



GENERAL INFORMATION

ARRIVAL PROCEDURES

Campers may be dropped off at the front door beginning at 7:30 a.m. each morning. An early morning program, staffed by counselors, is available at no charge from 7:30 - 8:45 a.m.

WHAT TO WEAR

We suggest that campers arrive wearing their bathing suits under their shirts and shorts. Remember: camp is fun and sometimes a bit messy. Please send your child to camp in old clothes. On especially sunny days, a hat with visor is recommended. **Campers must wear sneakers and socks while at camp.** Wearing sandals, crocs, water shoes, etc. will exclude your child from many activities and a call will be made to request a parent bring in appropriate footwear. Sandals/crocs/water shoes may be worn to and from the pool ONLY. All campers should arrive already covered with their favorite sunblock. Please, label everything!

WHAT TO BRING

- Campers should come to camp every day with sunblock already applied, extra sunblock, a hat, a bag containing a second bathing suit, towel, water shoes, a water bottle, a plastic bag for wet items and lunch with a cold pack, if not participating in the optional lunch program (except on Fridays when the entire camp is given pizza!).
- All campers will have a locker or cubby in which to store their belongings. PreK and Kindergarten campers should bring an extra set of clothes in a labeled shoebox to leave at camp for the weeks they will be here (just in case!). Campers must be three years old before camp starts, and independent in the bathroom.
- *Not Allowed at Camp: all electronics (including cell phones, cameras, tablets, gaming systems), toys, playing cards, or anything valuable. Assume that things brought to camp could see anywhere from the middle of the soccer field to the bottom of the pool. Inappropriate items will be taken from the campers and kept in the front office until the end of the camp day and only released to a parent/guardian.

FOOD

Campers may bring their own lunch (please include a cold pack or frozen juice box with lunch) or participate in our optional food program through Sequa Deli. Lunches must be preselected and prepaid, and include a bottled water. Campers may purchase ice cream (\$1.00) at lunch. All campers and workshop participants will be given a daily mid-morning snack supplied by the camp. Water is always available throughout the grounds. An afternoon freeze pop will be given to all campers. Each Friday, campers will enjoy a complimentary pizza lunch. Please provide a drink for your child on Fridays. Campers may bring their own lunch on Friday if they do not wish to participate in the pizza lunch.

CAMP NURSE AND MEDICATIONS

There is a registered nurse at camp. All medicines must be given to her and not to the counselors. Please note that in order for the camp nurse to give any medication (including over-the-counter medication), a written medical order from a Doctor, as well as written parental consent must be on file in the camp health office.

**Parents are asked to notify the nurse if their child has been exposed to any communicable disease during the most recent two weeks before coming to camp.

WORKSHOPS

Students enrolled in the morning Workshop Program should arrive 5 minutes before their workshop is scheduled to begin and join other participants in the dining room. Our workshop coordinator will check students in and make sure that they get to their workshop on time. Parents interested in speaking with workshop teachers should please send in a note with their child. The teacher will gladly call you at a convenient time or arrange a time to meet. Please do not engage teachers in conversation before or after class.

At the end of their workshop, morning workshop students will be escorted to their camp groups. Afternoon workshop students will meet their parents in the dining room and be checked out by the workshop coordinator.

The workshop teachers spend time preparing a wonderful program for the students enrolled in their classes. Changes to a schedule are disruptive for both the students and the teachers. Please do not request a change in your child's workshop schedule unless absolutely necessary. Change requests must be in writing and must be received at least one week before the scheduled start of a workshop. Please note that the academic workshops of Language Arts and Mathematics are all two week sessions.

MAKE-UP DAYS

Parents are reminded that Camp Harbor **does not** offer make-up days with less than 7 days notice. If your child will be out with an extended illness like the chicken pox or some sort of surgery, please notify the Director of Summer Programs as soon as possible. **For the typical sickness that leads to missing camp, we do not provide make-up days or refunds.**

DISMISSAL

Parents are requested to adhere closely to the dismissal times, as early or late arrivals may interfere with the dismissal of another camp group. If you have more than one child attending camp and their dismissal times are different, please arrange to pick up both children together. The pickup windows are as follows:

- 3:15-3:30 p.m. Grades 1, 2, 3
- 3:30-3:45 p.m. PreK, Kindergarten, Grades 4, 5, CITs
- 3:45-4:00 p.m. Grades 6, 7, 8

If you need to pick up your child early, please let the office know ahead of time so that your child will be ready for you when you arrive. You will be asked to sign out your child.

If you are running late for pickup, please call the camp office, and your children will join the aftercare program, which is available every day until 6:00 p.m. (except the very last day of camp).

If someone other than the child's parent or guardian is to pick up a child at the end of the day, a signed note must be on file in the office. If the person picking up your child is unfamiliar to the group teacher, a description must accompany the signed note and the person should be prepared to show identification. For the safety of your child, please keep the group teachers and office informed of any change in the normal routine, and of any special circumstances. Such information is confidential.

AFTERCARE PROGRAM

If you are planning to have your child attend the aftercare program, available each day until 5:30 p.m., please indicate this in the morning on the clipboard located on the front hallway table. If your child will be attending the after camp program on a regular basis, please let us know, and we will make sure that they are enrolled. If a need for the after camp program arises unexpectedly during the day, give us a call. We will notify your children of the change in plans and enroll them in the program. All campers must be picked up **promptly** by 6:00 p.m. The cost for attending the program is \$9.00/hour per child and will be billed to you weekly.

