

Leaning Tower YMCA 2012 Summer Camp Parent Handbook



**Leaning Tower
YMCA**
of Metro Chicago

**Leaning Tower YMCA
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847.410.5108**

leaningtowerymca.org



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Youth & Family Coordinator:

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Summer Camp Phone #: 847- 410- 5115



Welcome Summer Camp Parents and Children:

We are so happy that your child will be attending our 2012 Summer Camp Program! The Leaning Tower Family YMCA Summer Camp Program is a safe, fun, and active place where children are given an opportunity to participate in many supervised activities. Our program is designed to meet the needs of children in our community by enriching their lives.

We offer a variety of activities that are age-appropriate: swimming (both lessons and recreational), supervised games and team-building activities, outside play, field trips, gym time, arts & crafts, sports and an encouraging and safe social environment. We follow all guidelines set by the American Camping Association, including group ratios and approved field trip sites.

Please read the following handbook so you and your children are aware of the rules and policies of our program. If, after reading the handbook, you find you have questions, comments or concerns, please feel free to contact Ashley Hansen at (847) 410-5124 or via email at ahansen@ymcachicago.org. Thank you and we are looking forward to being apart of your lives this summer!



Our Mission

The mission of the YMCA is to put Christian principals into practice through programs that build a healthy spirit, mind and body for all.



**THANK YOU FOR
TAKING TIME TO BE AN
INFORMED PARENT!!
LET'S HAVE A
GREAT SUMMER!**



YMCA Summer Camps

Character Development

Character Development is challenging people to accept and demonstrate the four core values- Caring, Honesty, Respect, and Responsibility. It is the foundation for the development of the important character traits that will remain with a child for his or her entire life. The YMCA camp mission statement puts it best: The YMCA provides trained leadership and the resources of the natural surrounding to help each camper achieve his/her fullest potential in terms of mental development, physical well being, social growth, and spiritual awareness. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results. *If everyone exhibited caring, honesty, respect, and responsibility, what would this community look like? The Country? The World?*

YMCA Summer Camp is important to a child's development because...

Campers grow personally. They are given the chance to experience new things and interact with other children on a daily basis.

Campers learn new things. Whether it's playing a new game, practicing an existing skill or developing their social skills, campers leave our camp having learned something they can remember for a lifetime.

Campers learn to appreciate diversity in each other. We live in a multi-cultural community and our camp reflects this. Campers learn each person is unique. They have fun and respect each other regardless of race, religion, gender, or social status.

Campers learn lifetime values. From the simplest of values and attitudes, like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as they mature.

Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, hikes, field trips, swimming, sports, and crafts are all done with the campers as the primary focus.

The Leaning Tower YMCA Summer Camp

Parents Meeting is on

Thursday, May 31st.

It will start at 6:30pm in the Sub Room.

Come with questions and paperwork.

WHAT TO BRING TO CAMP

GYM SHOES (no sandals or flip flops)

Backpack for carrying all gear

Non-refrigerated sack lunch and 2 snacks for the day

(No glass bottles allowed)

Swimsuit, Towel, Swim Cap (for hair longer than 4")

Sunscreen and bug repellent

Comfortable clothing and shoes

Values, Morals, Good Listening Skills and Smiles

REFILLABLE WATER BOTTLE*

* A refillable water bottle is ESSENTIAL to a fun and healthy day camp experience. The YMCA provides a cooler for water but DOES NOT provide a water bottle or cups—it is the responsibility of the family to provide children with water bottles.

WHAT NOT TO BRING TO CAMP

Money (unless specified and never more than \$5)

Heelies/Flip Flops/Sandals

Trading cards of any kind

Jewelry, Game boy and electronic toys

Radios/Walkman/Discman/iPod

Cell Phones (working or not)

Unnecessary toys/ sports equipment etc.

Inappropriate behavior, language, clothing, etc.

Any uninvited items brought to camp will be confiscated for the day and returned ONLY to the child's parent.



Smoking: The Leaning Tower YMCA is a smoke free facility. Persons are prohibited from smoking on YMCA grounds.

Sun Screen: Please put sunscreen on your child before sending them to camp. We ask that you send sunscreen to camp with your child. It is especially important on WATER PARK FIELD TRIP DAYS. Your child will have frequent opportunities to apply sunscreen throughout the day and may ask another child in their age group to help them apply the lotion. Leaning Tower YMCA Day Camp **DOES NOT** allow our staff to apply sunscreen on campers.

Suspension: If your child has broken rules or policies they are subject to suspension from camp. **Refunds will not be given for a child suspended from camp.** The amount of time suspended will be at the discretion of the Director or Site Director.

Swimming: The children are divided into 4 levels: Red group- beginner to advanced beginner swimmers; Yellow group- advanced beginner to intermediate swimmers; Green group- intermediate swimmers; Blue group- advanced swimmers. The determination of each child's level will be made by the aquatics staff. Each camper may have the opportunity to be retested on Monday's. Kindergarten/Adventure/Teen Camp age groups has scheduled swim time on Monday's, Tuesday's, Thursday's, and Friday's. Y Kids Camp swim on Monday/Tuesday/Wednesday. If our field trip is to a water park your child will need to bring appropriate swim gear. On Monday, children are tested by the swim instructors to check their swim level. Tuesdays and Thursdays are instructional swim. Fridays are a "free-swim" day.

Vandalism: Campers involved in vandalism or malicious mischief either against camp property or against camper or staff member will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian. Violation of this policy may result in the camper's being suspended from camp.

Vending Machines: Campers are NOT allowed to use the vending machines during the camp hours, with the exception of Teen. Teen MAY have the **privilege** to use the vending machines at the discretion of the counselors, Assistant Director and Director. Teen campers may not use the vending machine to purchase lunch. They must be sent to camp with a healthy sack lunch.

Y's Kids Camp: All Y's Kids Campers are for children 3-4 years of age. The children must be 3 by the time they start their first day of camp. **ALL Y's Kids Campers MUST BE POTTIED TRAINED.**

LTY Camp

Daily Check List

- √ Water Bottle
- √ Healthy Lunch
- √ Snacks
- √ Gym Shoes
- √ Towel & Swimsuit
- √ Sunscreen
- √ Jacket or Sweatshirt
(dependent upon Weather)
- √ Values
- √ Listening Skills
- √ Smile!!

**Please put your child's name on
ALL their personal items**

Toys and electronic devices (including cell phones) are not permitted at camp.

The ABC's of Camp

Absentees: If your child will not be attending camp please leave a message on the Camp Phone at 847-410-5115 before 8:00am. Refunds will not be given for missed camp days unless there is a serious illness and a doctor's note is provided.

Allergies: It is your responsibility to let us know on the medical form if your child has any allergies along with you child's possible reaction should he/she come in contact with the allergen.

American Camping Association (ACA): ACA is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on administration, policies, and camp operation; particularly those related to program quality and the health and safety of campers and staff. The standards establish guidelines for required policies, procedures, and practices. ACA standards are followed at all times including during transportations on busses, especially with ratios. Our camp is fully accredited with a score of 100% on our most recent audit. We are committed to providing the highest standards established for the camping industry.

Authorization-pick up form: For the safety of the campers you will need to fill out and turn in an authorized pick up form. This states who is and is not allowed to pick your child up from camp. Your child will not be released to anyone not on the list without your written consent. Additionally, you may be asked to present a picture ID upon picking up your child. This is not meant as an inconvenience; rather as a means of ensuring the safety of all children.

Babysitting: YMCA camp staff are NOT permitted to baby-sit for families involved in our YMCA programs while they are employees of the YMCA.

Bathing Suits: Males MUST wear swim shorts or trunks with a lining. Speedo suits for males are NOT allowed. Females MUST wear a one piece bathing suit or a two piece suit that does not show the midriff (i.e., tankini suit that covers the midriff is allowed).

Payment/Refunds/Transfers con't: Once you have paid your non-refundable, nontransferable deposit, the remaining balance will be due according to the payment schedule.

Camp Week Payment Due Date:

Weeks 1-3 May 15

Weeks 4-7 June 15

Weeks 8-11 July 15

Payments made after the scheduled due date will result in an additional late fee of \$30. Payment will be due in full for any new registrations after the scheduled payment date.

PAYMENTS MUST BE MADE ONLY AT CUSTOMER SERVICES, NO CAMP STAFF CAN TAKE/HANDLE CAMP PAYMENTS.

Schedules: Camp Counselors write daily lesson plans prior to the sessions. Activities may vary from day to day, including, but not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming and more. A sample schedule will be provided to you.

Scholarships: The YMCA of Metropolitan Chicago will not deny service to anyone because of an inability to pay.

Search and Seizure: Leaning Tower YMCA Day Camp staff reserve the right to search a staff or camper's property, either by themselves or with the aid of law enforcement officials, if the camp deems the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. The person in question will be invited to be present for the search when feasible. Any items found in violation of the law or camp rules will be confiscated and may be turned over to the appropriate law enforcement agency. These searchers may or may not include the use of specially trained dogs.

Shelter: In inclement weather, onsite at YMCA campers will come inside the YMCA, if at Bunker Hill camper will go under pavilion and bus transportation back to the YMCA will be provided, if on a Field Trip campers will go inside if available or under protected shelter until buses arrive.

Sign In/Sign Out: ALL campers MUST be signed in and out DAILY by a parent/adult guardian or authorized person and they must be at least 18 years of age. All authorized persons are subject to be asked to show a photo ID at any time. If the person wishing to pick up a camper is not on the authorized pick up list we will not release your child to them without written consent.

Medication/ Medical Form: All campers must have a physical exam form completed. You must provide us with the appropriate completed medical form including proof of immunization and permission to treat in case of emergency. Dental forms are not necessary. **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND CAMP UNLESS THESE FORMS ARE COMPLETE.** If your child needs to take medication for any reason you will need to fill out a brief description on the medication form telling us when and how to administer the medication. All prescription drugs must be in the original bottle with the child's name, name of drug, correct dosage, and instructions from the doctor on how/when to administer. Medication of any kind **MUST** be held by the staff. We store all medication in a locked box or in a unit leader's first aid kit when necessary. All medication is administered by staff 21 years of age or older.

Inhalers: If your child requires an inhaler and you wish for them to self-administer **ONLY** inhaler medication, **you still must fill out the medication form and note that the child is permitted to self-administer.**

Newsletters and Communication: Newsletters will be available periodically. Please read them to keep informed about camp issues and information. From time to time we may send out a flyer with additional information. The check in/check out staff person will have the most recent communications that were sent home so you may check with them if you feel you have missed a flyer or newsletter.

Obscenity: Obscene, profane or vulgar language that is written, oral, or expressed by symbols will not be tolerated. Being respectful of campers and staff is expected. A violation of this policy will result in disciplinary action.

Parent/Legal Guardian: The names of the parents/legal guardian listed on that child's Emergency Information/Pick Up Form can have access to the child's paperwork and information. The Parent/Legal Guardian who has signed the paper work will be the primary contact and that person will be the only person allowed to alter the child's forms and information.

Payments/Refunds/Transfers: Your completed registration form along with a \$25 deposit is required at the time of sign up for each week of camp you wish your child to participate in. Checks should be made payable to the Leaning Tower YMCA. The \$25 deposit is credited toward your camp fees.

Bathing Suits con't: If inappropriate swim wear is worn at camp, the camper will either not swim, be asked to change, or a parent may be called to pick up the camper from camp/bring change of clothes. Bathing caps are required to be worn by any camper, counselor, or guest with hair longer than 4". They are available or purchase (\$7) at the customer service desk.

Behavior Policies: You will find a copy of the **Character Contract** in the parent pack. The character contract is often used in behavior management for our camp, and has recently been updated to better serve our campers. **If your child's behavior becomes seriously inappropriate your child may be dismissed-- without a refund-- from camp.** This is at the discretion of the Unit Leader, Assistant Director and Director. In this event the parent or guardian of the camper will be called and is responsible for picking up or sending an authorized pick up person as soon as possible. Behaviors that will result in immediate dismissal may include but are not limited to: physical altercations that cause injury, refusal to cooperate with camp staff in attempting to maintain safety and order in the group or program activity, inappropriate clothing, stealing, possession of drugs, alcohol, firearms pornographic material or cigarettes, gang related activity, destruction of property and bullying. **NO REFUND OR CREDIT WILL BE ISSUED FOR CHILDREN WHO ARE DISMISSED FROM CAMP FOR INAPPROPRIATE BEHAVIOR.**

Bullying: Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace; through the use of emails, text messaging, instant messaging, weblogs, personal Web sites and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Leaning Tower YMCA, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience.

Bullying con't: If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great camp memories. Unfortunately, people who are bullied may not have the same potential to get the most out of their camp experience.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Leaning Tower YMCA.

Bunker Hill Forest Preserve: Adventure and Teen Camp walk to Bunker Hill on Tuesdays, Thursdays, and Fridays. Kindergarten camp will participate in activities at Bunker Hill 1-2 days a week. On Mondays, the Forest Preserve is closed for cleaning purposes and our camp has activities at the YMCA. Bunker Hill is a beautiful valley that provides great outdoor programming space, shaded pavilion areas, safe hiking trails and much more. We leave the YMCA after attendance is taken at 9am to spend the day at Bunker Hill! Groups return according to their swim time, which takes place at the pool in the YMCA.

Camp T-shirt: Each camper will receive ONE camp t-shirt during their first week of camp. This shirt MUST be worn on field trip days for safety purposes. Additional t-shirts are available for purchase of \$5.00. If your child does not wear their camp shirt on the fieldtrip day, we will ask you to pay for a new shirt for your child to wear that day.

Camper Dress: Please write campers' names on articles that are brought/worn to camp. Socks and Gym shoes are required. **NO sandals or flip-flops allowed.** Children will be engaging in activities such as running and hiking throughout the day, and are likely to come into contact with dirt, mud, sand, glue, paint, grass, etc. Dress accordingly. Clothing of campers should not be inappropriate in any way. Inappropriate dress includes but is not limited to the following: short shorts, clothing promoting alcohol, drugs, tobacco products, or are gang related, t-shirts that are sexually aggressive or explicit, clothing that does not appropriately cover the body (midriffs are not allowed to show). Disciplinary action may be taken, including, but not limited to: camper changing or parent being called to pick up camper.

Healthy Kids Camp: In 2002, doctors from the University of Illinois approached the YMCA to partner in a program to fight skyrocketing rates of obesity among young people. The result was a Healthy Kids Camp pilot. Following the pilot the YMCA of Metropolitan Chicago developed several minimum requirements for our camps to be a Healthy Kids Camp. Leaning Tower YMCA Day Camps are Healthy Kids Camps. This means that your child will be offered at least one structured YMCA health class activity, at no additional cost to you, per week. These classes may include tae-kwon-do, hip-hop-dance, yoga for youth, strength training, basketball, floor hockey, or cardio-mix. They will also have a health related workshop once a week and daily integration of healthy activities, games, education etc.

Illness/Injury: Parents will be notified if their child has not been feeling well for a period of time. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs late in the day and is moderate you may be notified at the end of the day. Parents will be notified of all illnesses or injuries within 24 hours of occurrence. In case of severe injury parent will be contacted immediately.

Lost and Found: We will have a lost and found area; however, please label your child's clothing and articles. Towels, sweatshirts, jackets, swim goggles, and **water bottles** are some of the most common lost items. **The Leaning Tower YMCA is not responsible for lost or stolen items.**

Lunch: Lunch/beverage is not provided for campers so please send a sack lunch and 1 to 2 snacks with your child every day. The campers will have snack time after swimming. There is no refrigeration available, so we suggest packing an ice pack etc. with your child's lunch if you deem it necessary. We will have water coolers that are refilled throughout the day. **IT IS VERY IMPORTANT THAT YOU SEND YOUR CHILD TO CAMP WITH A REFILLABLE WATER BOTTLE.** They will be engaging in high levels of activity throughout the day.

****YOU MUST SEND YOUR CHILD TO CAMP WITH A LUNCH AND BEVERAGE/REFILLABLE WATER BOTTLE EVERY DAY. IF YOU DO NOT PROVIDE A LUNCH FOR YOUR CHILD YOU WILL BE CALLED AND ASKED TO BRING ONE.**

Fighting: The YMCA does not tolerate campers who harm other campers, or campers who harm counselors. This includes but is not limited to: degrading, demeaning, threatening other campers or staff OR physically harming another child or staff person. Any camper or group of campers found to be harassing, making fun of, or intimidating another camper will be subject to disciplinary actions, including being sent home or suspended from camp.

Gambling: No games of chance may be played during camp, on YMCA or Bunker Hill property. Campers who violate this policy will be subject to disciplinary action.

Gangs: Camper will refrain from any gang related activity while at camp. No camper shall: 1) Wear, possess, use, distribute, display, or sell any evidence of membership or affiliation in a gang. 2) Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, draw pictures, etc.) showing membership in or affiliation with a gang. Any camper who violates this policy will be subject to disciplinary action and parent/guardian will be contacted.

Groups and Ratios: Children are grouped in units based on what grade they are entering in the fall. Y's Kids campers are children 3-5 years old, Kindergarten Camp are for campers entering Kindergarten in the fall, Pathfinders are children entering 1st and 2nd grade, Trailblazers are entering 3rd and 4th grade, Pioneers are entering 5th and 6th grade, and Teen Camp is for 7th-9th grade. Each Unit has a unit leader responsible for the direct supervision of the counselors and general coordination of that unit. Unit Leaders are generally 21 years of age or older. The Pathfinder group has 2 Unit Leaders due to the largeness of their group. The children are then divided into smaller counselor groups of 8 to 10 in each group. The ratios are set by standards of the ACA and are as followed: 3 to 5 year old groups have a 1:6 ratio, 6 to 8 year old groups have a 1:8 ratio, and 9 to 16 year old groups have a 1:10 ratio.

Cellular Phones: Cellular phones may not be brought to camp by campers. Parents may only use cell phones in main areas (i.e. not in locker rooms) See posted cell phone policy throughout the YMCA. If you need to contact your camper you may call the Summer Camp phone number at 847-410-5115 or the customer service desk at 847-410-5108. Customer Service can page the staff in an emergency. Your child's unit leader will also have their phones with them.

Character Development: Healthy Kids Camp at the Leaning Tower YMCA has a focus on Caring, Honesty, Respect, and Responsibility as the four core values of the YMCA. We will work to develop these qualities with your camper throughout the summer. Please address and encourage these values at home. On Fridays, your child will receive a CHARACTER COUNTS STATUS REPORT with the values stated and comments from their counselor on how their behavior is with respect to those areas. This is meant as a tool to acknowledge and support character development. Also see the Character Contract information included in the parent pack.

Chronic Health Condition: Must be documented by a licensed health physician on the health history form provided for you by the camp. You will also need to meet with the Camp Director and Unit Leader to review necessary information. Any medication necessary for this health condition must be given to the camp director or site director in its original container with physician's instructions for dosage on the label. The parent must fill out a separate form that gives permission to a staff member, who is 21 years or older, to give the medication to their child.

Cookout: Each Thursday Adventure/Teen Camp will have an all camp cookout. You will be given a cookout list for the summer at the beginning of camp. Each camper is required to bring a different food item for the cookout. Each week, groups are assigned a different item to bring. For example, if the cookout for the week is hamburgers and chips, Pathfinders may be asked to bring meat patties, Trailblazers, buns, Pioneers, chips, and Teens, condiments. Each child is asked to bring one package of their assigned food.

**** It is your responsibility to let us know about food allergies, religious observances, special diets, etc. We will do our best to accommodate.****

Counselors: We have a great staff! Our counselors are carefully selected and trained up to 40 hours before the beginning of summer. They are subject to a background and reference check. They are trained in CPR/First Aid/AED, child abuse prevention, emergency procedures, blood borne pathogens, water safety, swim lesson assistant procedures, behavior management, camp activities and other related areas. 90% or more of our counselors are 18 years of age or older. Teen Camp Counselors and Unit Leaders are generally 21 years of age or older. If at any time you have a question or concern about our staff please address it with the director.

Dangerous Weapons: Campers who bring to camp any item designed to cause bodily harm or any item not designed to cause bodily harm, but that is deemed potentially harmful will first have it confiscated and then the parents/guardians will be contacted. Bringing such items to camp may result in campers being sent home early or suspended. All types of knives and dangerous items **MUST** be kept off camp property. Once an item is confiscated by the Camp Director, it will not be returned to the camper. Items will only be returned, upon request, to the parent or guardian.

Drop Off and Pick Up: The Drop off and pick up area is generally by the track outside the YMCA for all camps, *except Y's Kids (preschool camp) who will meet in Kiddie Kollege located on the lower level. If weather is rainy, too hot or too cold, we will be inside either in the 9th floor Skyline Room, or in the Subterranean room on the lower level. **SIGNS WILL BE POSTED AND YOU MAY ALSO CHECK WITH THE CUSTOMER SERVICE DESK.** Pre-Camp Care is from 7:00a.m. to 9:00a.m. It is included in your camp fee and may be used at anytime. **Your child must be at camp by 9:00a.m.** in order for the groups to take attendance properly and begin the day's activities. **After 9:00am you will be charged a dollar per minute that you are late.** This is due to staffing, attendance counts and ratios, and planning the day's activities. **On field trip days, if your child/ren are not at the YMCA by 9am they will NOT be allowed to attend that day's field trip and you will have to find alternate care for them, EVEN IF THE CAMP HAS NOT DEPARTED YET.**

Drop Off and Pick Up con't: Post-Care is from 4:00p.m. until 6:00p.m. You may pick up your camper anytime after 4:00p.m. If you need to pick your child up before 4:00 pm please bring a note or call the Director. If you have not picked up your camper by 6:00pm you will be charged at a rate of \$1.00 per minute you are late. **YOU MUST PARK YOUR CAR IN AN APPROPRIATE SPOT AND ESCORT YOUR CAMPER TO AND FROM THE SIGN IN TABLE. YOU MUST SIGN IN AND SIGN OUT YOUR CAMPER ON THE APPROPRIATE SHEET.** If you need to pick up or drop off you child at a different location for any reason speak with the director in advance to make arrangements

E-Mail: Please provide your e-mail address on the registration form for possible communication with the camp director. You may e-mail Ashley Hansen at ahansen@ymcachicago.org

Family Nights: The Leaning Tower YMCA will offer Family Nights throughout the summer. This is a great time for you and your family to enjoy a fun night. Check for flyers and notices of dates for family nights!

Field Trips: Field Trips are on Tuesday for Kindergarten Camp, Adventure/Teen Camp are on Wednesday, and Friday for Y's Kids Camp-**REMEMBER TO HAVE YOUR CAMPER WEAR THEIR CAMP T-SHIRT!** You will receive a field trip list prior to the start of camp. All field trips are included in the weekly cost of camp. Please do not send money with your camper to any field trips unless notified by the Camp Director. We recommend to never send more then \$5 incase money is misplaced. Teen Camp will go on a second field trip if weekly volunteer hours and appropriate behavior are met. The Teen trips usually take place on Fridays. Please be on time on field trip days and try not to schedule any dentist or doctor appointment for Wednesdays. **On field trip days, if your child/ren are NOT at the YMCA by 9am they will NOT be able to attend that day's field trip and you will have to find alternate child care for them, EVEN IF THE CAMP HAS NOT DEPARTED YET.** Your money will not be refunded if you are late on field trip days. **On field trips days please arrive no later than 9:00.** Before field trips staff go over bus safety and behavior expectations for the field trip with the children. If ever an emergency was to occur, while in transit, the bus is to exit and call for emergency transportation. A supervisor is to contact the camp office who is then to contact parents.