



Dear Parents and Caregivers,

We are so excited for Maclay Pre-K camp next week, Monday July 10<sup>th</sup> - July 14<sup>th</sup>! Our theme is **Under the Sea** and we have lots of fun crafts and activities planned. We have many qualified and trained staff that are all excited to work with your sweet children and help them have an amazing week at camp. Please read this email carefully to make sure you understand the policies and procedures for camp this summer.

On Monday morning of camp your child will be assigned a color, each color group will have no more than 10 children and 2 adults. These colors will let us know which classroom your camper will be in for that week and what friends they will be with. Once a child has been assigned to a color, they will NOT be able to switch groups for that week. One of the key factors in forming these color groups is dismissal times (Noon Dismissal, Lunch Bunch, or Kids Club). Campers may NOT "drop-in" for lunch bunch or kids club. You must be signed up for these prior to camp beginning.

#### **Morning drop-off procedures for campers:**

Please pull up to the **Pre-K doors from 8:20-8:40**. If you are in the Pre-K carline, DO NOT get out of your car. A staff member will greet you at your vehicle and help escort your child into the building. You may choose to park **in a parking spot** if you would like to walk up to the building to drop-off your camper at their classroom. Please remember that quick goodbyes leave dry eyes.

- **EARLY DROP-OFF:** (pre-registered) Early care is available from 7:30-8:30. You will drop your child off at Cartee Gym for early drop-off.

#### **Afternoon pick-up procedures for campers:**

Please pull up to the **Pre-K doors from 11:50-12:00**, campers will be outside waiting at 11:50 to help pick-up go smoothly. If you are in the Pre-K carline, DO NOT get out of your car. A staff member will escort your child to your vehicle. You may choose to park **in a parking spot** if you would like to walk up to the building to pick-up your camper. If you need to pick up prior to 12:00 please come to the PreK building and ring the doorbell. And a staff member will greet you at the door and bring your child to you. **Make sure you know your family's PIN (4-digit number) to pick up the camper.**

- **LUNCH BUNCH:** (pre-registered only) Please pull up to the **Pre-K doors from 2:50-3:00**, campers will be outside waiting at 2:50 to help pick-up go smoothly. If you are in the pre-k carline, DO NOT get out of your car. A staff member will escort your child to your vehicle. You may choose to park **in a parking spot** if you would like to walk up to the building to pick-up your camper. If you need to pick up prior to 3:00 please come to the PreK building and ring the doorbell. And a staff member will greet you at the door and bring your child to you. **Make sure you know your family's PIN (4-digit number) to pick up the camper.**
- **AFTER CARE:** (pre-registered only) After care is available until 5:30pm. When you arrive, you can come to the Pre-K door and ring the doorbell, a staff member will greet you

and bring your child to you. **Make sure you know your family's PIN (4-digit number) to pick up the camper.**

**LUNCH from the Dining Hall** is available for \$30(Monday-Friday). If you would like to order lunch, please go back and add the "purchase lunch" option or email [clauder@maclay.org](mailto:clauder@maclay.org) and she will add it to your registration.

The menu for the week is:

Monday: chicken nuggets

Tuesday: hot dogs

Wednesday: hamburgers

Thursday: cheese pizza

Friday: turkey subs

### **Camp safety:**

Maclay has a registered nurse on campus to help support the safety and wellness of our campers. All campers must sign a waiver, produce immunization records, and follow our safety protocols. Before arrival to camp each morning, please screen your child for presence of acute illness symptoms. Any camper with symptoms present will be asked to stay home until symptoms have resolved (without the use of medication) for at least 24 hours. As always, seek medical attention and testing when appropriate.

The following is a list of symptoms:

- Fever  $\geq 100.0$  or chills
- Nausea or vomiting
- Diarrhea
- Cough
- Congestion or runny nose\*
- Shortness of breath or difficulty breathing\*
- Fatigue
- Muscle or body aches
- Headache\*
- New loss of taste or smell

*\* We understand some of these symptoms are present with chronic medical conditions (i.e., migraines, allergies, asthma, etc.) Please have medical conditions and diagnoses listed on camper's medical form prior to enrollment.*

Thank you for practicing and modeling good hand hygiene and staying home when sick.

**Please communicate with the Health Center if you are keeping your child home for illness and/or injury related reasons so that we may discuss our return to camp guidelines related to specific diagnoses. For these discussions or any questions about our health and safety protocols please contact the Health Center at 850-893-5030 or [healthcenter@maclay.org](mailto:healthcenter@maclay.org)**

**Your child will only be permitted to attend camp if all the proper documentation has been signed on the camp portal and your immunization record has been uploaded.**

THINGS TO SEND:

- Labeled change of clothes (including socks) in a gallon zip-lock bag.
- Send a snack each day in a labeled snack bag, along with a drink and any necessary utensils.
- All campers MUST bring a water bottle with them as we go outside a lot and will sometime adventure around our beautiful campus.
- Lunch Bunch friends (children staying past 12:00) need to bring a lunch each day with a drink and necessary utensils in a labeled lunch bag, **unless they prepaid for the week for lunch.**
- Lunch Bunch friends need to bring their labeled rest mat. It will stay at camp for the week.
- On FRIDAY, all campers may bring a show and tell item related to our BUG theme!
- FRIDAY IS WATER DAY! All campers should wear a bathing suit, sunscreen, water shoes and bring a complete change of clothing. Please send a labeled towel and a bag for their wet bathing suit to come home in.

Thank you so much for sharing your child with us! If you have any questions, please call the Maclay Pre-K at 850-668-5018 or email. I know this is a lot of information, but this will become routine very soon for both the adults and the campers.

See you Monday!

Sincerely,

Your Camp Director

Maclay Pre-K: 850-668-5018

Maclay Main Number: 850-893-2138

Pre-K Summer Camp Directors:

Week 1 (June 5 – 9) – Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 2 (June 12 - 16): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 3 (June 19 - 23): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 4 (June 26 - 30): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 5 (July 5 - 7): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 6 (July 10 - 14): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)

Week 7 (July 17 - July 21): Ashley McClean; [ashleymcclean@maclay.org](mailto:ashleymcclean@maclay.org)