

Norwalk Christian Academy – Summer Day Camp Guidelines

GENERAL INFORMATION

- The Summer Day Camp Program runs from 8:00am to 4:00pm Monday through Friday, June 14 to September 3, 2010.
- Extended Day Care is provided from 7:00am to 8:00am and from 4:00pm to 6:00pm.
- You must sign your child out of Day Camp each day.
- If you need to have someone else pick up your child, they must be on your registration form pick-up list. If for some reason, a person is not on the list, please write a note with a phone number where you can be reached to confirm your note. We must speak to you in person or by phone before releasing a child to anyone not previously listed.
- Your child will need to bring a lunch everyday unless otherwise notified in our weekly newsletter (available every Monday). Send food that does not require warming.
- Please label everything that your child brings to Summer Day Camp.
- On your first day of camp please come to the registration table to sign in and pick up your camp T-shirt.

FEES

- The Day Camp fee is \$110.00 per week for those students currently enrolled at Norwalk Christian Academy and Grace Christian (Cypress) and \$120 per week for non-enrolled children. This fee includes all activities and field trips.
- Drop-in rates: \$40.00 per day (plus cost of activities/entrance fees on Wednesdays)
- A late fee of \$1.00 per minute will be applied for children picked up after 6:00pm. If you are late more than 3 times in a month, the late fees double.
- FULL PAYMENT for each week is due on Monday the week of attendance.
- Checks should be made payable to *Norwalk Christian Academy* and can be turned in at the sign-in/sign-out table.
- Fees do not carry over, and no refunds will be given for any missed days.
- The fee for a returned check is \$30.00, and payments are cash only thereafter.
- You may pay for as many weeks at a time as you wish.
- We do not offer a family discount.

DAY CAMP RULES

- All children will attend scheduled activities occurring on the days for which they are enrolled.
- Campers are to keep the indoor area neat and not to mistreat any items within.
- All campers are expected to participate in camp activities.
- Campers will treat counselors/staff with respect and use good manners.
- NCA Summer Day Camp has a “hands-off” policy. All Campers are expected to keep their hands, feet, etc. to themselves.
- Camp Counselors must know where each Camper is at all times. Therefore, Campers must notify a Counselor before using the restroom, etc.

LUNCH

- Campers are expected to sit at a table to eat lunch.
- Throwing of food is not permitted.
- Each camper must clean-up their own lunch mess, including the ground, after eating.
- Campers must have staff permission to leave the lunch area.

PLAYGROUND

- No playing in the hallways.
- Stay inside the fenced area.
- Go down slides feet first, sitting.
- Swing facing forward. No twisting or standing on the swings.

ITEMS FROM HOME

- Toys brought from home are permitted; however, Day Camp is not responsible for lost or stolen items or money.
- Tuesdays and Thursdays Campers may bring their handheld game systems. Campers may also bring radios, tape or CD players, or ipods on these days, but these items may not be shared with other Campers. Sharing these items will result in having the item taken away. Please label all equipment.
- Any items that cause problems will be confiscated. Only a parent will be able to retrieve them.
- Razors, skates, roller blades or skateboards may be brought to Day Camp any day, however, helmets are required. We highly recommend the use of wrist guards to help prevent broken arms. Knee and elbow pads are also welcomed.
- Again, please label everything, as there are always duplicates at Day Camp.
- Cell phones carried by Campers should be used for emergencies only. Any Camper seen using his/her cell phone without permission from a Counselor will have his/her cell phone taken away and returned to a parent/guardian.

BUS

- No throwing of any objects, both inside the bus and out the bus windows.
- Remain seated at all times. Student's backs must remain against the back of the seat.
- No gum, drinks, or food on the bus.
- Keep hands and arms inside the bus.

OUTINGS

- Transportation to field trips will be by bus.
- All campers will stay with a staff person.
- Camp Counselors will handle all spending money. A Ziploc bag with the child's name on it will be supplied the day before the trip.
- Day Camp shirts are required on the days marked with ** on the calendar of events, or they may not attend. For your convenience, an extra T-shirt may be purchased for \$10.00 each.
- If any camper forgets to wear their Summer Day Camp shirt on field trip days, one **MUST** be purchased for \$10.00.

DISCIPLINE

- While the main purpose of our Day Camp is to have a fun summer, our discipline program is strictly enforced.
- Campers are expected to be respectful to all adults and obey the camp rules or they will be asked to leave camp.
- Campers are expected to respect the facility, equipment, and supplies.
- Discipline is as follows:
 1. Warning
 2. Time-out away from group (5-15 minutes)
 3. Lose a privilege
 4. Referral to Director or Lead Counselor
 5. Note home, signed and returned
 6. One-day, in-camp suspension
 7. Child/Parent Conference with Director
 8. Three day at home suspension without refund
 9. Permanent dismissal from camp

SNACKS

- Each child will be allowed to eat a snack brought from home during the morning snack time.
- Snacks will be available for purchase in the afternoon. Snack prices range from 50 cents to \$1.00 each.
- For your convenience, snack cards are available for \$10.00. Staff members will record the purchases, and the card is kept in the Summer Day Camp office.
- You may limit your child's snacks simply by writing us a note to file with their card.
- No more than three snacks will be allowed to be purchased in the afternoon hours.
- Please make us aware, in writing, of any food allergies.

MEDICATIONS

- Medication of any kind that is sent to camp must have a note from the parent accompanying it. This includes cough drops.
- If your child will need to take any medication, over the counter or prescription, please complete the medication form in the Summer Day Camp office.
- All medications need to be turned into the Summer Day Camp office to be dispensed.
- No medication will be dispensed without permission from the parent.
- Children should not keep any medication with them.
- On trip days, the Lead Counselor will keep all medications and dispense them accordingly.

ATTIRE

- Camp is for fun. Please dress in summer play clothes that can get dirty. Choose modest clothing covering a child's torso adequately.
- If your child is age 5-7, it is advised that you bring a change of clothes for your child. We will store these clothes at day camp.
- Campers may wear sandals, flip-flops, etc. on swim days. Closed-toed shoes and socks are required on all other days unless noted differently in the weekly *Under the Sea Schedule*.
- No Heelys
- Swim suits are to be worn under clothing on swim days.
- Use sunscreen daily as we will be out in the sun a good portion of the day.
- The following may **NOT** be worn to Summer Day Camp
 1. 2-piece swim suits or Speedo type swimsuits
 2. Open-toed shoes of any kind
 3. T-shirts with undesirable logos
 4. Short shorts, skin-tight shorts, baggy shorts or gang type shorts (shorts may not hang below the knee cap)
 5. Make up for girls
 6. Earrings for boys