

# Saint Mark Summer Camp 2016 Information Packet



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Dear St. Mark Summer Camp Parents,

Welcome to St. Mark Summer Camp 2016! It is the third year of summer camp at St. Mark School. St. Mark Summer Camp is for St. Mark students registered in Kindergarten through Grade 8. The camp staff is very excited to be here and provide your children with an amazing camp experience! Our goal is to ensure that every camper has a safe and enjoyable time at camp!

A wide variety of programs and activities have been planned for St. Mark Summer Camp ranging from theme activities, sports, prayers, and arts and crafts. The campers will have fun, join in some great new activities, make new friends, and most of all continue on their faith journey that St. Mark provides for them all during the school year.

Enclosed in this packet you will find all of the necessary information to ensure your child's enjoyment and safety at camp. All permission forms and waivers need to be filled out and either mailed or dropped off at St. Mark School office before your session starts. Please see the due dates/session schedule on page 4 for complete information. If you have any questions about any of the contents of this packet, please do not hesitate to contact Mrs. Karen Zayas, Camp Director via the email listed on the cover page.

The St. Mark Camp staff is truly blessed to have this opportunity to provide your children with a fun summer experience in a nurturing and loving atmosphere. Please let us know if your camper has any special needs or if there is anything we can do to make this a positive experience for your child. If you would like to sign up for any extra weeks, we will be taking sign-ups all summer long if spots are available.

Thank you for choosing Saint Mark Camp! We can't wait to meet our campers this summer!

Sincerely,

Karen Zayas, Director

Aleisha Zawadski, Co-director

# General Camp Overview

## FEE AND PAYMENT DUE SCHEDULE

Registration Fee: \$50 per student

Camp sessions, weekly fee and payment due schedule is as follows:

Session 1: July 5 to July 8/\$140 - payment is due June 17

Session 2: July 11 to July 15/\$180 - payment due July 8

Session 3: July 18 to July 22/\$180 - payment due July 15

Session 4: July 25 to July 29/\$180 - payment due July 22

Session 5: August 1 to August 5/\$180 - payment due July 29

Session 6: August 8 to August 12/\$180 - payment due August 5

Please note: If payment is not received in full before the start of the session, the camper will not be allowed to attend camp.

## DROP OFF AND PICK UP

The drop off time for camp is between 8 and 8:30 a.m. at the Parish Center doors. The pick-up time is 4 p.m. at the Parish Center doors. If you would like your child to stay for extended care from 4 p.m. until 5:30 p.m., you must sign up for late pick up hours. Pick up for extended care will either be on the playground or at the Parish Center doors. Please note that our policy is if you are late more than 5 minutes in picking up your camper, you will be charged a \$5 late fee for every 5 minutes.

At St. Mark Camp, the safety of our campers is very important. Please walk your camper to the Parish Center doors each morning to drop them off. For dismissal, please come to the Parish Center doors each afternoon. ***Parents/guardians must send in a note when they authorize other family members or friends to pick up their children from camp. Authorized people must show a photo ID when they arrive for pick up.***

## LATE PICK UP

If you would like your child to stay for extended care camp hours, please fill out the late pickup portion of the registration form. The cost is \$75 a week per child from 4 to 5:30 p.m. The sheets must be filled out and returned to us the Thursday before each session so that we can schedule after camp supervision.

## EMERGENCY CARD/WAIVERS

Campers cannot attend any session of camp unless ALL necessary forms are completed and returned to camp: up-to-date physical/health form from your pediatrician, emergency information form, permission slips, and liability waivers. These forms are included in this packet.

### **AUTHORIZATION TO ADMINISTER PRESCRIPTION MEDICATION**

There will not be a nurse on site during camp. Medication can be administered only with written permission. The medication must be kept in the original container. All medical forms must be filled out and returned before any medication can be administered. Contact St. Mark Camp if you need a medication form.

### **ILLNESS/INJURY**

If a child is sent home from camp due to severe illness or injury, a doctor's note will be required to return to camp

### **WHAT TO BRING TO CAMP**

Campers are asked to bring sunscreen, clothes that can get wet/dirty during certain activities, athletic shoes, a water bottle, a towel and extra snacks. It is recommended that campers bring extra shoes/sandals and a change of clothes. Please label all items with your child's name. Campers may also bring appropriate toys/games to play with during free time. Toy guns and swords are not allowed. If a counselor considers a toy or game inappropriate for camp, the counselor will ask your child to put the toy away and not bring it back to camp. You will be notified as well.

*\*Please note: ALL electronic devices are to be left at home.*

### **LUNCHES/SNACKS**

Campers will have access to a refrigerator and microwave to heat their lunch if necessary. St. Mark Camp will provide a snack and drink for the campers each morning. Please pack a snack and drink for the campers to eat during our afternoon break time. Please be aware that some campers may have severe allergies. Therefore, we will adhere to the Saint Mark School policy and keep summer camp a **peanut/tree nut free zone**.

### **ADULT TO CAMPER RATIO**

The adult to camper ratio will never be higher than 9 to 1.

### **CANCELLATION /REFUND POLICY**

St. Mark Camp requires a two week notice on any cancellations in order to receive a refund of payment. Even if a child has been registered for camp but payment was not made at the time of the late cancellation, the family will still be required to pay for the registered weeks. This policy gives us adequate time to contact families with campers on the waiting list, make necessary changes regarding our activities and adjust counselor work schedules. We try to accommodate families who would like to change their dates but sometimes this is difficult due to availability during specific sessions.

*Please note: no other refunds will be issued.*

# WEEKLY THEMES

## *Under the Sea*

July 5 to July 8

Water fun for all as we enjoy ocean treats, crabwalk races, octopus tag, treasure hunts, sand art and more! *Field trip: Maritime Aquarium*

## *Heroes and Princesses*

July 11 to July 15

Discover your superhero powers or your princess sparkle through games, crafts, and fun activities! Don't forget your tiara or cape! *Field trip: Sleeping Giant State Park*

## *Splish Splash*

July 18 to July 22

This week promises to be packed with wet and wild games and activities! We will keep cool and have a blast! Please wear appropriate clothes for water activities. *Field trip: Short Beach*

## *Club Hollywood*

July 27<sup>th</sup> - July 31<sup>st</sup>

Crank up the volume and discover your inner superstar! Join us as we polish our performance skills with celebrity dress-up day, talent show fun, and the creation of a music video! *Field trip: Star Factory*

## *Bugs and Butterflies*

August 1 to August 5

Ants on a log, dead ant tag, butterfly pasta crafts, and dirt cups for dessert will be some of the buggy things we'll be making. Have a "bug's life" with us as we explore nature and the world around us! *Field trip: Beardsley Zoo*

## *Summer Olympics*

August 8 to August 12

Grab your flags and show your spirit as we celebrate the Summer Olympics by competing in games, challenges, and fun activities. You could earn a medal for your country! *Field trip: Shelton Sports Center*

## Daily Schedule

\*This schedule is subject to change based on daily and weekly activities.

**8:00 - 8:45**

Arrival/Free time

**8:45-9:00**

Morning Prayer

**9:00 to 10:00**

Group Games/Activities

**10:00 - 10:15**

Snack

**10:15 - 10:30**

Snack

**10:30 - 11:00**

Playground time or computer

**11:00 - 12:00**

Weekly Theme Activities

**12:00-1:00**

Lunch and free time

**1:00 - 3:00**

Weekly Theme Activities

Group sports

**2:45 - 3:00**

Snack from home

**3:00 - 4:00**

Group games

**4:00**

Dismissal at Parish Center Doors

**4:00 - 5:30**

Extended Hours - Free time on playground or in gym

## St. Mark Camp Behavior Plan & Rules

St. Mark Summer Camp is designed to give a unique weekly experience to campers with themes, games and activities. Although our counselor to camper ratio is 9 to 1 or lower, we do not have the capability to provide an aide for any camper due to behavior or health concerns. All campers are expected to follow camp rules and act appropriately with counselors and fellow campers.

### Rules:

1. Be respectful of counselors and other campers.
2. Follow directions and instructions given by counselors.
3. Use supplies and equipment appropriately. Respect property.
4. Keep hands and feet to yourself.
5. Use appropriate language & manners.
6. Clean up after yourself (snack & toys).
7. Share with others.
8. Do not run unless playing in running-type games/activities.
9. Stay with the group. If you need something, ask a counselor.
10. Always ask a counselor to use the bathroom, get a drink, etc.
11. Use an indoor voice. Do not yell.
12. Never give up.
13. Work as a team.
14. Have FUN!

### Consequences:

1. Verbal Warning
2. Time out (1 minute per age)
3. Activity/equipment taken away
4. Call home/talk to parent
5. Possible removal from camp

There will be other consequences for aggressive behavior. Aggressive behavior is defined as (but not limited to) bullying, physical contact, swearing, threatening of any kind.\*

### Consequences:

1. First offence- automatic time out
2. Second offence - sent home
3. Third offence - suspension from camp
4. Fourth offence - possible removal from camp

\*Please note these consequences for aggressive behavior will carry over day to day



## St. Mark Camp Emergency Card

Child's name \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Describe any physical condition requiring special attention by camp staff. (Surgeries, Illnesses, Allergies, Chronic Health Problems, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Individuals Other Than Parent/Guardian Authorization

ONLY these individuals have my authorization to care for my child in the event of an emergency and/or for drop-off and pick-up. \* Please advise these individuals that they are authorized and will need to present identification to staff.

Parent/Guardians Initial: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Authorization for Emergency Medical Care**

I hereby give my permission to Saint Mark Summer Camp to call emergency medical service and for the doctor, hospital or medical service to provide emergency medical or surgical care for my child, \_\_\_\_\_ should an emergency arise. It is understood that the Saint Mark Summer Camp staff will make a conscientious effort to locate the parent/guardian or the emergency contact listed on the registration document before any action will be taken. If it is not possible to locate the emergency contact listed, I will accept the expense of emergency medical or surgical treatment.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**Authorization to Administer Prescription Medication**

I hereby give my permission to Saint Mark Summer Camp to administer the following prescription medications to my child, \_\_\_\_\_ in the manner described on the label/packaging if the need should arise. Please list any and all medications your child should have at camp.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## Authorization to Administer Over the Counter Medication

Saint Mark Summer Camp staff cannot supply your child with any over the counter medication unless we have a permission slip on file. If your child has needs beyond over the counter medication, please contact the camp director to make those arrangements. Please fill out this permission slip if you would like your child to be able to receive over the counter medication at the camp director's discretion. I hereby give my permission to Saint Mark Summer Camp to administer the following to my child in the manner described on the packaging:

- Bug spray
- Antiseptic cream
- Tylenol
- Additional over-the-counter products (please specify)\_\_\_\_\_

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

## Sunscreen Permission Form

Children will apply sunscreen to themselves under the direct supervision of a day camp staff member at least once a day. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to parent/ guardian. It is the parent's responsibility to provide and apply sunscreen before camp with a specific amount of SPF they wish their child to have. Please have your child's first and last name clearly labeled on the sunscreen bottle. By signing below, I agree to provide sunscreen, apply it before camp and allow staff and/or other campers to assist in applying sunscreen as necessary throughout the day.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

**Liability Waiver For Participant**

I, as parent or legal guardians of \_\_\_\_\_ approve and give my permission for him/her to participate in any class or program offered by Saint Mark Summer Camp.

By registering for youth programs through Saint Mark Summer Camp, registrant acknowledges that games and activities in the program carry certain risks for the participant. Registrant has independently reviewed and evaluated the risks and determined to engage in the program with full knowledge and acceptance of the risk. The registrants agrees to and hereby releases and forever discharge the Saint Mark Summer Camp, their officers, employees, agents, and Saint Mark School from any and all liability for damages, loss or personal injury arising out of or related to registrant's participation in youth recreational programs.

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

**Lost or Stolen Items**

I understand that Saint Mark Summer Camp is NOT responsible for personal property lost or stolen on the Camp facilities or on the camp premises. Each child will be given a hook or cubby for their belongings.

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

**PG Movie Permission Form**

During lunch, children will occasionally be offered an option to watch part of a movie. We try to show G movies when at all possible, but some of our movies are age appropriate PG. Please sign this section if you allow your child to watch a PG family/children's film. Movie titles are available from the Summer Camp Director if you would like to review our selections.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

### **Field Trip Permission Form**

My child, \_\_\_\_\_, who is participating in Saint Mark Summer Camp, has my permission to participate in all field trips during their sessions. I am aware that these field trips may include swimming at the beach. We understand that these field trips include walking and riding with a licensed bus driver on a school bus. We, as parents/guardians, agree to hold harmless Saint Mark Summer Camp and any employees or volunteers thereof, for any accident, injury or occurrence arising out of, or in connection with the field trips during camp. If I am late and the buses have already left, I understand that I am still charged for that day.

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

### **Cancellation/Refund Policy**

I have read and agree to St. Mark Summer Camp's two week notice cancellation and refund policy.

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

### **Photo Release**

My child \_\_\_\_\_ has the permission to be photographed during St. Mark Summer Camp for publication.

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

## Saint Mark Camper Profile

Camper name: \_\_\_\_\_  
Last First

1. Does your child have any dietary restrictions or concerns?
2. Does your child have any allergies? If yes, please explain.
3. What is your child's interests/favorite activities at school and at home?
4. What social goals do you have for your child while at camp?
5. Does your child have any characteristics that require special attention?
6. Does your child have any limitations or restrictions on camp activities? If yes, please explain.
7. Do you have any behavior management suggestions for your child?
8. What types of things can easily upset your child or cause anxiety?
9. Do you have any other suggestions regarding your child so that s/he can have the best camp experience possible?

## St. Mark Summer Camp Registration Form

### Registration due by May 31, 2016

Please complete and return this application along with a **\$50 registration fee per child**. Make checks payable to "St. Mark School." Fee is non-refundable. Fee does not apply towards camp payment. St. Mark reserves the right to refund your payment if minimum enrollment is not met.

#1 Camper	Age	Current Grade	Medication Needed?
#2 Camper	Age	Current Grade	Medication Needed?
#3 Camper	Age	Current Grade	Medication Needed?

Street Address \_\_\_\_\_

Town, City and Zip Code \_\_\_\_\_

Home Phone/Daytime \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Father's Cell Phone: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Check all that apply below, enclose a \$50.00 fee per child & your place will be reserved:**

PROGRAM	Session I \$140 7/5-7/8	Session II \$180 7/11-7/15	Session III \$180 7/18-7/22	Session IV \$180 7/25-7/29	Session V \$180 8/1-8/5	Session VI \$180 8/8-8/12
Full Day Camp 8:00 a.m. - 4:00 p.m.						
P.M. Extended Care (\$75 per week) 4:00 p.m. - 5:30 p.m.						

Registrations will be accepted on a first-come-first-serve basis until maximum enrollment is met.

\*Full day camp cost includes 1 field trip per session.

