

WESTFIELD Summer CAMP

Information to Parents

Westfield Summer Camp is open to all children from **5 to 13 years of age**. Camp will run for five weeks from June 8th (Closed for the week of July 4th) through July 17th. Campers may be dropped off as early as 7:45am and picked up as late as 5:15pm with the main camp activities scheduled between 9:00am and 4:00pm. A daily schedule will be provided in advance. Schedules will change daily depending on the field trip location. Field trip locations are subject to change.

Daily Schedule Example:

Go Fish Center Schedule

7:45 am - 9:00 am Drop Off Hours

9:00 am - 11:30 am Go Fish

11:30 am - 12:15 pm Lunch

12:15pm - 3:45pm Rotating Activities

3:45 pm - 4:00 pm Snack time

4:00 pm - 5:15 pm Pick Up Hours

Camp Fees and Payment Policies

- Westfield students' camp fees will be charged to your Westfield account at the time of service, if not paid during registration.
- Non-Westfield families that have chosen the "pay later" option at registration will need to mail a check made payable to "The Westfield School" before their registered camp week OR bring a check the Monday of their registered camp, **NO CASH PAYMENTS**.
- Camp fees are **NON-REFUNDABLE** once registration is completed, regardless of attendance.

- The weekly fee for Westfield Summer Camp is **\$240** per child.
- Space in **Westfield Summer Camp** is limited. For this reason, we urge parents to finalize their plans before registering their child as changes to existing registration may not be possible.
- Westfield's Federal Tax ID is **58-1092735**. Please retain and use any receipts you have received by email or in person for your tax records.

Sign in and Sign out Policy

- Campers are not allowed to sign themselves in or out.
- **Westfield Summer Camp** requires parents to personally sign their children in and out. Designated Staff will be present to assist you and provide all relevant information.
- Parents or guardians must provide prior authorization for their children to be picked up by anyone other than a parent or legal guardian.
- If an unauthorized individual should attempt to pick up a child, the child will not be granted permission to leave until the parent or guardian has been contacted and authorization received.
- **All adults picking up a child may be asked to present I.D to verify they are an authorized adult for pick-up.**

What Campers Should Bring

- A reusable, refillable water-bottle each day with their name on it. Water is provided all day.
- A tote bag/book bag. This bag should have a drawstring or other means of closing securely and be large enough to hold personal belongings such as a swimsuit, towel, lunch, etc. Please put their name on it.
- Bathing suit and towel! Campers swim every Friday and on several trips throughout the summer. We do not furnish towels.
- Sunscreen Please coat your child at home, and we will reapply as needed throughout the day.
- For any item brought to camp: PLEASE write child's name on all items.
- A weekly email will be sent out to let you know what your camper will need each day.

Dress Policy

- Appropriate summer play clothes (short pants & T-shirts - no midriff shirts, short shorts or spaghetti strap shirts), socks, and tennis shoes. Be mindful of the daily field trip to choose proper shoe wear for the day.

- Parents are strongly encouraged to clearly mark each of their child's items with their name, **INCLUDING CLOTHING**.

Discipline Policy

Our goal is for each child to have a memorable and enjoyable experience. Inappropriate or disruptive behavior of even a single child can mar that experience for an entire group. For this reason, we have found it necessary to institute a discipline policy. On the first day of each session, the discipline policy will be discussed with all campers regarding those behaviors that are and are not acceptable. We encourage parents to review with their children the outline below before the first week of their registered camp session.

1. Consistent with the frequency and severity of unacceptable behavior, a camper must:
 - Lose the privilege of participating in a specific event or activity
 - Be denied special event or activity privileges
2. In addition, we reserve the right to dismiss a camper from the program for:
 - Repeated use of inappropriate language
 - Continuing discourteous behavior toward staff members and peers
 - Frequent disruptions to the camp experience of other campers
 - Frequent refusal to follow basic safety or **Westfield Summer Camp** rules

Westfield Summer Camp T-Shirts

Camp t-shirts are provided for the campers, limited to one per child.

Medications and Medicine Policy

State law governs the limitations of medication administration to children while in custodial care. Therefore, if a child requires any medication, the following policy is adhered to:

- The camp director must administer all medication(s) for all campers unless other arrangements are made with the Camp office staff.
- Provide **Westfield Summer Camp** with written authorization when medication is required. The authorization should detail the medication(s), dosage, and frequency. For more information, please contact the Camp Director to discuss further arrangements.
- All medications to be given to a child during the camp session must be delivered to a camp staff person with written instructions when a child is signed in at the beginning of the day. Parents are strongly discouraged from sending medications with their children.

Drop Off and Pick Up

Campers are to be dropped off at the designated "drop off site" in front of the *Gymnasium* between the hours of 7:45 am and 9:00 am. Children may be picked up at the same location between the hours of 4:00 pm and 5:15 pm. Sign-out sheets will be at the front desk for children picked up prior to 4:00 pm. Please note that some weeks require your camper to be dropped off before 8:30am.

If an emergency prevents parents from picking up their child before 5:15 pm, parents must call the Camp Director at (478) 550-2444.

Camp Fees

- The fee for Westfield Summer Camp is \$240 per week, per child.
- The \$240 session fee is based on a **weekly rate!** There will not be any adjustments or refunds given if your child misses a day during the week due to illness, family events, etc.
- Lunch and snack will be provided daily.
- All field trip fees are included in the weekly rate.
- Westfield students accounts will be charged at the time of service, please see your June/July statements for charge details.
- Non- Westfield students must pay before their child is eligible to be dropped off at camp.
- Space is limited to 80 campers per week.
- Once registered, your account will be charged for the week, regardless of attendance.

This program is not a licensed childcare facility. This program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Contact: Lexie Martin, Director of Auxiliary Services

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