



**OLIVET
BOYS & GIRLS CLUB**

WELCOME TO OLIVET BOYS & GIRLS CLUB

2019 SUMMER CAMP

We are excited to have your child/children participate in our fantastic Summer Camp! In order to provide your child with a safe, fun and enriching camp experience we have provided you with important information for the upcoming weeks.

Camp will be in session from Monday June 17 – August 9, 2019

ARRIVAL & DISMISSAL PROCEDURES

- ✓ IF YOU ARE DESIGNATING A PICK UP FOR YOU CHILD, YOU ARE REQUIRED TO SIGN YOUR CHILD/CHILDREN IN AND OUT OF SUMMER CAMP DAILY.
- ✓ YOU MUST ENTER/EXIT THROUGH THE FRONT ENTRANCE TO THE BUILDING UNLESS OTHERWISE NOTED.
- ✓ YOU MAY DROP OFF YOUR CHILD BETWEEN THE HOURS OF 8AM-9AM & 12-1PM. IF YOUR CHILD/CHILDREN ARRIVE AFTER 9AM YOU ARE RESPONSIBLE FOR DROPPING OFF YOUR CHILD TO HIS/HER GROUP LOCATION. UPON ARRIVAL YOU NEED TO CHECK YOUR CHILD IN WITH THEIR GROUP LEADER.
- ✓ WALKERS WILL BE DISMISSED DAILY AT 4PM.

CAMP HOURS & LATE PICK UP POLICY

- ✓ CAMP HOURS ARE MONDAY- FRIDAY FROM 8AM-5PM. STAFF SUPERVISION BEGINS AT 8AM.
- ✓ LATE FEES: A \$10.00 LATE FEE WILL BE ASSESSED TO YOUR SUMMER CAMP TUITION ACCOUNT FOR EVERY 15 MINUTES AFTER 5PM. AFTER 3RD WARNING THE FEE WILL BEW INCREASED TO \$15.00 FOR EVERY 15 MINUTES.

FIELD TRIP PROCEDURES

- ✓ FOR YOUR CHILD/CHILDREN'S SAFETY DURING LOADING AND UNLOADING OF THE BUS PLEASE ALLOW FOR STAFF TO DIRECT ALL CAMPERS TO SAFETY BEFORE YOU SIGN YOUR CHILD/CHILDREN OUT. WE DO NOT ENCOURAGE PULLING ANY CAMPERS OUT OF LINE. INCLUDES ALL ON AND OFF SITE ACTIVITIES.

WHAT TO WEAR TO CAMP

- ✓ APPROPRIATE FOOT WEAR IS CRUCIAL FOR YOUR CHILD/CHILDREN'S SAFETY DURING CAMP. THEREFORE, SNEAKERS MUST BE WORN DAILY. OLIVET HAS THE RIGHT TO SEND A CHILD/CHILDREN HOME FROM CAMP IF NOT WEARING THE PROPER FOOT WEAR.
- ✓ SANDALS AND FLIP FLOPS ARE ALLOWED TO BE WORN AT THE POOL ONLY.
- ✓ SWIMMING ATTIRE: ONE PIECE SWIMSUITS ONLY. SWIM TRUNKS & TANK TOPS ARE ALLOWED.
- ✓ HATS AND/OR SUN VISORS ARE ENCOURAGED FOR YOUR CHILD/CHILDREN'S PROTECTION FROM THE SUN.

WHAT TO BRING TO CAMP (PLEASE LABEL ALL OF YOUR CHILD/CHILDREN'S BELONGINGS)

- ✓ OLIVET IS NOT RESPONSIBLE FOR ANY LOST, BROKEN OR STOLEN ITEMS.
- ✓ SNACKS & DRINKS (PLASTIC CONTAINERS ONLY) ARE ALLOWED.
- ✓ IMAX THEATRE FIELD TRIP DAYS: IF YOU WOULD LIKE TO SEND MONEY, PLEASE NO MORE THAN \$10 FOR EACH CHILD.
- ✓ ON CLINTON ST. POOL DAYS & BLUE MT. CAMP DAYS YOU MAY BRING THE FOLLOWING ITEMS:
 - TOWEL
 - SWIM WEAR
 - FLOATING DEVICE
 - HAT OR VISOR
 - SUNBLOCK
 - BUG SPRAY
 - EXTRA CLOTHING
 - BOOK BAG

WHAT NOT TO BRING TO CAMP

- ✓ OLIVET IS NOT RESPONSIBLE FOR ANY LOST, BROKEN OR STOLEN ITEMS
- ✓ ELECTRONICS
- ✓ TOYS
- ✓ MONEY WITH THE EXCEPTION OF FIELD TRIPS SUCH AS IMAX.
- ✓ CELL PHONES (WE HAVE A NO CELL PHONE POLICY)

MEDICATIONS:

- ✓ OLIVET STAFF IS NOT PERMITTED TO ADMINISTER MEDICATION TO ANY OF OUR STUDENTS. PLEASE MAKE ARRANGEMENTS WITH YOUR CLUB DIRECTOR IF YOU WILL NEED TO ADMINISTER MEDICATION TO YOUR CHILD DURING CAMP HOURS.

CAMP TUITION

- ✓ CAMP TUITION WILL COVER THE COST OF YOUR CHILD/CHILDREN ATTENDING CAMP AS WELL AS RESERVING YOUR CHILDS SPOT DURING FAMILY VACATIONS.
- ✓ WEEKLY CAMP TUITION IS DUE EVERY FRIDAY BY 5PM FOR THE FOLLOWING WEEK. WE ACCEPT MONEY ORDERS ONLY AS A FORM OF PAYMENT. PLEASE SEE YOUR CLUB DIRECTOR TO MAKE A PAYMENT.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT YOUR CLUB DIRECTOR.

THANK YOU FOR YOUR COOPERATION IN ADVANCE AND HAVE A GREAT SUMMER!



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PARENT/GUARDIAN ACKNOWLEDGEMENT

I have received a copy of Olivet Boys & Girls Club Summer Camp Welcome Letter. By signing below, I acknowledge that I have read, fully understand and pledge to adhere to the contents of the letter.

Parent/Guardian Signature

Date