



Counselor In Training (CIT) Parent Information Packet 2019

(Acknowledgement Page)

PLEASE READ BEFORE SIGNING: Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Information Packet cover to cover. This packet contains critical information pertaining to your child's experience in our Counselor In Training program. By signing this page, you acknowledge the listed policies, procedures and permissions, along with full understanding of the Summerscape Day Camp program and operations.

On behalf of my child (CIT Full Name): _____

I (Parent/ Guardian Full Name): _____

have read and fully understand the Counselor In Training Parent Information Packet 2019.

In addition, I agree/ consent to the following (please check each circle):

- I have completed and/or have a current *Youth Camp Health Exam/ Record* (2 sided document) on file. This exam/ record accurately reflects my child's health and current medications.
- I have completed the *Camper Pick-Up Form* and listed any/ all names of persons whom my child may or may not be released to.
- (Permission to Treat)** I consent that in the event of an emergency during which a parent/ guardian cannot be reached we hereby give permission to the bearer of this form to allow any doctor, medical facility, volunteer or employee of the Town of Rocky Hill to administer first aid or CPR until emergency medical treatment can be obtained. We also give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child listed above. I will not hold the officials or agents thereof, financially responsible for whatever emergency care may be provided.
- (Sunscreen Policy)** I allow my child (listed above) to carry sunscreen/sunblock in a spray/pump container labeled for his/her own individual use and have instructed my child(ren) on how to use it properly. Any inappropriate use will result in disciplinary action. Camp is not responsible if it is lost or stolen.
- (CIT Pick-Up: ID Policy)** I understand that anyone listed who is authorized to pick-up my child(ren), including myself, are required to present a photo ID to Summerscape staff at the time of camper pick-up. Those who fail to present ID may be requested to retrieve their ID for verification purposes prior to the campers release for the safety of our campers and staff.
- (Liability Release)** I am aware of the nature of this activity and I hereby assume responsibility for myself and/or my child (above), and/or his or her representatives to participate. I will not hold the Town of Rocky Hill and/or its employees or agents responsible in case, of any accident or injury as a result of this participation. I hereby further agree to indemnify and save harmless the Town of Rocky Hill, a municipal corporation of the State of Connecticut, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with participation in this Town of Rocky Hill activity.



By signing below, you agree/ consent to comply with the outlined acknowledgements and content of this Parent Information Packet:

Parent/Guardian Signature: _____ Date: ____/____/____

CIT Pick-Up Form

(Please complete separate forms for each child)

Pick up is from 3:30pm to 4:00pm. While we realize your schedule may vary, please make every attempt to keep this schedule. Every day you should drop your child off in the front of the building. A camp staff member will be there to greet you and lead your child into the building. At the end of the day, you must sign them out from their counselor in the designated group location. Your child will only be released to someone you have listed with us (on this form), unless you send in a written note in advance.

Camper Name: _____

My child MAY be released to the following people (Please include yourself):	My child MAY NOT be released to the following people:



Counselor In Training Self-Release Policy

With parent/ guardian approval, Counselor In Training participants are allowed to self-release. However, for those who elect to self-release, CIT's will adhere to the following rules:

1. CIT's self-release campers **MAY NOT** sign-out any participants of the Summerscape (Grades 1-5) program or Summerscape Teen Adventure Camp (Grades 6-9) program.
2. Self-release CIT's will be dismissed at 4:00pm each day when the normal camp day concludes.
3. In the event of inclement weather and/or unsafe conditions, self-release privileges will be revoked resulting in parent/ guardian having to come into the camp site for pick-up.
4. Once a CIT has been dismissed, they must leave the school grounds immediately.
5. Once a CIT has been dismissed, the Parks & Recreation Department will not be held responsible for that particular CIT.
6. For all other occasions, a parent/ guardian will be responsible for coming into the building for sign-out. CIT may not use self-release for the Late Program.

Do you give your child permission to self-release him/herself? YES NO

Parent/ Guardian Authorizing Self-Release Printed Name: _____

Signature: _____ Date: ____/____/____

Changes in CIT Pick-Up

If you will be picking up your child early, or someone who is not listed above will be picking up your child, please send a signed and dated note in the morning as to who is eligible to pick-up your child. Please do not walk the school grounds looking for your child. Only the Camp Directors may release a child early.

Emergency Contacts

CONTACT 1: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

CONTACT 2: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

CONTACT 3: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

YOUTH CAMP HEALTH EXAM/ RECORD

(For CAMPERS and STAFF)

Camper

Staff

Camper/ Staff Name: _____ Date of Birth: ____/____/____ Phone: _____

Parent/ Guardian Name: _____ Address: _____

City: _____ Zip: _____ State: _____

Emergency Contact Name: _____ Phone: _____

Date of Arrival at Camp: ____/____/____ Date of Departure from Camp: ____/____/____

TO BE COMPLETED BY THE HEALTH CARE PROVIDER ONLY

Date of Exam: ____/____/____

(Exams are valid for 3 years from date of exam)

May participate in all camp activities: YES NO

May participate except for: _____

Does the individual have any known medical or emotional illness or disorder that poses a risk to other children or which affects the individual's functional ability to participate safely in a youth camp? YES NO

If yes, please explain: _____

Are there any prescription or over the counter medication(s) this individual needs to take while at camp?

YES NO

If yes, indicate names of medication(s): _____

NOTE: A written authorization and parent permission for the administration of medication at camp are required. See back.

Does the individual have any disabilities or special health care needs such as allergies, special dietary needs?

YES NO

If yes, please explain: _____

NOTE: If the camper has a special health care need or disability that requires special care be taken or provided during the time the individual is at camp, an individual plan of care shall be developed with the parent and health care provider and updated as necessary. The plan shall include appropriate care of the camper in the event of a medical or other emergency and signed by the parent and staff responsible for the care of the camper.

If camper/staff is school aged or younger, have they been immunized in accordance with the schedule adopted by the Commissioner of Public Health pursuant to section 19a-7f of the Connecticut General Statutes? YES NO

NOTE: If yes, attach immunization record.

Additional Comments: _____

Printed Name of Health Care Provider: _____

Address: _____ City: _____ Zip: _____

Signature of Physician, PA, APRN or RN: _____ Date Form Signed: ____/____/____

(Please Return Completed Form to Camp)

**AUTHORIZATION FOR THE ADMINISTRATION OF
MEDICINE BY CAMP PERSONNEL**

(FOR ALL MEDICATION INCLUDING OVER THE COUNTER MEDICATION)

In Connecticut, licensed Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the CT State Statutes and Regulations. Parents/guardians requesting medication administration to their child while at camp shall provide the program with appropriate written authorization(s) and the medication BEFORE any medications are administered. Medications MUST be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription. Parent/guardian MUST pick up medication by the end of the day. All unused medication shall be destroyed if not picked up at the close of camp each day.

PRESCRIBER'S AUTHORIZATION ORDER/MEDICATION PLAN

(FOR ALL MEDICATION INCLUDING OVER THE COUNTER MEDICATION)

Name of Child: _____ Date of Birth: ____/____/____ Today's Date: ____/____/____

Medication Name: _____ Controlled Drug?: YES NO

Condition for which drug is being administered: _____

Specific instructions for Medication Administration: _____

Dosage: _____ Method/Route: _____

Time of Administration: _____ If PRN, Frequency: _____

Medication shall be administered: Start Date: ____/____/____ End Date: ____/____/____

Relevant Side Effects of Medication: _____ None Expected

Plan of Management for Side Effects: _____

Known FOOD or DRUG allergies?: YES NO

If "Yes" to allergies, explain reactions/interactions/plan of care: _____

Is this medication to be self-administered by the child?: YES NO

Prescriber's Name/Title: _____ Address _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Prescriber's Signature/Stamp: _____ Date: ____/____/____

PARENT/GUARDIAN AUTHORIZATION

I hereby request that the above ordered medication be administered by Camp Personnel. I understand that I must supply the Camp with a daily supply of medication. I understand that the medication will be destroyed if not picked up at the close of camp each day. I give permission for the exchange of information between the prescriber and the camp APRN Nurse Consultant, and Camp Director of First Aid to ensure the safe administration of such medication. I understand how the above medication is to be administered including the condition, dosage, time, frequency, route, and relevant side effects. I will be available during the Camp hours for telephone contact as needed. My child may take meds home if I allow & sign a self-release.

Parent/ Guardian Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Parent/Guardian Signature: _____ Date: ____/____/____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/ APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the Camp APRN Nurse Consultant in accordance with Camp policy. Self-administered meds MUST be kept with select staff for safety.

Parent/ Guardian Authorization for Self-Administration: YES NO

Signature: _____ Date: ____/____/____

Director of First Aid Consultant Approval for Self-Administration: YES NO

Signature: _____ Date: ____/____/____

Welcome to Counselor In Training!

Dear Parent/ Guardian,

Welcome to the Summerscape 2019 Counselor In Training Program! On behalf of the Summerscape staff and the Town of Rocky Hill, we would like to extend a warm welcome and thank you for choosing Summerscape's Counselor In Training program. We are very excited that your child is joining us for a fun filled summer!

Through Summerscape Day Camp, the Counselor In Training (CIT) program has been designed to give individuals direct experience learning about camp operations. All CIT's are responsible for having the applicable Summerscape Day Camp registration paperwork completed prior to registration. Through this program participants will have the opportunity to learn concepts such as but not limited to: Resumes and Job Applications, Job Interviews, Planning and Implementing activities, Working with different age groups and abilities, Learning about day-to-day camp operations, Learn about basic medical training, Shadow various camp staff on a daily basis, Receive weekly evaluations on performance... and more!

The Parent Information Packet has been created to provide you with more detailed information about our camp. Included in this packet, you will find information on:

- **Acknowledgment Page (Front Page)**
- **CIT Pick-Up Form**
- **Youth Camp Health Exam/ Record**
- **Frequently Asked Questions**
- **Camper Registration Check-List**
- **Health Information**
- **Drop-Off/ Pick-Up Information**
- **General Camp Operations**

Should you have any questions, please don't hesitate to contact our experienced office staff at the Parks & Recreation office (860) 258-2772.

Thank you in advance,



Frequently Asked Questions

What are the requirements to participate in the CIT program?

- **CIT Level 1 Requirements:**
 - **Age:** Participants must be age 14 or 15 during the program.
 - **Letters of Recommendation:** Participants must provide 1 letter of recommendation from non-family members prior to registration.
 - **Letter of Intent:** Participants must handwrite a letter of intent expressing why they wish to participate in the CIT program prior to registration.
- **CIT Level 2 Requirements:**
 - **Successful Completion of CIT Level 1:** Participants must have completed CIT Level 1 and be considered a CIT in good standing by the department.
 - **Age:** Participants must be age 15 during the program.
 - **Letters of Recommendation:** Participants must provide 2 letters of recommendation from non-family members prior to registration.
 - **Letter of Intent:** Participants must handwrite a letter of intent expressing why they wish to participate in the CIT program prior to registration.

Where is the CIT program Located?

- The program operates through Summerscape Day Camp which is located at Rocky Hill High School (50 Chapin Ave, Rocky Hill, CT 06067)

What are the hours of camp?

- Early Program: 7:30am - 8:30am (*Additional Cost*)
- Regular Hours: 8:30am - 4:00pm
- Late Program: 4:00pm - 6:00pm (*Additional Cost*)

Are CIT's considered a staff member?

- No. All CIT's are considered to be participants of the Summerscape Day Camp program. As a program participant (and non-employee of the Town of Rocky Hill), CIT's are expected to adhere to this outlined parent handbook.

Do CIT's receive shirts?

- Yes. All CIT's will receive 4 shirts to be worn Monday through Thursday at camp. On Fridays, it's expected that CIT's participate in the announced spirit day/ special themed activity which is generally announced at the beginning of each week.

Is my child guaranteed a job after completing the CIT program?

- No. The CIT program is designed to give participants experience within a camp environment. It is our hopes and goals that the participant will take what they learn and apply it if/when they apply for a Counselor position in the future. But is in no way a guarantee for a position.

Are CIT's evaluated on their performance?

- Yes. All CIT's will be evaluated on a weekly basis. These evaluations will be sent home with each CIT on Fridays at the end of the day. In special circumstances, a meeting may be requested with the Camp Directors to discuss your child's performance. For those CIT's who appear to lack interest, motivation and/or proper judgement to excel in the CIT program, a decision from the Parks & Recreation Department may be made to remove the CIT from the program. At which time, a pro-rated refund may be issued.

What are the session dates?

Week	Dates	Level 1 Sessions	Level 2 Session
1	June 24 - June 28	(No Session)	(No Session)
2	July 1 - July 3 (No Camp July 4 & 5)	Session 1	Session 1
3	July 8 - July 12		
4	July 15 - July 19		
5	July 22 - July 26	Session 2	
6	July 29 - August 2		
7	August 5 - August 9		

What will my child learn this summer?

- Each week, CIT's will be assigned to a specific group. Depending on camp enrollment, it is our goal to have our CIT's interact with different grades each week, but cannot be guaranteed.
- CIT's will NOT be allowed to interact with the STAC program as it's too similar of an age similarity and proven distraction to the CIT program.
- Our anticipated curriculum will be as follows (*please note this curriculum is subject to change*):

Week	CIT Level 1	CIT Level 2
2	Camp Orientation	Camp Orientation
3	Activity Development	Activity Development
4	Applying for a Job	Applying for a Job
5	Camp Orientation	Activity Specialists
6	Activity Development	Camp Safety
7	Applying for a Job	Special Events at Camp

Can CIT's use their cell phones at camp?

- No. Please reference the "Personal belongings at camp" section.

Are CIT's allowed to take time off?

- Yes, CIT's will be held to the same standards as a Summerscape camper would be held to. Should you choose to take any time away from camp, that is strictly your decision. However, you should note that refunds and/or pro-rated discounts will not be offered.
- Should your child be absent from the program, we do ask for advanced notice. Please note, the program is operating on a scheduled curriculum. In the event your child misses any content, efforts will be made to catch them-up but not always guaranteed.

What should my child bring to camp?

- Bathing Suit & Towel
- Sunscreen (*See Sunscreen Policy*)
- Bagged Lunch
- Snack (*Packed separately from lunch*)
- Bottled Water or Refillable Water Bottle
- Sneakers (*No Flip Flops, Crocs, etc.*)
- Any necessary medication and appropriate paperwork (*See Health Information*)

Is food provided at camp?

- Food is not provided at camp on a daily basis.
- Camp will have "Pizza Fridays" where cheese pizza will be provided to all CIT's at no additional cost (*Drinks and snacks are not included*).

Can my child bring medication to camp?

- CIT's need to have a current Authorization for Medication form filled out, signed and dated by the doctor (*See Health Information*).
- All medication must be in its original packaging along with the pharmacy label.
- If it's in pill form, only that day's dosage should be within the bottle.
- Failure to comply will result in CIT's not being able to attend camp until the issue is resolved.
- Any child taking medication should present it at the time of sign-in.
- All medication must be picked up by the end of the day or it will be destroyed.

Does Summerscape run any safety drills?

- Yes, Summerscape will be conducting various safety drills at random during the summer. Please discuss this with your child(ren) to help prepare them. They should already be accustomed to them through their schools.

Does Summerscape send out any notices?

- Yes, Summerscape will have a weekly newsletter that goes out at the beginning of each camp week. Newsletters will be distributed via paper copy at camp and emailed. Please make sure you have an up-to-date email on file at the Parks & Recreation office. To sign-up for email notifications, log into your account at: <https://registrations.rhparkrec.org> .

Do I need identification when I pick-up my child?

- Yes, per our policy, anyone listed who is authorized to pick-up my child(ren), including yourself, are required to present a physical photo ID to Summerscape staff at the time of pick-up.
- Those who fail to present ID may be requested to retrieve their ID for verification purposes prior to the CIT's release for the safety of our campers and staff.
- If you or anyone are not on the list, you will not be permitted to pick up your child.
- Please make sure you properly filled out the CIT pick-up form giving us permission to those who you want to have the ability to pick-up your child, including yourself.
- At the time of pick-up where we require a photo ID, the name on the pick-up form **MUST MATCH** with the ID. Pick-up is between 3:30pm- 4:00pm each day.
- Any child picked-up after 4:00pm and not registered for late program will be charged at \$50 late fee per day. In addition, this fee applies to any child picked-up after 6:00pm who is enrolled in Late Program. This fee must be paid in person at the Parks and Recreation Office before your child can return to camp during office hours (8:30am - 4:30pm).
- If you are running late to pick up your child, please call the Parks & Recreation office (860-258-2772) to let us know and we will relay the information to your child.



Counselor In Training Self-Release Policy

With parent/ guardian approval, Counselor In Training participants are allowed to self-release. However, for those who elect to self-release, CIT's will adhere to the following rules:

1. CIT's self-release campers **MAY NOT** sign-out any participants of the Summerscape (Grades 1-5) program or Summerscape Teen Adventure Camp (Grades 6-9) program.
2. Self-release CIT's will be dismissed at 4:00pm each day when the normal camp day concludes.
3. In the event of inclement weather and/or unsafe conditions, self-release privileges will be revoked resulting in parent/ guardian having to come into the camp site for pick-up.
4. Once a CIT has been dismissed, they must leave the school grounds immediately.
5. Once a CIT has been dismissed, the Parks & Recreation Department will not be held responsible for that particular CIT.
6. For all other occasions, a parent/ guardian will be responsible for coming into the building for sign-out. CIT may not use self-release for the Late Program.

Please note, this is a decision that must be made **PRIOR** to registration. Anyone who wishes to change their self-release status must contact the Parks & Recreation Office before permission will be granted at camp.

CIT Registration Check-List

Below you will find the 2019 Summerscape Registration Check-List that displays a list of forms that are either "Information to Review" or "Forms Due at Registration". They are a vital part of our camp operations. Your spot at camp cannot be guaranteed until enclosed paperwork is filled out, signed and returned in its entirety. Please review and complete all the forms in full and legibly.



Information to Review

- Health Information
- Drop-Off/ Pick-Up Information
- Camp Operations

Forms Due at Registration

- Acknowledgement Page
- Youth Camp Health Exam/ Record
 - Once this form is in our records, it is valid for 3 years from the examination date, unless there are changes.
 - This form requires a doctor's signature.
- Authorization for the Administration of Medicine By Camp Personnel *(If Applicable)*
- CIT Pick-Up Form
- Permission to Treat *(Acknowledgement Page)*
- Sunscreen Policy *(Acknowledgement Page)*
- Camper Pick-Up: ID Policy *(Acknowledgement Page)*
- Liability Release *(Acknowledgement Page)*

Health Information

***Health Record**

In order to meet State Youth Camp licensing guidelines, all CIT's are required to have a current copy of their health record on file with Parks & Recreation when attending camp. It is the parent's responsibility to make sure the Youth Camp Health Exam/Record is completed by the CIT's medical practitioner and submitted to Parks & Recreation. Another option is to submit a current copy of their school health form. Both of these are good for 3 years after date of exam. Forms must be signed by a medical practitioner. **CIT's without a current medical record on file will not be permitted at camp as it will jeopardize our camp licensing.**

***Medication**

If your child will need medication while at Summerscape, the Authorization for Administration of Medicine by Camp Personnel form must be filled out and on file, **including the signature of a medical practitioner**. Regardless of whether your child will self-administer or the medication will be administered by the camp nurse, this form must be completed in its entirety; this applies to both prescription and over-the-counter medications. **Please use a separate form for each medication.** Our camp nurse may follow-up with you and assist with special accommodation and additional paperwork as needed.

Medicine may not be stored at camp overnight, or it will be destroyed at the end of the day. Each day's **single dose** must be sent to camp **in its original container**, with the pharmacy label with the CIT's name, the medication type, dose, and time that it needs to be taken. This container should be given to the camp nurse, via a Counselor at check-in, and will be accessible as needed throughout the day. **Failure to comply will result in your child not being able to stay at camp until the issue is resolved.**

****Should anything change on your child's Youth Camp Health Exam/ Record AND/ OR Authorization for Administration of Medicine by Camp Personnel, a NEW form must be completed and signed-off by your child's physician. This includes but is not limited to; adding and/or removing medications or conditions.***

Permission to treat

By checking you acknowledge the "Permission to Treat" section on the acknowledgment page, you agree to permit any trained professional, doctor or medical facility to administer an anesthetic and perform emergency procedures. **If you opt not to sign this form you must state in writing to Director of First Aid that you do not wish to have this kind of care for your child.**

Drop-Off/ Pick-Up Information

Arrival/Pick-Up

Your child should arrive at camp daily between 8:30am and 9:00am (**Doors WILL NOT open and camp staff are not responsible for children prior to 8:30am - except for those campers enrolled in Early Program**). Please do not drop your child off early if they are not signed up for the early program. Afternoon pick up is from 3:30pm to 4:00pm. While we realize your schedule may vary, please make every attempt to keep to this schedule.

Please also note in regards to Arrival/ Pick Up: Please enter the school grounds slowly and carefully as it's going to be very busy. You will be instructed where to go by a staff member. A camp staff member will be in the school to greet incoming campers.

At the end of the day, **ALL CIT's must be signed out from the camp**. Your child will only be released to someone you have listed with us on the camper pick-up form unless you send in a written note signed and dated by you in advance or have authorized your child(ren) for self-release from the CIT program. Self-release campers will be dismissed at 4:00pm.

- **Please make sure to have a photo identification available** when picking up your child(ren) as you will be asked to present it. Please respect this policy as it has been designed to safeguard our campers and their families.

CIT Pick-Up

This mandatory form authorizes the camp staff to release children to selected individuals such as parents, caretakers, neighbors, etc. One form should be submitted for each CIT. **If you are not on the list, you will not be permitted to pick up your child so be sure to include yourself when filling out the paperwork.** Also please note; if your child is not registered for the Late Program and is picked up after 4:00 pm, there will be a \$50.00 late fee. **This fee must be paid in person at the Parks and Recreation Office before your child can return to camp.** If you are running late to pick up your child, please call the Parks & Recreation office to let us know and we will relay the information to your child.

CIT Early Dismissal

If you will be picking up your child early you must send a note in writing signed and dated. If you will not be able to pick up your child please send a note in the morning as to who is authorized to pick up your child. Please do not walk school grounds looking for your child, please check-in with the camp office. Only the Camp Directors may release a child early.

Early and Late Program

You must be pre-registered for these weekly programs. The early program hours are from 7:30am-8:30am. The late program hours are from 4:00pm-6:00pm. For these programs, you must drop off and sign out your child. Please review arrival/pick-up policy above. A \$50 per day late fee will apply to any child picked up after 6 pm in the late program. Also please note; if your child is not registered for the Late Program and is picked up after 4:00 pm, there will be a \$50.00 fee. Space is limited on a first-come, first-serve basis so we recommend you sign up well in advance.

General Camp Operations

Communication/Visits

If at any point you have any questions, comments or concerns, please feel free to contact camp via the Parks & Recreation Office at (860) 258-2772. If for any reason you need to see your child during the camp day, you must check in at the camp office and with the Camp Directors first.

Discipline Policy

At Summerscape, inappropriate behaviors, even of a minor nature, will be addressed as soon as the behavior is observed and/ or reported to prevent escalation. Staff members will implement consequences on a case-by-case basis. More serious violations will be addressed by the Directors. The Directors will work with the staff and the parent/ guardian to support appropriate CIT conduct for CIT's who repeatedly displays inappropriate conduct. CIT's who exhibit repeated behavioral problems or do something of a more grievous nature may be suspended or expelled from camp. All disciplinary actions are at the discretion of the Camp Directors and/or Recreation Supervisor. Corporal punishment will NEVER be used in any circumstances. If you know ahead of time that your child may need behavioral assistance at camp, please ask to speak with one of our Camp Directors.



Clothing

CIT's will be provided with 4 CIT shirts. These shirts are to be worn Monday through Thursday unless otherwise specified. The purpose of having our CIT's wear these shirts is to make them easily identifiable within camp.

Please make sure your child is dressed for active, outdoor play each day, including sneakers every day - we discourage open-toed sandals. CIT's who arrive wearing open-toe footwear will not be able to participate in activities that require foot use such as but not limited to; kickball, soccer, etc.... All clothes should be labeled with your child's name. There will be a lost and found facility at the front of the office every day. Your child should bring a bathing suit and towel every day, both for use in the pool and/or water games. Please dress your child appropriately based on the weather.

Lunch/Snack

Please send your child with a lunch with his/her name on it, every day. Lunches will be refrigerated. **There are no facilities available for heating food.** Lunch should include a drink. Snack time will be available for those CIT's choosing to bring a snack - snacks should be put in a separate bag from lunch and labeled as well. Also, if your child has a specific food allergy (even if already reported to the camp nurse), please communicate this with your child's counselor on the first day of camp for that week.

Rainy Days/Hot Days

Camp is held regardless of weather. On rainy days, please send your child with rain gear or an extra set of clothing, as we will be in and out of the building. On extremely hot days we make every effort to keep our CIT's cool and hydrated - it is your prerogative to keep your child(ren) home if you so choose.

Personal Belongings at Camp

Camp is an active fun place where we plan many activities. We ask that ALL personal belongings stay at home as they are considered a distraction to the camp environment. Items such as but not limited to that should stay home include:

- Sporting equipment (baseball bats, bicycles, gloves, cleats, etc...)
- Trading cards (Such as Pokémon...)
- Electronics (Video Games, Cell Phones, Computers, etc...)
- Toys (Beyblades, action figures, dolls, etc...)
- Valuables (Jewelry, Money, etc...)

In the event any of these items are found at camp, camp staff will ask CIT's to immediately place them in their backpack and ask to not take them out or have them return to camp. Should this request be violated, items will be confiscated by the Camp Directors and returned at pick-up time. We will not be held responsible for lost, stolen and/or damaged items.

Lost and Found

Children often misplace/lose their items at camp. We do have a Lost and Found at camp, so please be sure to check it often for items that may belong to you. Also, make sure to write your child's name on their belongings so they can be returned if found at camp. If items are not claimed by the end of the camp season, they will be disposed of.

Publicity

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing prior to the start of camp.