

CAMP SMILE POLICIES AND PROCEDURES

Please read the policies and procedures below and initial on the provided line next to each numbered policy.

1. No child may be dropped off at Camp Smile before 8:55 a.m. This is in effect for the safety of the children. Please be courteous and prompt by picking up your child at 2:00 p.m. In order to keep the cost of camp down, we cannot afford to pay camp staff overtime. If you are late picking up your child up on more than 3 occasions, your child will not be allowed to return to camp and your camp registration fee will not be refunded. _____
2. Each day, a parent or guardian must sign the camper in when dropped off and sign the camper out when picked up. Campers will not be allowed to leave with anyone not listed on the registration form unless we are instructed by a parent or guardian. _____
3. All campers need to bring a sack lunch, drink, and a morning snack. Please put their name on the sack. Lunches will be kept in the refrigerator (no ice packs or insulated bags). Plenty of water will be provided throughout the day. _____
4. Please have your child wear tennis shoes, along with their Camp Smile t-shirts everyday. _____
5. In both sessions, 2-3 campers will be assigned to each counselor. Please meet and get to know your child's counselor. _____
6. Family involvement in camp is encouraged! If you would like to visit or have lunch with your child, please notify the Camp Director. _____
7. Transportation to and from camp is the responsibility of the parent or guardian. _____
8. Under approved conditions, we can administer medications. If your child is taking a medication that needs to be administered during camp hours, the medicine must be sent daily with instructions. Please get form from department. We cannot store medication. All medicine will be administered by the Camp Director or Camp Supervisor in charge. We cannot give injections. All medication must be in their original bottles with child's name & dosage. Please keep excess medicine at home; send only one days supply. _____
9. If your child is sensitive to ultraviolet light, please send sunscreen (SPF 15 or higher) and a note to staff. We will spend time outside everyday, weather permitting. _____
10. What to bring to camp: sunglasses, hat (to keep sun off face) and any personal items you need. Be sure to label all items with the camper's name. We can store these for everyday use. _____

11. These are some of the activities that your child will participate in. If you have any other suggestions or our child has difficulty with any of the listed activities, please list your suggestions or concerns below. _____

Exercise/Stretching

Story Time

Singing/Music

Arts & Crafts

Field Trips

Active/Passive Games

Outdoor Activities

Theme Days

12. Field trips will be planned for each session. A detailed calendar of events/activities will be given out to parents as soon as it becomes available. A \$40 activity fee per session will cover the cost of these planned activities. _____

13. For the safety of the camper and camp staff, *Camp Smile* staff are not allowed to lift any camper who weighs over 50 pounds. If your child needs this type of assistance, please make Arrangements for someone to be on-site to assist. We appreciate your help. _____

We are looking forward to having your child at *Camp Smile*. This summer is sure to be another fun-filled adventure for everyone involved! If you have questions or comments, please feel free to give me a call.

Sincerely,

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