

Welcome to Sarah Heinz House Summer Camp!



Dear Summer Camp Parents,

Hello! This letter is for parents of all Day Campers at our North Side Facility. This includes the Preschool Camp, 1st-4th Grade Camp, 5th-8th Grade Camp, Leadership Development Camp, and Robotics/Technology Camp. Sarah Heinz House offers a wonderful opportunity for your child to learn and grow in a safe and fun environment. Campers will participate in age-specific activities, come together for whole camp activities, go on field trips, create art projects, explore science and robotics, play interactive games, and swim in our pool among many other things.

Key Information:

- Our **Day Camp Handbook** should be reviewed by both you and your camper prior to the start of camp. It is repeatedly referenced and full of important information about our camps. This handbook can be found on our website, and at our facility.
- Preschool start times, pick up and drop off procedures, and daily items to bring are different than the other camps. ***Please see other side for PRESCHOOL Important Things to Remember***
- At the start of each camp session, campers in 1st-8th grade are placed in a color group of Purple (Completed 1st Grade), Red (Completed 2nd Grade), Blue (Completed 3rd Grade), Green (Completed 4th Grade), Orange (5th-6th Grade) or Gold (7th-8th Grade). These groups are a way to ensure appropriate ratios of counselors to campers.
- Leadership Development campers are expected to be positive role models as they develop and utilize a variety of leadership skills to help day camp counselors and staff craft, organize and implement a wide variety of unique and fun camp activities. They will participate in leadership and team-building exercises and trainings.
- In the morning, Robotics campers will be focused solely on robotics and/or technology. After lunch, the Robotics Camp will merge with the rest of Day Camp, where they will participate in the planned activities of the afternoon. For field trips, Robotics campers will start the day with the rest of camp.

Important Things to Remember:

- Day Camp runs Monday – Friday, 10am-4pm.
- Pre/Post Care options are available, and can be found in our **Handbook**.
- Campers need to bring the following items daily:
 - Sneakers, sunscreen, a bathing suit and towel, and a bagged lunch
 - Please put your camper's name on all their belongings and bagged lunch
 - We are NOT able to refrigerate or microwave your camper's lunch
 - Lunch cannot be guaranteed to get to your camper during lunch if it is dropped off after 10AM.
- Campers are to strictly follow the Code of Conduct outlined in the **Handbook**. Should the code of conduct be violated, staff may remove campers from daily activities, an entire session, and/or the rest of camp, depending on the incident and the discretion of the camp director(s).
- Occasionally, staff may take campers off-campus to local attractions in the area (Spray Park, Roving Art Cart, the River Walk, etc.) either by walking or in the company vans. We have field trips scheduled each session.
- Drop-off and Pick-up procedures are clearly explained in our **Handbook**. Please note campers CANNOT be picked up before 4pm. This interferes with program, and we do not have the staff capacity to accommodate early pick-ups. **We will work with families as best as possible in cases of emergency but we cannot accommodate regular or recurring early pickup.**
- For your child's safety, we require all campers to wear their Day Camp ID badge while at camp. ID's are given to campers on the first day of camp, and are kept at camp throughout the session.
- Each camper will receive a color-coded t-shirt. These camp T-shirts are to be worn on each field trip. This helps staff identify SHH campers quickly.

Medications & Special Needs:

We do not distribute over the counter medications. Our prescription medication policy is defined in our **Handbook**. Special dietary needs should be communicated with camp prior to camper's arrival by putting them on your signature form for the staff to be made aware of. If your child has any special medical or behavioral needs, please contact your Camp Director prior to the start of camp. If your child requires additional assistance at school, or if s/he normally requires more than 1:10 supervision ratio, you **MUST** contact your Camp Director prior to the start of camp. **Failure to do so may result in declined camp participation.**

Don't forget:

Included in this packet are forms that must be completed by **June 1st**. It is important that you read over this information and share it with your camper so that they know what is expected of them. **When you sign the signature form, you agree to all of the policies included in our Handbook, our website, and any other communication we use.**

Please make sure your forms are thoroughly completed, as we use these to prepare for the campers' arrivals, and to ensure every camper's success in the program. If you need to further explain any information, please feel free to email or call the appropriate Camp Director.

All forms and any balance due must be turned in to SHH by Wednesday, June 1st. If not, your child could **lose** their spot in camp and forfeit any fees.

***Preschool: Important Things to Remember*:**

- You should have received an email directing you to a link to complete your "Confidential & Physical Form" online. If you have **NOT** received this and completed the information, please contact Chris Cavendish: Cavendish@sarahheinzhouse.com
- Day camp runs Monday – Friday 9:00am-4:00pm. Please note the earlier start time than the rest of Day Camp. Your camper **must be downstairs by 9:00am**. To avoid disrupting the start of camp, please make sure your child is on time.
- Our 3-4 year old campers **must be fully potty-trained!** Multiple or regular accidents may result in removal from camp.
- Campers need to bring the following items daily:
 - Sneakers, sunscreen, a bathing suit and towel, a bagged lunch, and a change of clothing
 - They can bring a blanket, pillow, and/or stuffed animal for quiet hour to keep throughout the week.
 - Please write your child's name on their belongings and bagged lunch
 - We are NOT able to refrigerate or microwave a campers lunch
 - Lunch cannot be guaranteed to get to your camper during lunch if it is dropped off after 10AM.
 - Items to keep at camp throughout the week: A change of clothes, a blanket, pillow, and/or stuffed animal for quiet hour. These items will be sent home each Friday.
 - Drop off and pick up procedures are different for Preschool Campers:
 - DROP OFF- Drop Off time (after 8:45 am): Your child will pick up their name tag at the front door and "scan in". We encourage you to come in with your child each morning. When you do, PLEASE park in the parking lot. DO NOT PARK IN THE DROP OFF CIRCLE. After scanning in, please walk your child to the basement for drop off. Your child will drop their stuff off in their assigned cubbies and join the other campers for opening.
 - PICK UP- At the end of the day preschool campers can be picked up in the basement. They will "scan out" and turn their ID in to a staff member. We will not permit the campers to go outside of the basement for their ride. Please park in the parking lot and NOT in the turnaround. If your child is not picked up by 4:15, we will take your child to post-care and you will be charged, whether you are signed up for post-care or not.
- Early Pick-up procedures are explained in our handbook.

Summer Camp Open House on Wednesday, June 14th 6:30-8:00pm

We invite all families and campers to meet the staff & find out more! There is a Preschool Family Orientation session, from 6:30-7:00pm or 7:30-8:00pm, for all new preschool camp families. All families are invited to come, to get "FAST PASSES" and see what is new for the summer. This process is thoroughly explained in the handbook.

This open house is a chance for campers and parents alike to meet the Directors and their child's counselors, find out more about the program, take a tour of the facility, and ask questions.

If you have any questions, please do not hesitate to contact the appropriate Camp Director. We are all looking forward to a great summer!!!

Preschool Camp Director – Matt Nichols: nichols@sarahheinzhouse.com

1st-4th Grade Camp Director – Danica Van Volkenburg: vanvolkenburg@sarahheinzhouse.com

5th-8th Grade Camp Director – Deon Butler: butler@sarahheinzhouse.com

Leadership Development Camp Director – Chris Basel: cbasel@sarahheinzhouse.com

Robotics Camp Director – Emily Watts and Katrina Selavko: roboticscamp@sarahheinzhouse.com

Thank you! Have a great spring, see you in June!