

2010 Summer Camp Policy Reminders

PRINT STUDENT'S FULL NAME: _____

The following are answers to the most frequently-asked questions about the camp's daily operation. A Parent Handbook is available upon request. We ask that you read the following carefully and sign at the bottom.

- Tuition is due by the end of the business day the Friday before each weekly session your child/ren attend(s). Your child/ren will not be able to participate in the program unless payment is received. AFTER JUNE 1st, cancellation of reserved weeks MUST BE SUBMITTED IN WRITING and there will be an \$86.00 penalty per child per week that is cancelled after June 1st.** _____ **Print initials here.**
- CHILDREN MUST BE WALKED INTO AND OUT OF THE BUILDING BY THE PARENT/GUARDIAN AND SIGNED IN AND OUT EVERY DAY.**
- It is the parent/guardians' responsibility to coordinate outside activities such as dance or swimming lessons, T-ball, etc. with the camp schedule. **AT NO TIME** may a teacher leave the group to escort an individual child to a pick-up location for any purpose.
- Your child's safety is primary. Camp staff is not responsible for keeping track of your child's clothing or other personal items. If you are concerned about the loss of a valuable item, do not allow your child to bring it to camp.
- All field trips state a required time to be at the Center. It is your responsibility to take your child to the group off-site if you and your child arrive late. There is no provision for child care at the Center other than with the camp staff.
- Please use West Shore's alternate pick-up form if someone other than you will be picking up your child and you arrange this in advance. You of course may call the same day if the situation is unexpected. Please inform the person that we will require photo I.D. if we do not know them.
- Required supplies: (MUST BE LABELED WITH YOUR CHILD'S NAME)**
 - a complete change of clothing
 - Rocky River library card
 - back-pack or tote
 - walking shoes (jellies, flip flops & sandals are NOT permitted)
 - swim suit, towel (no pool toys allowed)
 - eye-glass case for children with glasses (hard type preferred)

Suggested items:

 - sunscreen and/or protective clothing
 - swim goggles that cover the eyes only
 - sun glasses
- We **HIGHLY RECOMMEND** that **ALL** children wear sunscreen. **Children should arrive each morning wearing the first application of the day.** Children reapply sunscreen if we remain outside all morning. Another application follows lunch and after one hour of swimming. Sunscreen cannot be considered total protection against the sun. If your child is easily burned, please send them to camp with a long-sleeved top, long pants, and a hat (100% cotton is recommended).
- West Shore reserves the right to exclude from field trips children whose behavior endangers the safety of the rest of the group. Such a determination will require the parent to pick up the child before the group leaves the Center and return them when appropriate.
- All oral medications must be administered by camp staff. The form, **Administration of Medication by Child Care Personnel**, must be filled out by your pediatrician for all oral medication such as Tylenol or allergy medication, and by parents for all lotions, including sunscreen.
- If your child does not already have a Rocky River Library card, **parents must accompany their child to the library to sign up for one.** The Rocky River Library will NOT allow our staff to do this for you.
- Disputes between children should be reported to Ms. Annette, program manager of the camp. If your child feels unable to talk with any of our staff members about the situation, please arrange to speak with Ms. Annette. The issue will be handled here and all parties will be spoken with so all sides are heard. **Please do not confront other children nor speak to their parents.** If you feel as though the issue has not been resolved to your satisfaction, please call Karen O'Hagan, the director at 440-333-2040.

I have read and understand the above, and agree to abide by the policies of the Camp.

Parent/Guardian Signature

Date