



# WEST LAFAYETTE



## Parks and Recreation

**Summer Camp Information  
2019**



Campers and Parents,

We are so happy that you have decided to join us for the West Lafayette Parks & Recreation Department's inaugural Summer Camp program! We are so excited to be offering this program and strive to provide the best Summer Camp experience to all of our campers. Currently, staff is hard at work planning a wide variety of activities, field trips, guest speakers, arts and crafts, games and much more. The following information packet has been designed to give campers and parents as much information as possible about camp. Please read this over and let us know if you have any questions.

Please bring this packet, as well as any questions you may have to the Camper and Parent Orientation Meeting taking place at the former Happy Hollow Elementary School on Wednesday, May 22, at 7:00. During the meeting you will learn about camp policies, procedures, and expectations, but more importantly, it will be a chance to meet the staff and tour the facility to get a general idea of how and where camp will operate. Please plan to attend this meeting, as it will help to make the first few days of camp operate much more smoothly and efficiently.

Our staff is looking forward to a fun and exciting summer and hope that you are too! We will always have an open door policy, and will do our absolute best to communicate with both parents and campers. All we ask is that you do the same with us. If your child encounter any issue, please make sure to let us know so that we can address it in a timely and efficient manner. On the flip side, if you or your child are really happy with an activity, field trip, etc., make sure to let us know. This will help with our planning, not only for the remainder of this summer but also for future camps.

Again, thanks for spending your summer with us in 2019! We are really excited about Summer Camp and hope that all of you are as well.

A handwritten signature in blue ink, appearing to read "Kevin Noe".

Kevin Noe, CPRP, CPO  
Summer Camp Director

# Important Information

- Camp hours are Monday-Friday from 9:00AM-4:00PM
- There is no camp on Monday, May 27<sup>th</sup>, or Thursday, July 4<sup>th</sup>
- Camp is tentatively scheduled to begin on May 28<sup>th</sup> (depending upon snow days) and will run through August 9<sup>th</sup> (depending upon finalized school calendars).
- The weekly camp fee is \$120 per child for the first two children, and \$85 for each additional child.
- Before and After Care is included with camp fees. During before and after care, the children are supervised by staff, however, these times are not programmed as part of the normal camp day. Before/After Care times are as follows:  
  
Before Care: 7:30-9:00 AM  
After Care: 4:00-5:30 PM
- Each parent will be required to sign their child in/out daily. Until we get to know each of you, it may also be necessary to ask for picture ID, so be sure to have that with you when you pick up your child. If we do not know you and you cannot provide picture ID, we will not release a child to you.
- If someone other than the child's parents or guardian will be picking up, you must inform staff in advance. We will not allow the children to leave with anyone not listed on the registration sheet without prior notification. No exceptions.
- Each camper is responsible for his/her lunch daily.
- Summer camp is reserved for children ages 6-12, and 5 year olds who have been in Kindergarten or all day daycare.
- A morning and afternoon snack is provided.

# Information cont'd.

- Be sure to dress appropriately for the weather. Indoor and outdoor activities are planned daily so both indoor and outdoor shoes are recommended and strongly encouraged. There will be space for storage for the children.
- Parents are required to sign a permission slip which allows their children to attend all field trips and participate in all activities associated with camp, as well as sign an emergency medical authorization and liability waiver form.
- Any child requiring medication will need to have a signed medication release form on file. Also, all medications must be brought in the original container and contain the original prescription.
- On days that we will be swimming, each child needs to bring his/her swimsuit, towel, and sunscreen. These items should be placed in a duffel bag or backpack and clearly marked with the child's name. It's also a good idea to put your child's name on their swimsuit, towel, and anything else that they might misplace.
- If you wish to authorize camp staff to apply your child's sunscreen, a sunscreen authorization form needs to be on file in the camp office.
- Swimming days will be on Tuesdays and Fridays.
- Please fill out the camper information form to the best of your ability. This information helps the staff to better know the children individually and plan for the best possible group dynamics.

# Information cont'd.

- Personal possessions are prohibited at camp. If a child brings personal possessions, they will be asked to place these items either in the office or in their personal bags that most children bring each day. Personal possessions include, but are not limited to: personal gaming devices, cell phones, toys, stuffed animals, etc.
- The West Lafayette Parks and Recreation Department will not be liable for lost or stolen personal items that are brought by the campers.
- There will be a \$20 returned check fee.
- Camp payments are due on Monday each week, although it is strongly encouraged that you pay the Friday prior. Any alternative arrangements need to be made in writing with the Camp Director. All parents will be required to fill out a payment procedures form, which clearly outlines payment procedures.
- Children need to wear tennis shoes each day. If your child needs flip-flops for the pool, that is fine, just be sure to pack those in his/her swimming bag, but still have them wear their tennis shoes to camp.
- Camp payments will be due on the following dates:

May 28 (Tuesday)	July 8
June 3	July 15
June 10	July 22
June 17	July 29
June 24	August 5
July 1	

# Notes