

# DAY CAMP: GENERAL INFORMATION



## ARRIVAL

Drop off is between 7:45am and 8:00am at the Fine Arts Building, 649 Chestnut Street.

- Camp staff will meet each car at the circle drive.
  - If parents would like to walk their child into the building, we ask that you not park in the circle drive.
- Camp staff will confirm all camper documents have been turned in on Monday morning.
- Parents/Guardians will let camp staff know daily, if there are any changes to camper pick up or early dismissal from camp is required that day.
- All parents/guardians must sign their child in daily.
- Camp staff will escort the campers to their classroom each morning.
- If you know you will be running late, please contact the office at 812-237-2528.
- If you arrive after 8:00am, please escort your child to the Community School of the Arts Office 119, located in the Fine Arts Building.

## DISMISSAL

Dismissal from camp is between 4:30pm and 5:00pm at the Fine Arts Building, 649 Chestnut Street.

- Camp staff will meet each car at the circle drive and radio for the camper.
- Parents/Guardians must sign the camper out each day.
- Parents/Guardians must show a valid ID when picking up their child.
- If a parent/guardian is not on the pre-approved authorized pick up list, the child will not be released to that adult.
- If picking up prior to 4:30 pm, please come to the Community School of the Arts Office 119, located in the Fine Arts Building for pickup.

## AUTHORIZED PICK UP

- No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization, and will expect you to contact us if any changes are to be made on your list of authorized persons.
- For your child's protection, we will ask all adults to show us a photo identification.

## CONTACT US

Parents/Guardians should always call the camp at 812-237-2528 if their child will not be attending camp that day or if you will be arriving late or leaving early.

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## WHAT TO BRING

Please read carefully and make sure to have all the following items daily. We appreciate your attention to this list.

- Small drawstring bag (in which all the following items fit into)
  - Water bottle with name on it
  - Lunch (labeled) (don't forget utensils if needed!)
  - Afternoon Snack (labeled)
  - Swimsuit & Towel (labeled if possible)
  - Goggles (if needed)
  - Comfortable shoes to be worn- gym shoe recommended

Also, please note--wear clothing that can & will get dirty. Make sure to have your camper's name clearly written on all personal items. This is important to make sure all of your items return home, plus keeps our valued attention with your camper and not on their gear. We are not responsible for lost or stolen items.

## WHAT NOT TO BRING

Please do NOT send your camper with a cell phone, or other electronics. We will be outside most of the day and the chances of dropping it, breaking it, or losing it are quite high. In the instance that a camper would need to contact a parent or guardian, we will use the Community School of the Arts office phone. We are not responsible in the event that these items are lost, broken or stolen.

## SWIMMING

We will go swimming every day at the Indiana State University Recreation Center.

- All camp staff on duty will ensure that only campers will be in the locker room when changing or using the restroom.
- All campers will complete a swim test on the first day of camp.
- If the lifeguard feels that the camper does not swim with ease, they will be required to wear a life jacket while at the pool.
- Campers may take the swim test every day if the lifeguards allow it.

## RAINY DAYS

Camp will go on! If the weather is warm and the rain is light, we will be outside for at least a portion of the day. If we cannot be outdoors, activities will take place indoors. Please dress for the weather as needed. With the potential of thunder, lightning, and tornado warnings, all safety policies and procedures (CSA Parent Guidebook) will be followed.