



- Closed for July 4 and the Friday prior to Labor Day each year
- **Registration and enrollment forms must be complete** prior to your child's first day
- Parents must provide written explanations regarding any **medical concerns**, including allergies, prior to your child's first day
- **All Medical Statement Forms** must be reviewed by our "off-site" Health Care Consultant prior to any camper attending camp as per Dept. of Health regulations. Please have your forms completed and returned by June 1st.
- We recommend **medication** schedules be altered to non-camp times - If a camper requires medication while at camp, parents must bring the medication and the completed consent form to the office to be checked in, we will store the medication and supervise the **child's self-administration of the medication** to ensure the proper time and dosage
- Please do not send your child to camp if they are not able to keep up with camp activities - we will strictly adhere to our health and illness policies (attached)
- Parents may **drop off and pick up** at any time throughout the hours of operation - the daily schedule will be posted near the camper's cubbies so you can find the group which could be in the field, pavilion, playground, gym, the loft (overlooking the gym) or game rooms (located upstairs over the church offices)
- Campers will **start the day** in the gym 7:30-8:15 am and will **end the day** in in the gym 5:00-5:30 pm
- **Breakfast** will be served in shifts between 8:30-9:30 am - **Lunch** will be served in shifts between 11:30-12:30 pm - **Snack** will be served mid afternoon
- If your child has a **food allergy**, please review the menu carefully and send in any substitutions necessary - you may speak to the office and/or the cook for more details
- We will have 2 or 3 groups depending on the week. Enrollment is week to week and our numbers vary from week to week. Therefore, your child's group may change. In general, the group with the earliest swim time will also have the earliest breakfast and lunch times (most likely the youngest campers) - same pattern follows for the later groups
- If you have any questions or concerns, please contact the Pineview Preschool office

- **Activities** include swimming, sports instruction, field games, arts & crafts, Wii, interactive Bible lessons, board games, playground time, indoor free play time, social enrichment, sprinkler, water games and passive activity time
- **Field trips** costs will be billed and should be paid with tuition. All transportation provided by Brown Transportation Inc. Parents must give permission for children to attend by initialing the field trip section on the enrollment form.
- Please call the office if you are going to be **late picking up** your child. Any child picked up after 5:30 pm will be charged an extra \$15.00 for each 15 minute period, or any part thereof, even if there is a phone call. The late fee is due the following day.
- Parents must **sign** campers in and out daily - a child cannot be released to anyone except the parents or legal guardians, or to anyone designated on the release form
- **Tuition payments** are due as per the payment schedule - tuition should be dropped in the mail slot in the Director's office door - cash payments must be given to office personnel directly and you must get a receipt - there is a \$10.00 late payment fee
- Campers are **outside** for a large part of the day and must **come prepared** with a backpack, sunscreen, hat, swimsuit, towel, water shoes, extra clothes (including underwear and socks) and water bottle - **label everything** with camper's name
- **Wet towels and suits** will be hung on cubby hooks. It is recommended that wet items be brought home daily to dry.
- Send in sunscreen with a permission slip- Campers should come in the morning with **water proof sunscreen** already applied and can re-apply in the afternoon
- Campers must wear **socks and sneakers** for daily outdoor and gym activities
- Campers must keep track of and are responsible for their own personal belongings.
- **Campers are supervised** at all times by camp counselors and will receive an orientation on their first day of attendance and we practice weekly **fire drills** with campers
- **Discipline** is used to teach children character, self control and acceptable behavior - we use positive reinforcement, encourage children to make good choices, teach problem solving skills and offer cool down time when necessary - children are never isolated and there is no corporal punishment ever
- **Bullying will not be tolerated** – we want this to be a safe place for all children – please share any concerns with a counselor or the office
- If a **child's behavior** becomes unmanageable, is harmful or potentially harmful, to himself or others, parents will be notified and the child may be asked to leave the program - we will work with each family to the best of our ability for a successful outcome
- Pineview Summer Day Camp is registered and inspected by the Albany County Health Department