



Welcome to St. Michael's Summer Camp 2020

It is hard to believe that the camp season is about to begin! Whether you are a returning family, a St. Michael's family or visiting from out of town, I wanted to take this opportunity to officially welcome you! Do not hesitate to contact me if you would like to schedule a tour.

Hopefully, this letter will answer any questions that you may have. If not, the best way to reach me is via email at: summerprograms@smcds.org. I can also be reached during camp hours at 401.849.5970 x 393.

Following are some guidelines to help make camp a safe, memorable and fun experience for everyone!

Please note that this camp has a **NO-NUT** policy which we strictly adhere to.

1. **Payment:** During the registration process, there are many options for submitting payment. If you have already submitted payment in full, thank you.

Installments: If you opted to pay in installments, the credit card on file will be automatically billed on the first of the month. In order to receive the Early Bird Discount, payments must be made in full by May 1st.

- a. All other camps must be paid in full by June 1st.
- b. If you would like to submit payment at this time, simply log onto your account at: <https://smcdscamps.campbrainregistration.com>
- c. Checks may also be mailed to my attention or dropped off at:

St. Micheal's Country Day School
Attn: SASM
180 Rhode Island Ave.
Newport, RI 02842

*Please make checks payable to "SASM"

2. **Medical Forms:** If you have already submitted these, thank you. Please note that in lieu of collecting immunization forms, we require families to sign off on a waiver letting us know that immunizations are up to date.

We require every camper to:

- a. Complete the online **Camp Medical Form** - including insurance information
- b. Complete the waiver to acknowledge that the Immunizations are up to date.

We do NOT require immunization records

- c. An **Emergency Action Plan** is required from your doctor if your child has severe allergies/asthma that requires medication during camp. If you would like a form emailed to you, contact the me at: summerprograms@smcds.org

ALL of these items are required to ensure participation in camp.

For the Campers safety, students without the completed Emergency Action Plan from their doctor will not be permitted into camp

3. **Allergies/Medication:** The counselors will be informed of any allergies in their groups each week. This will also be noted on the Sign-in/Sign out sheet.

If your camper requires Medication:

*please send me an email reminder the week before your child's camp to go over the procedures/recommendations

-all medicine must be labeled and given to the director along with the Emergency Action Plan.- **please make sure all prescriptions are up to date.**

4. **Sign in/Sign out procedure:**

It is imperative to sign your camper in and out each day.

If anyone other than a parent or someone listed on their pick-up authorization form will be picking up your camper, a note must be given to his/her counselor. They will also be required to present a photo I.D. If you have already added them to your online registration, a letter is not required for pick up but I.D's will be checked.

5. **Sun Care:** Each morning your child should arrive with sunblock already applied.

Morning Adventurers (3-5's) should arrive wearing bathing suits as well. Campers are also asked to bring in **labeled sunblock**. Camp staff will do their best to help our youngest campers (3- 5's) to reapply if heading outside after the pool. Please note that older campers (1st grade and up) will receive multiple reminders throughout the day to reapply and counselors will only assist with application if a camper is unable.

6. **Label, label, label:** It is very helpful if all of your child's belongings are labeled including lunch boxes, towels, bags, sun block, reusable water bottle, extra clothing, etc...

7. **What to pack:** (each camper will have their own labeled cubby)

- **NUT FREE:** lunch and snack (preferably in separate bags for Morning Adventurers),
- reusable silverware preferred as we do not provide any
- swimsuit and towel and a "wet bag" or plastic bag
- flip flops or shoes that are easy to get in and out of and sneakers for the playground
- bag containing an extra set of dry clothing including socks and underwear

What not to pack: NO Nuts

- It is not necessary to bring your own pool flotation devices, as these will be provided (and mandatory) for the 3 - 5 year old's. Of course, you are welcome to pack your own if wanted -provided that they are **labeled**.

9. **Pool Time (approximate):** 30 minutes daily- weather permitting

Morning Adventurers (3-5's)

3's- 9:30am

4/5's- 10am

Junior Adventurers: 11:30am - 12pm

Sports: 11am - 11:30am

Extended Day Enrichment (Lego, Chess, etc...): 1pm-1:45 pm

Full Day Swimmers- 2pm - 2:45pm

10: Drop Off/Pick UP Procedures:

All Campers will enter and exit through the Rhode Island Avenue entrance.

Doors will open at 9am- as the counselors will already be inside preparing for the day. Please check in at the registration table on MONDAY morning only. Then sign your child into his/her camp each day on the clipboard located outside of the camp room. For Tennis Camp- drop off is 8:30am at the International Tennis Hall of Fame (please check in at the pro-shop - entrance on Memorial Blvd).

Morning Adventurer Separation Challenges: It is a common occurrence for campers of this age to exhibit some apprehension at the initial drop off- particularly the first week of camp. Rest assured, that our counselors are equipped to help ease this situation by providing a safe and nurturing environment that they can truly feel a part of. In order to assist with this transition, we suggest making your goodbye's as short and sweet as possible. Believe it or not, any tears or discomfort displayed usually dissipates a few seconds or minutes after the caregivers departure. Before you know it, they will be on their way to enjoying a wonderful summer without looking back!

11. Pick up Procedures: (your promptness is greatly appreciated as many of our counselors leave to go directly to a second place of employment or position at camp)

Morning Adventurers- pick up in the same classroom that you drop off at in the morning at **1pm**. Campers that are picked up late more than on time will incur a \$12 fee per incident thereafter for every 15 minutes past 1pm.

Extended care for 4 and 5 year olds ONLY- Due to frequent requests, we have added an after care option for children aged 4-5 enrolled in the Morning Adventure program. Pick up is at 1:45 or 2:45pm and is billed at \$12/hr.

Junior Adventurers, Sports, Enrichment/Art Camp Pick Up Times:

Half Day- promptly at 1pm in classroom

Free Swim- promptly at 1:45 pm in the library

Full Day- promptly at 2:45pm in the library

12: Signing up for Additional Camps and Extended care

If you decide to sign your camper up for an additional camp(s), please do so no later than **the Wednesday before** (this cut-off is necessary to ensure proper staffing is in place)

13. Cancellation and Sick Policy: Camps cancelled with ten days notice or more will be reimbursed, minus a \$50 cancellation fee per camp, per camper. Thereafter a 50% fee will be incurred. **Once Camp has started, no reimbursement will be issued.** If a child misses a day of camp due to illness or for any other reason we are unable to offer a make-up day.

Please keep this for your records as I am sure it will come in handy throughout the summer! Take Care and I look forward to seeing you all very soon.

Sincerely, Nicole Nicoletta summerprograms@smcds.org