

The Arena Club's

Under the Sea Summer Camp

2014 Information Guide

Welcome to the Arena Club!

We pride ourselves at the Arena Club in providing the best summer camp experience in Harford County. Our summer camp motto is "FUN, FUN, and FUN". The following provided information is distributed in order to ensure your child's safety and enjoyment at our summer camp. Please read everything very carefully.

We will be holding an ***Open House on Monday June 9, 2014 from 6-7pm.*** At this time, you will have the opportunity to meet your child's counselors and ask us any questions you may have about our program. If you currently have any questions or cannot make it to the Open House, please feel free to contact Andrea Gebhard at 410-734-7300 or email at agebhard@thearenaclub.com for further information.

WHAT TO WEAR AND WHAT TO BRING TO CAMP

- All campers should be dressed in loose fitting, comfortable clothing. Short-sleeved shirts and shorts or warm-up pants are suggested. A jacket or sweatshirt will sometimes be needed for cooler mornings.
- Tennis shoes or athletic shoes and socks are **REQUIRED**. NO sandals, flip flops, open toed shoes, crocs or cleats are allowed!
- All campers must bring a medium sized duffel bag or knapsack with your child's name clearly marked on the outside. We will use these bags for storage and to transport items back and forth every day.
- Please provide a bathing suit and towel for your child each day. Swimsuits may be worn underneath clothes if you wish. If not, please put the bathing suit in a large Zip-loc type bag. Bring these items on the first day of camp in your duffel bag, as well as every day of camp. The suit should be replaced with a clean suit for the following day. We will be swimming every day, weather permitting.
- Please send a complete change of clothes with your child in his/her duffel bag. Include pants or short, shirt, socks, and undergarments. We like the camper to have an extra set in case of accidents, spills, wet clothes, etc. Please put these extra clothing items in a tied or sealed bag with the child's name on the outside. All articles of clothing need to have the child's name on the inside. All of these items will be stored in your child's duffel bag, if your child needs to change his/her clothes, the dirty ones will be placed back in the duffel bag. Please

remember to check your child's bag on a daily basis to see if anything else needs to be replenished besides the bathing suit.

- It is also recommended that you send sunscreen in your child's bag every day for outside activities. It is best to apply sunscreen before your child arrives for camp. All summer camp and sport camp activities are conducted indoors and outdoors.

WHAT NOT TO BRING TO CAMP

- Money- ONLY campers who are participating in the extended care program and are purchasing a snack from our vending machines may bring money. The vending machines are NOT used during the regular camp day, only during
- Extended care in. We ask the extended care campers to keep their money in a safe place within their bag. Campers **WILL NOT** be able to bring money on a field trip to purchase souvenirs or food.
- iPods, iPhones, DS's, DSI's, C.D.'s/DVD's/board games/video games/trading cards are NOT allowed. The Arena Club will not be responsible for any lost, stolen, or damaged property.

LUNCH TIME

- Campers must bring a lunch every day.
- Along with their lunch, be sure to pack your camper a snack for the day.
- On field trip days please pack your child's lunch in a brown paper bag or a grocery bag with their name clearly written on the outside. Field trips are always scheduled on Friday's excluding July fourth week which the field trip will be on Thursday, July 3rd.
- Water will be available throughout the day in unlimited quantities in order to assure hydration of all the campers.
- We do have refrigerators on site to store lunch bags. Make sure that your child's name is clearly written on the outside. State health regulations require that we throw any unused portions of a lunch away at the end of each day.

SNACK TIME

- We do break for either a mid morning snack or a late afternoon snack. You will be responsible for providing your child's snack. We recommend something nutritious. Make sure your child understands that they do not eat their lunch at snack time. They should be aware of the snack you have provided for that day.
- If your child is enrolled in extended care, please make sure to pack an additional snack for them for this time period.

CHECK-IN/CHECK-OUT POLICY (Pickup and Drop off Area)

- The camp day runs from 8:30am to 3:30pm. **You may not drop your child off earlier than 8:25am unless you have paid for the extended care program. You may not pick up your child any later than 3:35pm from regular camp day unless you have paid for the extended care program.** If you have purchased extended care, you will have to walk your child into the building every morning and sign them in. If your child is not due at camp until 8:30am, you can utilize our drop off location at the front of the building. Staff will be there to greet your child and take them to their appropriate place. Please remember to sign your child in with the staff member at the time of drop off. When you pick your child up, you must park in the parking lot and come in, **show ID, and your child will be brought to you.**
- If you have particular instructions that you need to discuss with us, please arrive early the first day of camp in order to allow time to provide us with the information.
- If your child had to be picked up early for dismissal, we ask that you notify our staff and send a note in with your child that morning, indicating the time of dismissal so that your child will be ready when it's time to be picked up. Since all field trips fall on Friday's (for the exception of July 4th week) there will be no early dismissals on those days.
- For the safety of your child, only authorized persons may sign out your camper. **ID will be required at the time of pick-up by all parents and all authorized persons picking a camper up from camp. IDs are required every day at pick-up time for the safety of your child.** A form is included in this packet for you to fill out with the names of authorized people you permit to pick up your child. If there is someone who plans to pick up your child on a certain day and their name is not on the list, then you need to send in a special note that day giving permission for that person to do so. If we do not have your written permission, we will not allow the camper to leave the building until we can contact a parent.
- Do not attempt to pick campers before the session is over except for emergency or prearranged reasons. Please make sure you sign out your camper every day when leaving for security reasons. Do not allow them to leave without their counselor's permission for any reason.

EXTENDED CARE

- Campers can be dropped off as early as 7:00am and picked up as late as 6:00pm for an additional charge. Rates for extended care are as follows: \$35 per week (member rate), \$45 per week (non-member rate). You must pay for extended care one week prior to your child starting camp. A late fee of \$1 for

every minute past 6:00pm will be charged. Please be on time. **NO EXCEPTIONS.** There will be no drop in for extended care, you must sign your child up ahead of time for the entire camp week.

- We have taken measures to ensure that this process goes smoothly and quickly, and we thank you in advance for your patience and cooperation.

WHAT HAPPENS IF MY CHILD TAKES MEDICATION?

- The Maryland State Department of Health requires that the medical form enclosed in this packet be filled out in its entirety.
- If your child requires any medicine to be given to him/her during the day, please notify us on the first day of camp. If it needs to be refrigerated, we will be able to do so. Please provide written instructions on times and amounts to be dispensed. Medications are locked in camp office and administered at the prescribed time with parental approval on the Health questionnaire.
- If your child has any medical or physical problems, please notify us PRIOR to the first day of camp in case we need to make any special accommodations. All of our staff members are CPR and First Aid certified.
- The only way your child can take medication at camp is if we have your written permission that your child can take their medication on their own (self medicate). We are NOT allowed to dispense medication for them; we can only observe them taking their medicine on their own. Please let us know if you will need the necessary form for medication.

WHAT HAPPENS IF MY CHILD GETS SICK

- To help us maintain good health practices, children should be kept home and/or may be sent home with any of the following symptoms: vomiting, diarrhea, 100+ degree temperature, suspicious rash and any communicable disease (chicken pox, strep throat, lice, etc.) upon the return to camp a doctor's note may be required
- If we feel that a child is not in an emergency state but is too ill to continue activities, we will place them in a separate area with a camp coordinator and call the parent or emergency contact.
- If we feel that a child is in need of emergency or medical attention, we will call 911 and remain with the child until medical personnel arrives. We will notify the parent or emergency contact immediately.
- In emergencies requiring immediate medical attention, your child will be taken to the nearest hospital emergency room.

POOL TIME

- To ensure the safety of all our campers, we require that every camper under the age of 12 take a swim test with your permission. In order to swim in the recreation pool with no depth restrictions, your child must be able to pass the

swim test. The test requires them to swim the length of the lap pool, tread water for one minute and float on their back for 30 seconds.

- The Guppies, Jellies and the Seahorses will be scheduled to swim in the beach pool, unless you would like them to participate in the swim test. If they pass, they will be allowed to swim in the rec pools with other campers in their group.
- Swim lessons will be available to all campers at a discounted price. For more information please look for swim lessons under the "ADD-ONS" section of the camp registration form or call the aquatics department.

LOST AND FOUND

- One of the goals of each camper is to encourage independence and self-reliance. Each camper will be responsible for his/her belongings. The arena club will not be responsible for lost items
- Any items that you send to camp with your child should be marked and labeled. Any lost items will be kept on site for **two weeks**. Lost items will be left out on the check out table every Friday for campers to go through. Any lost items not claimed at the end of that time will be donated to Goodwill.

INCLEMENT WEATHER

- In the event of inclement weather, we have plenty of indoor space for activities.
- If bad weather keeps us indoor all day, we may watch a G/PG rated movie.
- All schedules are subject to change based on weather conditions.

PAYMENT OPTIONS

- Each week must be paid for in full prior to the first day of camp; unless you have set up a payment plan with the Camp Director.
- **NO refunds will be issued for partial or unused weeks, cancelled, or unattended weeks. NO EXCEPTIONS.**

CAMP BEHAVIOR

- Before you bring your child to camp, please discuss with them how they should treat others. We want everyone to feel welcome here and have a great time.
 - We will not tolerate a camper treating another camper or counselor with disrespect at any time.
 - Please make sure you child knows that it is not polite to hurt someone's feelings, nor is it okay to put your hands on someone else under any circumstance.
 - We will enforce these rules to ensure a happy environment for all children.
 - We have a 3 strike policy for disciplinary action during our summer camp.
- PLEASE SEE ATTACHED POLICY

WHAT IS THE BACKGROUND OF THE STAFF?

- All of our group leaders have teaching and/or camp experience. Our entire camp staff is CPR and First Aid certified, has had a State of Maryland Criminal Background check, and has also been fingerprinted. All of our lifeguards are Red Cross Certified. Our facility and summer camp has been inspected and cleared by both state and local health departments.

WHAT COUNSELOR: CAMPER RATIO IS MAINTAINED?

- For campers entering pre k or kindergarten, the ratio is 1:6
- For campers entering first, second and third grade, the ratio is 1:8
- For campers entering fourth, fifth, sixth, seventh, and eighth grades, the ratio is 1:10

FIELD TRIPS

- Transportation to and from our field trips is provided by one of the following:
 - JDT Transportation who supplies Harford County Public School buses and drivers.
 - Arena Club vans equipped with booster seats and operated by trained Arena Club Staff.
- Field trip shirts must be worn by all campers on our field trip days to ensure safety.
- Field trip shirts must be purchased at the time of registration.

Please make sure that all of the forms enclosed are filled out and returned to us by May 30th, 2014. Paperwork received after May 30th will be expected to be turned in prior to your child's first day of camp. If you have more than one child, one form must be filled out for each child. Please do not put more than one child on each form. If you have any questions or concerns, please do not hesitate to call us. Our goal is to create a fun, active and exciting environment for your child; while making sure that all parents and guardians are fully informed and understand everything. We welcome your comments and suggestions and look forward to an incredible summer together!

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