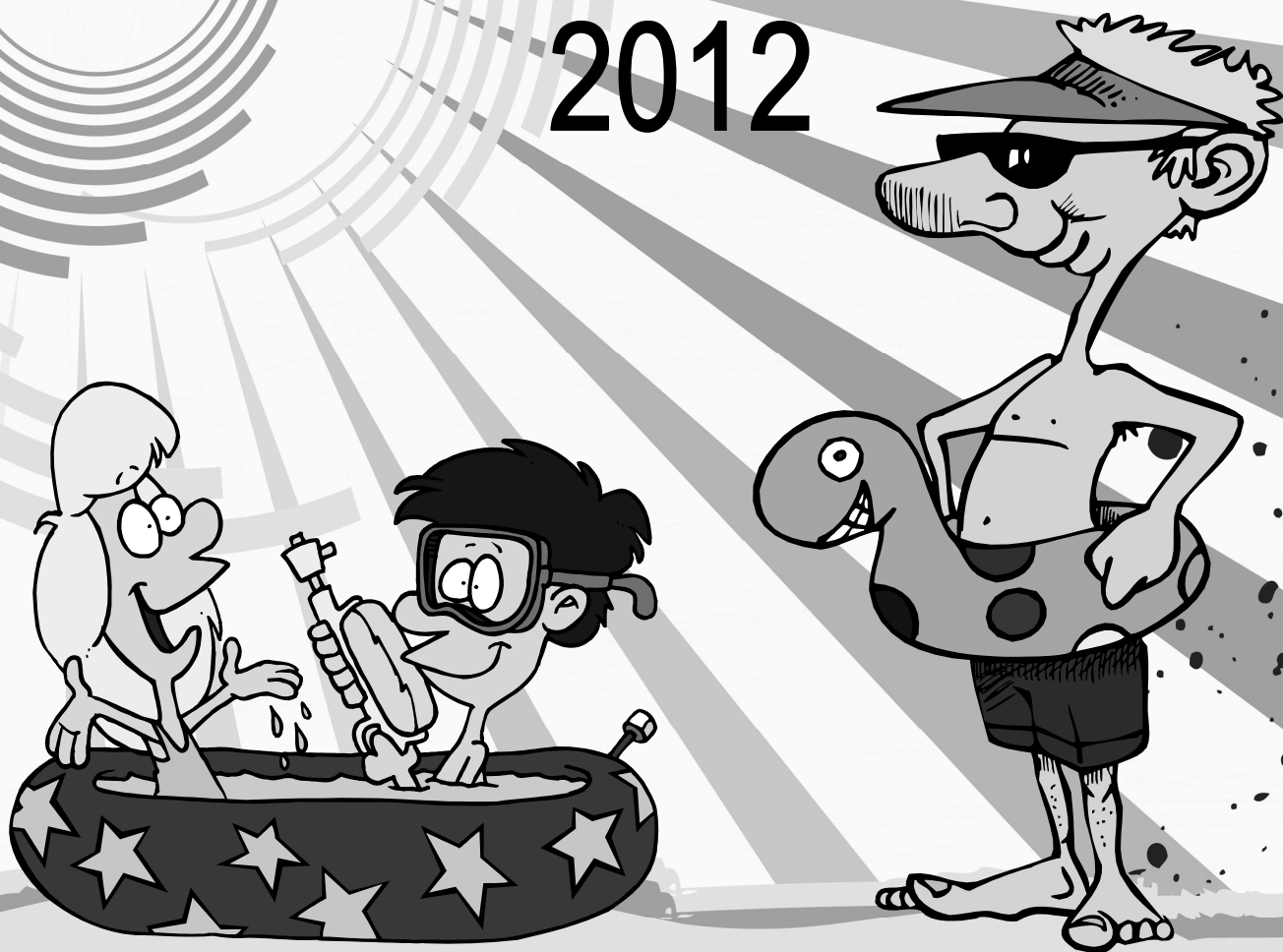


# Leaps & Bounds Summer Adventure Camp 2012



# Parent's Handbook



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## **welcome!**

This packet has been compiled to acquaint you with Leaps & Bounds Summer Adventure Camp, explain the necessary procedures, fee structure, and answer some of your questions regarding your child attending our camp. Please retain this packet for future reference.

## **camp description**

We offer an action-packed Summer Camp. We rotate activities every 45 minutes. Our weekly schedule includes: morning theme parties, on-site swimming, tumbling, acrobatics, outdoor sports, cheerleading, active games, line dancing and arts and crafts. We will also go on field trips through out the summer. You will receive a bi-weekly schedule to keep you informed.

## **camp fees**

Activity fees are due upon registering. This fee covers the cost of supplies for your child's activities including their camp T-shirt and backpack. There are no refunds on the activity fee because it is used to hold your spot and items that are purchased prior to camp beginning.

## **tuition**

Our camp tuition is listed below.

<b># of Weeks</b>	<b>Activity Fee</b>	<b>Reg by 03/02/2012</b>	<b>Weekly Cost</b>
9-10 Weeks	\$110 per child	\$20 off your activity fee	\$119
6-8 Weeks	\$90 per child	\$20 off your activity fee	\$119
1-5 Weeks	\$60 per child	\$20 off your activity fee	\$119

- [1] On your registration form, you commit to the number of weeks you want for the summer and you will be billed for the entire amount that you selected.
- [2] You have two payment options, you can pay MONTHLY by the 1st of the month with cash, check or credit card or you can pay WEEKLY with a credit/debit card on file.
- [3] If you choose to pay monthly and you do not pay by the 1st, you will be assessed a \$10 late fee. If you have not paid by the 5th, you will not be allowed to bring your children to camp until it is paid and you will still be responsible for the payment even though your children did not come.
- [4] If you choose to pay weekly with a debit/credit card and your card is declined, a \$10 fee is assessed.
- [5] A WRITTEN drop notice must be given **2 weeks** prior to your last day at camp. Any money paid and not used, not including the activity fee will be refunded to you. If there is not a drop notice turned into the office, you will be billed for the weeks remaining. This drop notice allows us to call another client to set up camp for them.

## **sign in and out procedure**

You must come in each morning and sign your child into camp. Camp opens at 6:30 am and our Morning Theme Party begins at 9 am. If you get here earlier than 6:30 am, you must wait with your child until 6:30 am. Please try to have your kids here by 9 am so that they can know what is going on for the week and so we also have time to review the rules with them.

To sign your child out, you do not have to come in if your child leaves between 4:30 and 6 pm. You will be given a number to place in your vehicle. You may make copies for anyone else who will pick up your child. Pull into the concrete entrance on the far end and stop by the side door. We will read the number and radio your child's counselor to send them to the front. You may be asked to pull through and circle around so we can get the next child to start coming to the front as well. This will work out faster than one person waiting for their child to finish what they are doing, gather their items, and head to the front. Please do not give our carpool worker a hard time, they will do everything they can to help keep things moving quickly.

## **apparel**

Campers should come prepared for an active day. Your child needs to wear tennis shoes. We do a lot of running and flip flops, sandals, and slides are hazards. No dresses please as we are often going upside down! Girls should have their hair in a ponytail. If your child is not appropriately dressed, they may miss out on an activity for that day. It is no fun sitting on the sidelines so make sure that they are dressed correctly.

Your child will receive 1 camp t-shirt to wear on field trip day. If you forget to send your child in their camp shirt on field trip day another one will be provided for you and your account will be billed for \$12. You can purchase extra shirts for \$12.00 each if you like.

## **backpacks**

Each camper will receive a Leaps & Bounds backpack that they must carry each day. These backpacks will hold everything the camper needs, including lunch, clothing, bedding, etc. Please do not place bulky or unnecessary items, like toys, in their backpacks. Lost or damaged backpacks must be replaced. Replacement backpacks cost \$15. The campers will carry their backpacks with them everywhere.

## **swimming**

Your children will swim every day, weather permitting. Send their swim gear every day. This includes swim suit, flip flops, towel, sunscreen and ear plugs if necessary. These items need to fit in the backpack, so be sure to send only the necessities.

We offer swimming lessons in addition to camp if your child needs to learn how to swim. Our pool is 4ft deep in all areas and the campers are supervised by a CPR certified WOW (watcher of the water) and by our CPR certified swimming staff.

Please note we do not advocate using floaties, only life vest are allowed. We advocate safe kids and that they learn how to swim.

## **medicine and illness**

All medications MUST be documented on our Medication Dosage Form. This includes any type of medication, including over the counter remedies such as aspirin or Tylenol. Prescription medications MUST be in the original container with the physician's name and dosage instructions included. If your child is running a fever, do not send them to camp. Anyone with a fever must go home to prevent other children from becoming sick. If your child has a staph infection, lice or any other communicable ailment, do not send them to camp.

If you have medicine that you want to leave with us for the summer like asthma inhalers, or Epi pens please turn it in to the office.

## **lunch and snacks**

Leaps & Bounds sells snacks to campers when they arrive in the morning. The concession stand will close in the afternoon. Campers need to bring a lunch, drink, and 2 snacks each day. You may put money in your child's concession account for their snacks if you prefer (you may set limits on the account also--amount per day or week, no chocolate, etc). We do not heat up or refrigerate lunches or drinks. Lunch boxes must fit in the campers Leaps & Bounds backpack. Do not send gum. Drinks that are not in a re-sealable container will be poured out at the end of the dining period to prevent lunch box leaks. Please do not send money with kids as they will not be able to use it.

## **field trips**

Our full staff accompanies campers along with first aid supplies, walkie talkies and a cellular phone for emergency communications. We will take the Leaps & Bounds vans or rented buses for all field trips. The kids need to pack lunch for field trips as well.

## **rest time**

All of our campers have rest or down time. The younger groups (usually 5-7 years) rest for one hour and our older kids (usually 8 and up) rest for 30 minutes. No one is required to go to sleep. You may send a thin sheet or towel (NO BLANKETS OR PILLOWS) for your child if you want to. You must use a different towel for swimming if you chose to send a towel. It must be folded up and fit in the campers backpack. Keeping the blanket/towel in the backpack helps with hygiene, prevention of lice transfer and it helps us with space. We do not have room for 60+ blankets.

## **items from home**

Campers should not bring toys and electronics from home. We have plenty of items to play with and extra items will not fit in their backpacks. We also can not be responsible for the condition of the items they would bring. This includes trading cards and playing cards. We do a lot of jumping and playing and things can fall out of pockets. This goes for money as well.

## **snowballs!**

On Fridays, we will have snowballs delivered to camp! This yummy treat is included in the tuition.