

# Bayside Summer Adventure

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### **1.1 ABSENCES**

Please notify the CCRI Camp Office if your child is absent from camp for two successive days. Please identify specific camp information and director's name and reason. There will be no credit for absences. The number to call is (410) 266-6132.

### **1.2 BABYSITTING**

Please do not ask any of our employees to babysit for you after hours. Our employees are strongly discouraged from babysitting for families who have children enrolled in a CCRI program. Staff are asked to work full days and adding to that schedule can be daunting. This also helps ensure that there are no "blurred lines" as to when a child is under the care of CCRI or of an individual working independently.

### **1.3 BIRTHDAYS**

Parents are invited to celebrate their child's birthday at camp. Please notify the Camp Director at least a couple of days prior to the date so that the birthday can be planned into the schedule. Parents may provide a snack (preferably nut free) for their child's group for the celebration.

### **1.4 CAMPER ACTIVITY SIGN-UP SHEETS- [E-mailed Prior To Camp]**

Activities are assigned based on your child(ren)'s returned activity sign-up sheet(s) before the start of each session. Activity slots are limited & are based on a first come basis. Every effort is made to accommodate childrens' 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice for each applicable activity period (# of activity periods dependent upon camp). One activity is assigned for each activity period (derived from your child(ren)'s 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference). Please remember that children will participate in the same activity Monday PM through Friday AM, at the same time each day. Example: if your child's first choice is (and if your child has been assigned to) Ooey Goey Science for activity period one, your child will do this activity every day at the same time. If the first choice is not available, then every effort will made to accommodate their 2<sup>nd</sup> choice, etc.. Children participate in one activity per each activity period per week. Please see activity sign-up directions for clarification. Individual activities determine the number of children that can be accommodated during each activity period. Some activities are repeated in the AM/PM as well as from one week to the next so that children may experience a variety of interests. CCRI selects activities to be offered each session based on activity sheets that are returned prior to camp session.

**Activity sheets will not be accepted at Sandy Point State. No exceptions!** Children without returned activity sign-up sheets will have to choose from activities offered and that have available space on Monday morning of the session they are attending. CCRI's Bayside Summer Adventure Camp is unique because children are empowered to choose their OWN activities as they plan their week. Please understand that these **activity sheets are for children to complete, not their parents**. If your child(ren) select something you do not agree with, remember that this is about their summer, their experience & their memories.

Changing activities, after sign-up sheet has been returned to CCRI, is highly discouraged. If your child wishes to make a change, please send in writing at least 5 business days before the start of the session: child's name, camp & session registered for, activity period #, & activity you wish to change to. Unfortunately, changes are not guaranteed & are based on availability. We apologize for any inconvenience this may cause, however CCRI works very hard to provide ALL children with a positive program experience.

### **1.5 CAMP ULTIMATE OUTDOOR ADVENTURE OVERNIGHTS**

During sessions 2, 7, 9 & 11. Camp Ultimate participants (**8-13 year olds only!**) will be invited to attend a special campout! Registered campers not in attendance during the actual week the overnight is offered are still welcome to attend! Cookouts, campfires and many more exciting activities are all part of the fun.

On the Monday or Tuesday of each camp session (see applicable sessions above), children will receive a permission slip for the overnight (an e-mail notice will also be sent). If you would like for your child to participate, simply return the permission form with the registration fee to camp with your child (by Wednesday evening preferably). Please **do not** send money for overnights before the session of camp!

### **1.6 CAMP WHITE TAIL & ULTIMATE FAMILY OVERNIGHT**

During Session 5, both Camp White Tail & Ultimate Campers & their families will be invited to attend a special campout! At least one adult must accompany beginning at 5:30pm until 7:30 am the following morning. A cookout, beach exploration, canoeing, treasure hunt & campfire are some of the possible activities part of the fun. Any White Tail or Ultimate camper and their family may participate regardless of their registered session. See Camp Ultimate Outdoor Adventure Overnights 1.5 for What To Bring List and CCRI provided items. An e-mail notice will be sent out to all registered camp participants with registration form.

### **1.7 CCRI ADDRESS/PHONE NUMBERS/E-MAIL/WEBSITE**

P.O. Box 221 Crownsville, MD. 21032

Phone 410.266.6132

E-Mail: [creativecri@yahoo.com](mailto:creativecri@yahoo.com)

Web Site: [www.creativecri.org](http://www.creativecri.org) or [www.baysidesummercamp.com](http://www.baysidesummercamp.com)

### **1.8 CCRI'S MISSION STATEMENT**

Creative Community Resources, Inc. is a community service organization dedicated to making a positive difference in the lives of children, families and communities. Through a multitude of year 'round programs both recreational and educational, it is our mission to increase personal awareness, instill confidence in self and others, and to work to build strong families and healthier communities.

### **1.9 CHILD ABUSE**

CCRI takes child abuse very seriously and will report any suspected child abuse to the proper authorities.

### **2.0 CLOTHING & PERSONAL BELONGINGS**

Children should wear clothing suitable for an active day at camp. We recommend shorts, t-shirt and tennis shoes (no sandals). Parents are advised to MARK their child's first and last names on all clothing, bags, towels and lunch boxes. Parents are encouraged to make sure their child comes home with his/her proper bag and lunch box at the end of each day. Staff cannot be held responsible for children's personal belongings. We advise parents not to send expensive articles to camp. While every effort will be made to locate lost items, the camp is not responsible for replacing them. Items left at camp will be placed in a lost and found box. All items not claimed by the end of each camp session will be donated to a worthy cause.

### **2.1 COMMUNICATION**

Notices may be sent home with your child to inform you about special events and/or other information that families need to know regarding camp. Please make sure to check with your child about these notices. If indicated on registration form all notices will be sent by e-mail as well. E-mails will also be sent.

### **2.2 DISABILITIES**

In order for CCRI to provide the best day/overnight camp experience for your child, we ask that prior to registration, you consult with the Executive Director or Camp Coordinator regarding any special needs required by your child. Children with disabilities will be enrolled on an individual basis. We will make every attempt to serve all children.

### **2.3 DISCIPLINE**

Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in dismissal of the child. No refund will be given if this occurs.

## **2.4 EMERGENCY PROCEDURES**

All precautions will be taken to prevent serious health risk to all campers. In the event that a minor injury occurs, first aid will be administered at the camp site by the camp staff. The following procedures will be followed:

- First aid will be provided and the incident recorded in the Camp Health Log.
- The child will be observed continuously and made as comfortable as possible during and following the administration of first aid.

In the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate first aid will be administered at the camp site by a staff person until professional services arrive. All efforts will be made by the staff to keep your child comfortable.
- You will be contacted. If you cannot be reached, your emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on a CCRI Accident Form.
- Members of our camp staff are trained in CPR and first aid. Please note: CCRI does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history form what type of health insurance you carry.

**Camp Emergency Contact Phone #410-533-2783 PLEASE USE ONLY FOR EMERGENCIES.**

## **2.5 EVALUATIONS**

We will be e-mailing program evaluations to parents during the summer sessions. We ask that you complete & return these evaluations. They are very important to us in being able to provide the best program and to correct any deficiencies that you might encounter. We invite you to also speak directly with the Summer Camp Coordinator or Executive Director about your concerns or praise.

## **2.6 EXTENDED HOURS PROGRAM**

Extended Hours are available for children participating in White Tail & Ultimate Camps and can be dropped off and picked up directly from Sandy Point State Park for an additional expense. The extended hours are available between 7:30-9am and 4:30-6:00pm. Children in the Extended Hours program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: science & nature, puzzles and board games, use of playground, arts & crafts, hiking, sports, group games, and special events.

## **2.7 ILLNESS/HYGIENE**

If your child is sick, please keep him/her home. If your child comes to camp ill, we will ask that you return to pick him/her up. We have the health of the rest of the children to consider. When a child is sent home with a communicable disease, he/she cannot return to camp without a note from a doctor indicating the child is well. Children will be sent home for the following reasons: fever, diarrhea, lice, unexplainable rash, upset stomach and/or vomiting. Please make sure that your emergency information is up-to-date.

## **2.8 LATE PICK-UP POLICY**

The core program officially end at 4:30 p.m. daily, with pick-up at park by 4:30 for those participants not utilizing the bus transportation or late stay. Extended hours are available 7:30-9am & 4:30-6:00pm for children dropped off and picked up directly from Sandy Point State Park. All other children should be picked up from transportation drop off sites at the specified times (see Transportation page in the camp brochure). The following policy applies to all camp programs and extended hours. Children are to be picked up no later than 10 minutes after the latest designated time from Sandy Point State Park or from each individual transportation drop off site. Any child left after this time will be cared for by a CCRI staff member until his or her parent arrives & **a \$5.00 per 5 minute charge** will be assessed.

## **LATE PICK-UP POLICY Cont.'**

In the event that no notification has been made to the CCRI office, these policies will immediately be implemented:

1. CCRI will attempt to contact the parent(s) for instruction.
2. The CCRI staff member will attempt to contact the person listed on the Emergency Card to arrange pick-up. The parent will be charged a late fee.
3. If the 15 minute grace period has passed and no contact has been made with the parent(s) or Emergency contacts, the local police will take the child to the police station until a parent arrives for pick-up.

## **2.9 LUNCHESES/SNACKS**

All campers need to bring a lunch and a drink(s) to camp each day unless otherwise notified. An Igloo Cooler type lunch box is recommended and is frequently preferred by parents. Do not send any glass containers. Lunches will not be refrigerated and we ask that you do not send lunches that contain mayonnaise or other items that will spoil if not kept cold. An additional option is to freeze lunches and juice overnight to help keep them fresh throughout the day. Please mark all lunches with first and last names each day.

If your child is registered for Extended Hours, please send a snack. There will be a snack period during late stay.

## **3.0 MEDICAL INFORMATION**

For your child's safety, it is important to keep information provided on file-updated on all submitted forms on-line. Emergency phone numbers are particularly necessary.

## **3.1 MEDICATIONS**

All camper over-the-counter and prescription medications and/or ointments are required to be handed in to a CCRI Staff member first thing upon arriving-either at the bus or the park in the morning. Staff will encourage campers to self-administer their own medication **only** when a written medication form has been filled out by the parent/legal guardian & **only** when medications are accompanied by instructions to camp. Overnights are not exempt. Inhaler, Epi Pens, Ear/Eye Drops, Aspirin & Allergy medicines also require written consent. All medications must be in their original container for both prescription and over the counter medications and must clearly state expiration date. Medications will automatically be thrown out if date has expired with or without parent consent. All medications should be turned into CCRI staff at park or bus stop in the morning. ***Do not put medications in lunch boxes or camp bags.***

## **3.2 MONEY**

Please do not allow your children to bring money to camp unless otherwise requested for special events. Children will not be allowed to purchase anything at the camp site. If extra beverages are desired, please send them from home.

## **3.3 ORIENTATION**

A "Meet The Staff" optional orientation will be held Wed., June 7th at a location TBA beginning at 6pm. This is an opportunity for new and/or returning parents to meet some of the staff and provides a chance to ask some specific questions regarding camp. Children are always welcome and encouraged to come along. An e-mail will be sent out and/or the date and location will be on the office phone message.

## **3.4 PICK UP PROCEDURE**

Parents or an authorized individual (as documented on CCRI Records) is required to show a driver's license or photo I.D. each time a child is being picked up at the end of camp. Please plan for this to help expedite the pick up process. Parents are required to check their children in and sign them out each day for each camp. This system is designed to ensure the safety of your child and to make sure that only the proper individuals, designated by you, pick up your child. This is required by State Licensing.

## **PICK UP PROCEDURE Cont.'**

### **VERY IMPORTANT:**

In the event that you or your designated person(s) are unable to pick up your child at the scheduled time and a different person (not listed on CCRI records) arrives to pick up your child, **CCRI will not release your child unless CCRI has received written notification by Parent/Guardian in advance.** If no written notification has been provided, CCRI will place a phone call to the parent/guardian. In the instance that there is no note and no contact made with parent/guardian, CCRI will contact an authorized individual, as stated on CCRI records, to come and retrieve your child. Your child will not be sent with anyone not authorized in writing by the parent/guardian. CCRI takes this procedure and your child's safety very seriously. Phone calls made to the CCRI Camp office are **not accepted.**

### **3.6 RATIOS**

Generally, ratios are 1:10-1:12 but are actually based on individual activities. For example: football may have a 1:14 ratio where cooking may have a 1:8. Depending upon the safety of each activity, the appropriate ratio is applied. White Tail Camp ratios are usually closer to 1:8.

### **3.7 REGISTRATION FEE/DEPOSITS/CHANGE-ADD-CANCELATION REQUESTS/LATE ADDS/REFUNDS**

**Registration Fee-**A one time per season, per child \$20 Registration Fee is due at time of registration. The registration process must be completed on-line through our website at [www.creativecri.org](http://www.creativecri.org). Payments and paperwork cannot be accepted at bus stops, Sandy Point State Park or any program locations.

**Deposits-** a non-refundable \$50 deposit per child, per session, per camp is required at time of application to secure placement. This amount goes towards total balance due. In the event of cancellation, the deposit is forfeited and may not be applied towards a remaining balance. A deposit is a commitment to attend camp. Failure to notify CCRI of cancellation 14 days in advance and/or failure to attend without notification will result in you being responsible and billed for the full cost of camp that session.

#### **Change/ADD/Switch/Cancellation Requests-**

A new session can be added by simply returning to online registration, selecting the child you wish to make the 'add' for (within your household information) & selecting another camp/week on the 'camp selection' page. Additionally, a session can be canceled and/or 'switched' if you complete and mail the Camp Add/Change Form. You cannot cancel sessions online-these can only be done through our office-after receiving your request to do so. For any changes, please always complete the Camp Add/Change Form found on our website [www.creativecri.org](http://www.creativecri.org)- and mail this to CCRI P.O. Box 221 Crownsville, MD. 21032-to be received at least 14 days prior to the first day of the session you wish to change. Please note there is a \$10 'change fee' per child/ per session-if you are needing to cancel a session and are wishing to add a new one. When the appropriate 14 day written notice is provided, in this case only, the \$50 deposit fee and any balance received can transfer to a newly added session only. If a new session is not added, the non-refundable deposit is forfeited-however, the balance can still be transferred to another session previously registered for. Unfortunately, receiving the Add/Change Form thirteen days (or less) prior to the first day of the session you wish to change or cancel, means both the applicable balance and non-refundable deposit are forfeited and can no longer be transferred or refunded. Refunds begin being processed and are mailed the second week in September.

**Late ADD Registration Request-** An additional \$30 fee is required for Late Add registration requests made 3 days or less prior to the first day of the first session you wish your child to attend

**Refunds-**begin being processed and mailed the second week in September.

### **3.8 REQUIRED FORMS & PAYMENT**

Every participant attending the Bayside Summer Adventure Camp program are required to have the following forms completed prior to attending camp: Household, Medical Form, Medication Administration Authorization Form (if child is to take meds at camp), Policy Waiver, Camper Information Addendum, Bus Form (if child is to ride the bus), and Activity Sheet/s-which are forthcoming after registration is complete.

### **3.9 SAVING/DISCOUNT OPTIONS**

In an effort to help families, Bayside offers two opportunities-both an **Early Bird Discount** [\$10 off per session-when payment is made in full by March 15<sup>th</sup>] and a **Sibling Discount** [\$10 off for each additional child, when attending the same week & from the same household]-to help offset the cost of camp. When registering on-line, to receive the **Early Bird Discount**, you will need to enter the **discount code EBDISC** in the 'discount code box' at the top of the 'camp selection' page & hit apply.

If you wish to take advantage of the **Sibling Discount**, you will select a sibling discount payment option-at the end of the registration process & **click 'submit'**. You will then email 'a request for sib disc. w/ the discount amount' to [creativecri@yahoo.com](mailto:creativecri@yahoo.com)-so we can adjust your account accordingly. After the adjustment has been made, you can then pay the remaining adjusted balance.

### **3.10 SAFETY**

Safety is paramount to the camp program. All children must be brought to and picked up from Sandy Point State Park or the designated transportation sites by a parent or authorized person. Camp rules will be established and taught to the children at the beginning of each camp session and regularly reviewed to ensure safety of all campers. Children are instructed as to the areas where they are allowed to play.

### **4.0 SCHEDULE**

Children will participate in 1-4 activities each session dependent upon their selected activity choices, the time allotment required for each individual program, and Specialty or Sports Camp participation. Kids will be able to participate in a mixed array of activities, based on their returned activity sign-up sheet(s), that may vary week to week. Some examples may include: Basketball, Soccer, Canoeing, Crabbing, Fishing, Hiking, Beach Exploring, Dance, Football, Hockey, Arts & Crafts, Volleyball, Rollerblading, Science & Magic, Puppetry, and Outdoor Cooking.

### **4.1 SESSION BALANCES-DUE DATES**

Payment may be made in full at time of registration, or in 2-3 installments-due April 1st & May 1st or additionally, on June 1st. Registrations received after June 1st require payment made in full at time of application. **Failure to submit balance by due dates** may result in forfeiture of deposit, immediate termination and a \$25 processing fee to re-secure a child's placement again. Check payments or cash payments-sent via certified mail (cash) should be addressed to CCRI's P.O. Box #221 Crownsville, MD 21032. CCRI does not mail reminder billing statements. Please be advised that this is your responsibility. **Payment will not be accepted at bus stops or at Sandy Point. No exceptions!**

### **4.2 SESSION DATES**

<b>1 June 12<sup>th</sup>-16<sup>th</sup></b>	<b>2 June 19<sup>th</sup>-23<sup>rd</sup></b>	<b>3 June 26<sup>th</sup>-June 30<sup>th</sup></b>	<b>10 Aug. 14<sup>th</sup>-18<sup>th</sup></b>
<b>4 July 5<sup>th</sup>-7<sup>th</sup> (3-days)</b>	<b>5 July 10<sup>th</sup>-14<sup>th</sup></b>	<b>6 July 17<sup>th</sup>-21<sup>st</sup></b>	<b>11 Aug. 21<sup>st</sup>-25<sup>th</sup></b>
<b>7 July 24<sup>th</sup>-28<sup>th</sup></b>	<b>8 July 31<sup>st</sup>-Aug. 4<sup>th</sup></b>	<b>9 Aug. 7<sup>th</sup>-11</b>	<b>12 Aug. 28<sup>th</sup>-Sept.1</b>

### **4.3 STAFF**

CCRI Bayside Adventure staff are excellent role models who are focused on the needs of campers while maintaining safe camper to staff ratios. Each staff member is individually selected and must possess superb references and skills. Staff training week concentrates on safety issues, effective leadership and includes a heavy emphasis on teaching skills. Most staff possess certification in CPR and First Aid.

### **4.4 TAX I.D. #**

#52-2150520

## **4.5 TRANSPORTATION**

**\*Session 1-One Bus Possibility?** [as of 3.4.17-still to be determined-dependent upon when schools let out]

<u>3 Locations/Sess. 1 Only-Possible Route</u>	<b>Morning Drop Off</b>	<b>Evening Pick-Up</b>
Millersville - Shipley's Choice Elementary	7:45	5:00
Crofton - Crofton Park	8:00	5:20
Annapolis- Annapolis Senior High (Gazebo)	8:20	4:30

**Sessions \*(1)-or see above, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12**

### **North Bus**

<b>Location/School</b>	<b>Morning Drop Off</b>	<b>Evening Pick-Up</b>
Gambrills- <b>AR</b> Arundel High School	7:30	5:30
Millersville - <b>SC</b> Shipley's Choice Elementary	7:45	5:15
Severna Park- <b>SP</b> Severna Park High School	7:55	5:00
Severna Park- <b>FM</b> Folgers McKinsey Elementary	8:05	4:45
Arnold - <b>SM</b> Severn River Middle School	8:20	4:30

## **TRANSPORTATION Cont.'**

**Sessions \*(1)-or see above, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12**

### **South Bus**

<b>Location/School</b>	<b>Morning Drop Off</b>	<b>Evening Pick-Up</b>
Bowie - <b>BT</b> Benjamin Tasker Middle	7:35	5:30
Crofton - <b>C</b> Crofton Park	7:50	5:15
Davidsonville- <b>DA</b> Davidsonville Park & Ride	8:05	5:00
Annapolis - <b>AH</b> Annapolis High School	8:20	4:40
Annapolis - <b>GT</b> Germantown Elementary	8:30	4:25

▶ **Bus departs promptly.**

**Very Important! Afternoon Transportation Location Change:** If on any day you wish to change your child/ren's afternoon pick-up location (e.g. change from bus site to park), CCRI will only do so if the CCRI office receives an e-mail request 24 hours in advance **in addition** to a written request (attn. Bayside Staff-Rafiki/Peach) which should accompany your child on the day of the requested change. If no e-mail is received, CCRI will adhere to your original request.

## **4.6 WEATHER**

Please dress your child(ren) appropriately for weather conditions of the day. All of our programs strive to provide a true outdoor summer camp experience. In case of rain, warm temperatures, or inclement weather, most activities will proceed as scheduled. In some cases, alternate activities may temporarily take place utilizing primarily the sheltered pavilion. On extremely hot days, children are encouraged to take frequent rest & water breaks. A continuous cool breeze from the bay as well as water pumps, and drinking fountains adjacent to utilized shelters make water easily accessible. A complete change of clothes (including shoes) is recommended.

## **4.7 WHAT TO BRING**

Please send children to camp each day with the following items:

Sturdy Shoes	Extra Pair of Shoes & Socks
Hat/Sunglasses	Insect Repellent
Bathing Suit	Closed Toed "Water Shoes"
Rain Poncho	Change of Clothes
Water Bottle	Spray Bottle
Non-Perishable Lunch (warming not available)	
Afternoon Snack	



#### **4.8 WHAT NOT TO BRING**

\*Cell Phones (not to come out of bags @ camp)

\*iPad

\*Trading Cards

\*Knives

\*Lighters/matches

\*Money (unless requested for activity participation by camp staff)

\*Gum/Candy

\* ***Will Be Confiscated – CCRI is not responsible for lost valuables.***

#### **4.9 WITHDRAWALS**

In the event that you withdraw your child(ren), please refer to the refund policy in this handbook. In the event that your child is dismissed from camp due to disciplinary reasons, no refunds will be made.