

CCES Summer Encounters 2010

Parent & Student Guide

General Information

Camp begins June 7th and runs through August 6th, 2010. If you have any questions or concerns, please contact Kathy Jones, Director of Summer Encounters at 864-299-1522 x1269 or summer@cces.org. A Daily sheet will be sent to you via e-mail closer to or right at the start of your child's camp session. You will also be sent information regarding drop off location and any items needed specific to your child's camp. Camps drop off at the Lower School (most camps), Middle School, Upper School and various fields.

Arrival

Please drop your child off at the location specified for your camp. This information will be sent to you via email and will be available on the website closer to the start of the summer. The Lower School uses a carpool system. Simply pull around and drop them off carpool style; we will be there to greet your child. Camp sessions begin at 9:00 am and 1:00 pm. Please make every effort to arrive at 8:45 am for the morning camps and 12:45 for the afternoon camps. Should you arrive after camp begins, please park in the parking lot and escort your child to the front entrance. There will be directions to the camps inside the front door.

If you are utilizing our Early Stay program, drop-off begins at 7:30 and is located in the Lower School Activities room. Please park and bring your child into the Lower School.

Directions to all entrances are in the brochure and are also available on our website.

Lower School Carpool Rules & Regulations:

- Drop-off begins at 8:45 am for our 9:00 am camps and at 12:45 for our 1:00 pm camps. Please pull around the drive to drop your child off. When you return to pick your child up, please wait patiently in the carpool line.
- If you are new to CCES and feel that you need to come in the first day, please park in the parking lot area (do not park in the circle or spaces in front of the entrance) and walk your child in. After the first day, all families should use the carpool system.
- Do not come inside to pick-up your child. If you have questions or concerns regarding your child's day, please call or e-mail the Director after camp. If it is an emergency, you may pull around and wait until carpool is over.
- The Director will NOT be available during carpool times. This is strictly enforced for the safety of the children.
- Please do not send children in to look for other children. Ask a Summer Encounters staff member for assistance if you are missing someone that is supposed to ride with you.
- Stay in your car!
- Summer Encounters staff will load campers into cars.

If you also have children that need to be dropped off at the Middle or Upper Schools, you may drop them all off at the Lower School if you wish.

Departure

At the Lower School, the Program Leaders will escort your child to the front entrance for a carpool style pick-up. We will come around and get camper names from you a few minutes before dismissal. You will then pull around as cars leave and we will load campers a few cars at a time. The carpool line is a no passing area. Please wait your turn to exit. Pick-up within 15 minutes of dismissal is mandatory. If you are later than 15 minutes, you will be charged \$1.00 per minute. Payment is due at time of pick-up.

At the Middle and Upper School and various fields, campers will be brought to the front entrance of the building or to the edge of the field for pick up.

If you need to pick your child up early, please allow adequate time. There are directions to each camp location inside the front door. If you are not sure where your child's camp is taking place, please make every effort to call ahead so that someone can meet you. School year office staff may not be aware of where camps are at all times. Summer is a busy time and we are all over the campus. The Summer Encounters Director is best equipped to help you and her cell and office numbers are on the front door as well.

Departure with someone besides the parent

When you registered for your particular camp(s), you were able to list those authorized to pick up your child. If you listed someone, the Program Leader will have the names of these individuals. We will ask for the authorized person to show his or her picture ID. If you need to add someone to this pick up list, we must receive a written and signed form from you, the parent/guardian, in order to allow someone else to pick up your child. We will not release a child to an unauthorized individual.

Lunch Stay & Snacks

Our lunch time runs from 12 – 1 p.m. each day. Campers who have scheduled a full day of programs will be taken to our supervised lunch hour. All campers should bring their lunch from home. Snacks will not be included unless noted in the program information. Your child can purchase snacks from our Camp Canteen or bring snacks from home. Canteen snacks include pretzels, chips, granola bars, etc. Please see the registration form to register for snack. If your child is only registered for a half day and you would like your camper to stay for our supervised lunch hour, please feel free to add this option when you register. Please pack food that does not need to be refrigerated. If your child will be staying through our lunch period, your child will be escorted from his or her morning activity to lunch. After lunch, he or she will be escorted to the afternoon activity. Please let us know your intention to add snacks at least a week ahead of your program. If your child is attending Soccer Camp all snacks are included.

Children attending our half-day camps may register for lunch stay, however this needs to be done in advance to allow us to staff appropriately.

If your child is not registered for snack and does not have snack when they arrive at camp, we will provide that for them and your Summer Encounters account will be charged the weekly amount. We will email you on Monday if this situation arises.

Dress for Summer Programs

Dress is casual for all programs. Please have your child wear clothes that can get dirty. We ask you to dress your child appropriately; children are not allowed to wear clothing that contains offensive graphics or language. Tennis shoes are required for all athletic programs. We request that children wear shoes with backs instead of flip flops for all other programs; this will help us keep everyone safe.

Sunscreen

We ask that sunscreen be applied at home before your child arrives at camp if your child is attending an outdoor camp. If your child is staying at camp all day, we will provide sunscreen for them to reapply during the middle of the day. If your child needs to use a specific type of sunscreen, please send it with them.

Field Trips

Some camps do go on field trips (Adventure Camp, Athletes & Authors Summer Academy, Paul Riddle's Drum Camp, Open Hearts, \$100 Solution Service Learning, Modeling, Traveling Around the World). A schedule will be sent to you the week before camp begins. Please make sure you arrive on time for departure.

Electronic Devices

Please remember that campers are not allowed to bring any electronics to camp, including cell phones.

Lost and Found

Please label all items with your child's name. We will collect all lost or misplaced items in the Lower School registration area. Please ask your child's Program Leader as well as the Summer Encounters Director if you have lost something. Unclaimed items will be kept for one week after camp ends.

Discipline

Each student is responsible for any actions that may discredit him or herself, the summer programs, or the school. Should there be an issue, the Summer Encounters staff will make every effort to use problem solving skills and redirection to resolve the situation. CCES Summer Encounters reserves the right to suspend any student who does not observe the policies and rules of conduct set forth by the Director of Summer Encounters or the Summer Encounters staff. We do not have rules to cover every potential infraction; the lack of a written rule does not constitute approval.

Medical Issues

As a precaution, all Program Leaders are provided a copy of your child's medical concerns. This information is kept strictly confidential. If you are concerned about a particular medical concern, please feel free to discuss this with the Director of Summer Encounters as well as the Program Leader. If your child needs to receive medications during his or her program, you must turn these in to the Director of Summer Encounters and sign our medicine log on the first day of camp. We ask that you please try to administer all medications at home for safety and liability reasons. If you must bring a prescription medication, you **MUST** bring the prescription in its original bottle with the pharmacy direction label still attached.

If your child becomes ill or has an accident during his or her program, we will escort your child to our health room, and we will call you. If your child has a minor injury or accident, he or she will be allowed to sit out for a period of time until able to participate again. If any serious injury or accident occurs, we will take immediate medical action to protect your child. We will make every effort to contact you or the guardian in any emergency situation.

There is inherent risk in many of our summer activities. We will make every effort to ensure the safety of your child. To help us with this endeavor, please ensure that your child dresses appropriately, drinks lots of water, wears sunscreen, and follows the instructions of the Program Leaders. Please inform us of any limitations that may affect your child's participation.

Program Evaluations

We are always seeking to improve the quality of our programs. We would appreciate your feedback on all programs in which your child is involved. Surveys will periodically be sent to you via e-mail. Please take the time to give us feedback and suggestions.

School Information

If you are interested in finding out more about CCES, Admission Directors are available during camp hours and would be happy to give you a tour. If you would like to see the campus prior to the start of your child's camp, please contact the Admission Department (299-1522 x1207) to schedule a tour for you and your family.