

## **PARENTS, GUARDIANS AND CAMPERS:**

Welcome to the Beachwood Bison Day Camp Summer 2010!

Our camp is scheduled to run from June 14<sup>th</sup> through July 30<sup>th</sup> ...that's 34 days and over 200 hours of summer fun, games, field trips and most importantly – great memories!

No camp on July 5<sup>th</sup>.

Please familiarize yourself with the following rules and procedures designed to guarantee a wonderful camp experience.

### **MORNING ARRIVAL – CURBSIDE DROP-OFF**

Our day begins at 9:00 a.m., Monday through Friday. The entrance for Bison Camp is through the Beachwood High School MAIN DOORS (under the clock tower). You may drop your child off between 8:45 a.m. – 9:00 a.m. Campers are to go directly to their camp room. There will be a camp counselor outside to monitor.

### **AFTERNOON PICK-UP**

Our day ends at 3:00 p.m.

Campers need to be signed-out each day. Parents or guardians are to park and walk into camp.

### **WALKERS AND BIKE RIDERS**

If your camper has permission to walk or ride a bicycle to and from camp, you are required to complete a consent form. These forms are available through the Recreation Office or Bison Camp Office. Note: Bike helmets are required by law in the City of Beachwood.

### **LATE PICK-UP / AFTER CAMP CHILD CARE**

After 3:15 p.m. any camper not picked up will be escorted to Beachwood Recreation After Camp Child Care. On nice warm days, the After Camp Child Care will be held at the Beachwood Family Aquatic Center. On bad weather days, it will be held in the Beachwood High School North Gym. A late pick-up fee of \$5 will be charged for every 15 minutes you arrive beyond 3:15 p.m. The late pick-up fee must be paid when picking up your child or before your child returns to camp the following day. No exceptions will be permitted.

**BEFORE AND AFTER CAMP CHILD CARE**

This program operates from 7:00 a.m. until 9:15 a.m. and resumes again from 3:00 p.m. until 6:15 p.m.

If you are interested in using this program you must make arrangements the Wednesday prior to the week of service by calling the Camp Child Care Reservation Phone Line at (216) 292-1943 with credit card information.

**Fees:**

7:00 a.m. – 9:15 a.m.           \$8 per day  
3:00 p.m. – 6:15 p.m.         \$10 per day

All Camp Child Care fees must be paid in full by 4:30 p.m. on the Wednesday prior to the week of services or will be subject to a late fee.

**Late registration fees (Arrangements made after Wednesday):**

7:00 a.m. – 9:15 a.m.           \$16 per day  
3:00 p.m. – 6:15 p.m.         \$20 per day

Unused but paid fees are not carried over to another week and are non-refundable. If your child is scheduled to attend either Before or After Camp Child Care and you have a change in plans, please call the Recreation Office ahead of time at (216) 292-1970.

Camp Child Care Schedule (Weeks)	Last Day to Register and Pay (by 4:30 p.m.)
#1    June 14 – 18	Wednesday, June 9
#2    June 21 – 25	Wednesday, June 16
#3    June 28 – July 2	Wednesday, June 23
#4    July 6 – 9    *No camp on July 5 <sup>th</sup>	Wednesday, June 30    *No camp on July 5 <sup>th</sup>
#5    July 12 – 16	Wednesday, July 7
#6    July 19 – 23	Wednesday, July 14
#7    July 26 – 30	Wednesday, July 21

Please direct any questions to the Recreation Office. Once your credit card (VISA or MC) is on file for this service you are welcome to phone in any Camp Child Care requests to (216) 292-1943. Forms may also be faxed to (216) 595-3745 or may be placed in the after-hour drop box located outside the Beachwood Community Center entrance. Forms are available online at [www.beachwoodohio.com](http://www.beachwoodohio.com).

**Beachwood Recreation**  
**Camp Child Care Reservation Phone Line**  
**(216) 292-1943**  
**Call 24 Hours a day to leave your Camp Child Care requests.**

## **RULES AND REGULATIONS**

Our goal is to provide your child with a safe and caring atmosphere during their time with us. With this goal in mind, it is essential all campers understand the rules and regulations of Bison Camp. All campers are expected to follow all the rules below.

1. Staff members are to be given proper respect.
2. All campers must stay with their assigned counselor or activities director.
3. All campers should show proper respect to each other as well as their surroundings.
4. Physical violence (i.e. hitting, fighting, throwing, biting, damaging property) and consistent disobedience will not be tolerated. Such action may be grounds for removal from camp and forfeiture of camp fees.
5. In and around water all safety rules regarding swimming will apply.
6. Campers are not to display any disruptive or inappropriate behavior toward any person while at camp. The Beachwood Recreation Office reserves the right to remove any child who consistently disobeys or breaks the rules stated above. This will result in the forfeiture of any camp fees.

We are NOT responsible for any lost or damaged video games or electronics. In an effort to prevent problems we ask that your child leave them at home.

## **ABSENCES**

If a camper will be absent for any reason, please call the Bison Camp Office BEFORE 9:30 a.m. at (216) 831-2080 ext. 263. Please leave your child's full name and the reason they will not be attending. If absence is due to a communicable disease, please be sure to inform us so we can send home the proper paper work.

If your child is arriving late, please be sure to call as well. All late arrivals will need to be walked into the Bison Camp Office.

## **MEDICATIONS**

If your child requires any medication prescribed by a physician during camp hours, please bring all medication to the Bison Camp Office. Everything must be properly labeled with dosage and timing instructions.

Medication forms must be completed and on file in both the Bison Camp Office and the Recreation Office before any medication is distributed. See Camp Director for forms.

Please alert the Camp Director of any allergies both verbally and in writing. If medication is needed for allergies please label and bring it to the Bison Camp Office.

## **DAILY SCHEDULE AND CALENDAR**

For your reference, attached is a daily schedule of activities. Please note that activities and times are subject to change.



### **WEEKLY NEWSLETTERS AND FLYERS**

Weekly newsletters will be available online at [www.beachwoodohio.com](http://www.beachwoodohio.com) and flyers will be sent home with any camp changes.

### **SWIM LESSONS**

Campers will be tested and placed at their appropriate swim level. Every child will be given a waterproof bracelet to be worn daily at the pool. The children will not be permitted to use the diving boards, vortex, water slides or areas of the pool deeper than 3 feet.

If there is a field trip during the week, swim lessons will be held on Fridays.

**\*\*Please make sure your child has a swimsuit and towel in their bag daily; a completed sunscreen form and a labeled sunscreen bottle kept at Bison Camp. We will apply sunscreen before entering the water. Please send an extra t-shirt in your child's bag if you want them to wear it in the water.**

### **SNACK SCHEDULE**

Each camper is designated a day or two to bring in a snack for the group. More information to follow.

### **LUNCH**

Campers are required to bring their lunch daily. Please note we DO NOT have a refrigerator or heating available.

Please send an extra water bottle with your child on hot days.

### **LABELING**

Be sure to label towels, backpacks, lunch bags, sunscreen and other personal items.

### **FIELD TRIPS**

Attached is a list of planned field trips and special camp events. Campers MUST wear socks and tennis shoes and their camp t-shirts on every field trip.

\*\*\* Be sure to send lunches in a disposable brown or plastic bag to throw away on field trips.

\*\*\* Make sure campers arrive on time on field trip days as buses leave promptly.

**Bison Camp Important Phone Numbers**  
**Beachwood Recreation Office: (216) 292-1970**  
**Beachwood Recreation Office Fax: (216) 292-1976**  
**Bison Camp Office: (216) 831-2080 ext. 263**  
**Before and After Camp Child Care Reservations: (216) 292-1943**  
**Before and After Camp Child Care Fax: (216) 595-3745**