

## **Summer Day Camp - Parent Letter**

Summer is here once again, and as always, we are anxious to get to know your child and provide a safe and fun atmosphere. We would like to welcome you to CELC's Summer Day Camp and provide you with some information that will help make this program a success. If there is an issue and you need to get a hold of someone right away, please call our office at 256-489-2092.

### **MORNING DROP OFF: NO EARLIER THAN 7:30 AM**

Please drop off your child at the learning center's door. Students will sign themselves in, so parents should not come in unless it is necessary. The Summer Program staff will be there to meet your child and check them in. Please notify the team if somebody different will be picking up your child. Please DO NOT drop your children off and leave before they are properly checked in.

**Afternoon Pick Up:** No later than 4:15 PM.

\*There will be late fees for all pick-ups after the designated times!

\$5.00 late fee for pick-ups occurring between 4:16-4:45 PM

\$10.00 late fee for pick-ups occurring between 4:46-5:00 PM

\$20.00 late fee if your child is not picked up by 5:30 PM

**DAILY ITEMS TO BRING:** A snack for morning and afternoon, and a reusable water bottle with the child's name on it. We have an endless supply of drinking water but a limited supply of cups. Please help us keep costs down by sending a reusable water bottle with your child every day!

**ITEMS NOT ALLOWED:** Please leave money, electronic devices, and toys at home. We will not be responsible for lost or stolen items.

**OPENING DAY:** At the beginning of each week, there will be an outline of the week's activities. If you are new, our staff will introduce themselves and go over any basic ground rules.

**SPECIAL EVENTS & SCHEDULES:** Check our weekly calendars to determine necessary clothing or items for the planned activities and field trips. These calendars will be sent via email or text and available in our office and when you pick up/drop off your child. Please send sunscreen and a water bottle with your child every day as we will be outside in the sun.

**LUNCH:** A vegetarian lunch will be provided every day. Each full-day participant needs to bring a snack for the morning and a snack for the afternoon. Lunches are provided, and snacks are generally not offered. Please do not send food that needs to be prepared, refrigerated, or heated! Snacks may be provided at times for different activities, so please let us know if your child has any specific food allergies.

**SPECIAL NEEDS:** If there are any special considerations that you feel we need to be aware of regarding your child (medications, allergies, behavioral problems, illnesses, etc.), please let our summer staff know.

**GROUND RULES:** Our goal is to ensure that each child has an enjoyable and fulfilling experience as a participant in our program. We will always emphasize positive ways to deal with difficult situations. Children must stay with their designated camp leader. They must ask permission to use the restroom, join other activities, early departure, etc. This is to ensure the safety of the campers. Everyone is here to have fun! Bullying, dangerous play, and violence will not be tolerated. Our policies on discipline include verbal warnings, one-on-one discussions, time-outs, parent conferences, and possible removal from the program.

Registration & Refund Policy: There are no refunds, credits, or transfers after the week has started. Some parents indicated that their child would not attend the full six weeks. Please let us know the weeks they will attend.