

West Park Summer Day Camp

Important Information for Parents of Campers

Thank you for enrolling your child(ren) in our camp. We are planning a wonderful and adventurous experience. To make this camp run as smooth as possible, we ask that the following procedures be followed. Listed below are the themes for this year's camp season. We emphasize these themes during the specified weeks in various aspects of the program. On Fridays, we have a special dress-up time in accordance to the theme 8:45-9:00 a.m. time. This is a fun time in which the campers vote on who is the best dressed. All the participants receive a prize and the winner receives a grand prize.

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| 1. Florida Wk- | 5. Explorer/Space Wk – | 9. International Wk – |
| 2. Bible Wk – | 6. Creation Wk - | 10. Carnival Wk - |
| 3. Western Wk – | 7. Olympic Wk - | |
| 4. Patriotic Wk - | 8. Knights & Ladies - | |

1. **Label, Label, Label:** Label all clothes, towels, bathing suits, backpacks, lunch boxes, etc. The children are responsible for putting their belongings (all of them) back into their backpacks when finished with them for the day. However, anything left behind will end up in "Lost and Found". WPBC will only keep the lost articles for one month. They will then be donated to local charities. Ergo, please check the L&F table a daily and take home what belongs to your child(ren). Thank you for your cooperation.

2. **Backpacks /Lunch Boxes :** Please do not have your child keep money or any other personal items in their backpacks/or lunch boxes. Items can get lost or stolen, if you are sending money with your child have them give it to the front desk worker so they may secure it for them.

3. **Camp Hours:** Campers may be signed in any time after 8:00 a.m. and children should be picked up by 5:30 p.m. Early sign in between 7:00 and 7:59 a.m. late sign out is between 5:31-6:00 p.m. All Children must be picked up by **6:00 P.M.** Early sign in /late stay charge of \$2.00 per fifteen minutes will be assessed.

4. **Attendance:** It is preferred that child(ren) be escorted in (**not dropped off**). All children must be signed in and out. Attendance is taken at the front desk as the children arrive as well as in their respective groups.

5. **Absence:** Parents should notify WPBC when your child(ren) will be absent. You only pay for the weeks that you come and it helps us to allow people on the waiting list to know if there is an opening.

6. **Food and Drinks:** Cold packed lunches are to be provided by the parent. Please send some nutritional snacks as the children will have both a morning and afternoon snack time. Campers will be allowed to buy drinks/ snacks from our canteen at a price ranging from .50 to .75cents.
Microwave foods are not permitted.

7. **Medication:** *Any medications sent to the camp must be in the original container* and must be accompanied by a note indicating the proper dosages and times and a signed permission to administer to the camper.

8. **Payment:** A child may come for a friend day fee of \$25.00. Two or more days you must pay the full rate plus registration fee, unless it has already been paid. Payment is due at the beginning of the week. **(No exception)**. We are a non-profit ministry and pay the counselors at the end of the week. **We cannot allow your children to attend camp if the previous week has not been paid in full.**

9. **Sign in/out and Pick Up Procedures:** It is our policy for parents/guardians to both sign in and sign out their children. We need to have written permission for your youngster to ride or walk off grounds as well as the time you expect them to leave.

If you have any questions or comments please feel free to call us anytime: (561) 495-2107