

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-6th Grade 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 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***
- ***All campers are eligible for a free lunch served daily at SHH! A menu schedule will be provided after June 1st. Campers who wish to bring their own lunch may continue to do so. No additional sign-up needed.***
- At the start of each camp session, campers in 1st-6th 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 Grade) or Gold (6th Grade). These groups are a way to ensure appropriate ratios of counselors to campers.
- 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 for ALL AGE-GROUPS 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
 - Please put your camper's name on all their belongings and bagged lunch, if applicable
 - We are NOT able to refrigerate or microwave your camper's lunch if they bring one
- 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 for each session.
- Drop-off and Pick-up procedures are clearly explained in our **Handbook**. Please note that campers CANNOT be picked up before 4pm. This interferes with programming and disrupts the ratios that we promise to maintain. **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 writing 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 respective Camp Director prior to the week that camp starts. 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 week that camp starts (more advance time is better, so that we can discuss a plan for success). **Failure to do so may result in declined camp participation.**

Don't forget:

Included in this packet are forms that must be completed by May 31st. 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 that 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 Friday, May 31st. 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
- Preschool Camp runs Monday – Friday 10:00am-4:00pm. To avoid disrupting the start of camp, please make sure your child is on time. **Parents who do not wish to pay for Pre-Care may drop off between 9:30-10am. Parents who do not wish to pay for Post-Care must pick up between 4-4:30pm.**
- Our 3-4 year old campers **must be fully potty-trained!** We understand the occasional accident happens, but 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, if they bring one
 - We are NOT able to refrigerate or microwave a camper's lunch
 - 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 (9:30-10:00 am): Your child will pick up their name tag at the front door and "scan in". **We require a parent/guardian 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 **3rd Floor 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 on 3rd Floor level. They will "scan out" and turn their ID in to a staff member. We will not permit the campers to go outside of the 3rd Floor for their ride unless accompanied by a parent/guardian. Please park in the parking lot and NOT in the turnaround. If your child is not picked up by 4:30, you will be charged for post-care for that day, whether you are signed up for post-care or not.
- Early Pick-up procedures are explained in our handbook.

Summer Camp Open House (ALL ages) on Wednesday, June 12th, 2019, 6:30-8:00pm

We invite all Preschool families and campers to **Preschool Family Orientation**, from 6:30-7:15pm or 7:15-8:00pm, but we **very strongly** encourage any new Preschool families to attend if at all possible.

This open house is a chance for campers and parents alike to meet the Director, find out more about the program, take a tour of the facility, and ask questions. We believe attending this Orientation is an important step in preparing for a successful first day of camp

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 –
1st-6th Grade Camp Directors –

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Robotics Camp Director –