



WELCOME, SUMMER CAMPERS!

Welcome to Chesterbrook Academy Elementary School's Summer Camp, themed "Happy Campers". We have a lot of fun and exciting activities planned for your campers this summer. Throughout the 10 weeks of camp, we will be making new discoveries, meeting new friends, and having a great time!

SUMMER CAMP STAFF

Please contact the Principal, Joe Rodia (joe.rodia@nlcinc.com), the Assistant Principal, Lindsey Rauch (lindsey.rauch@nlcinc.com) or the Camp Director, Mandi Capotrio (amanda.capotrio@nlcinc.com), should you have any questions regarding camp throughout the summer. You can also reach us by phone at 610-719-0240.

You and your child will get to know all of the counselors throughout the summer. All of our counselors have had experience working with children in various settings and are looking forward to making this summer your child's best yet! Please be sure to introduce yourself to our super staff on your child's first day of camp.

SUMMER CAMP POLICIES

Tuition: As stated on the weekly selection form that you completed upon registration, tuition is due the first day of camp each week. If an account is not up to date weekly, campers will not be permitted to attend Summer Camp the next scheduled week. Tuition can be placed in the drop box at the front desk in the lobby.

Schedule Add/Changes: Since all weekly programs are prescheduled, any changes to Summer Camp or Specialty Camps **MUST** be made **two weeks prior** to the date of the requested change. Change forms will be available at the front desk. All requests or cancellations made after this deadline cannot be accommodated and payment in full will be required.

Drop-Off/Pick up Procedure: Camp officially begins at 8:00 a.m., but the building opens at 7:00 a.m. for *Before Camp*. If you are planning on dropping your camper off before 8:00 a.m., we will be at the front desk directing you and your camper to the designated drop-off area. Most days it will be outside.

Camp ends at 4:00 p.m., but the building remains open for *After Camp* until 6:00 p.m. If you need *Before and/or After Camp* for your child, please let us know. **All campers must be signed in and out, by an adult, at the front desk.**

Communication: Strong communication between counselors and parents is important. There are many different activities going on throughout the summer and they will change weekly. In order to keep the lines of communication open, there will be a master calendar along with other important information posted in the lobby, as well as on the bulletin board outside your camper's room. ***Please be sure to read the bulletin boards and other posted materials to keep informed of changes in our scheduled activities.*** We will also be utilizing email, Facebook, and Twitter as communication tools. Please complete the attached form to have your email address added to our camp distribution list. To receive Twitter updates, visit www.twitter.com and follow CBAWestChester. To follow us on Facebook, visit <http://facebook.com/chesterbrookacademyelementarywestchester> and click 'Like'.

Lunch/Snack: ***All campers should pack a lunch every day.*** On field trip days, lunches should be packed in brown paper bags with all disposable items, as traveling with lunch boxes will not be possible. Lunch boxes are permitted at camp on non-field trip days.

Summer Camp offers two options to purchase lunch during the week. On Tuesdays, you can purchase chicken fingers and French fries. Pizza is available on Thursdays. Fruit, a snack and milk or water are included. The cost is \$5.00 per week.

Summer Camp is a NUT FREE zone!

Please provide a healthy morning snack each day. We will provide snack in *After Camp* only.

Allergies: If your camper has any allergies, please let us know prior to their first day of camp. There will be a form to complete at the front desk. There is also a medication form that needs to be completed in order to administer medication (including Epi-Pens) to your camper.

Summer Camp is nut free.

Sunscreen: ***Every camper must have sunscreen applied before arriving at camp in the morning.*** Every camper must bring their own sunscreen to camp on a daily basis. The bottle must be clearly labeled. Camp staff will re-apply sunscreen before lunch and before *After Camp*.

Sneakers: ***Campers must wear sneakers to camp.*** Flip-flops and sandals are not permitted. We also request that an extra pair of sneakers be kept in your camper's designated cubby. Crocs are permitted as long as they are closed toe and the strap is worn behind the ankle. Campers may wear flip flops to the pool on Wednesdays.

Water Bottles: ***All campers are required to have a water bottle for camp.*** The water bottle must be labeled and will be taken on the playground and on field trips. We want everyone to keep as cool as possible this summer.

T-Shirts: Each camper will be receiving *one* summer camp T-shirt. ***Campers are to wear their T-shirt on Field Trip Days.*** Please be aware of your camper's schedule. **T-shirts must be labeled with campers' names!**

You will be able to purchase additional shirts from camp for \$9.00 each.

Swimming: Campers will go to Marsh Creek State Park for swimming, weather permitting. **We ask that your camper wear their bathing suit to camp on swimming days.** Campers must have a towel and a change of clothes for when we return to camp. ***If your camper does not have all of these items, they will not be able to participate in our swimming trips. Campers will swim on Wednesdays.***

Campers in 2nd grade and up will be required to pass a swim test prior to swimming in the deep end of the pool. Campers must demonstrate that they can swim a predetermined distance and tread water. Campers who do not pass this test are required to stay in the shallow end of the pool. Counselors and lifeguards are stationed at various locations around the pool to ensure campers are abiding by these rules.

Field Trips: Field trips are held on Fridays (with the exception of July 3rd). You will be informed of the scheduled departure time for each field trip on the bulletin board in the lobby. We ask that campers are on time and ready to go at least **thirty minutes** before each trip. We will be traveling by school bus for these trips, so it is important that we depart on time. **Please be advised, your camper will not be able to stay at camp if they miss the bus. All campers that attend camp on a field trip day must attend the trip (unless scheduled for a specialty camp). Campers enrolled in a specialty camp on a field trip day, may not attend the trip.**

Field Trip Guidelines: All campers must ride the bus to and from each field trip. They are not permitted to ride in a car with their parent chaperone and meet us at the trip location. Additionally, if your child misses the bus, they can not meet us at the trip location. All campers must also ride the bus to return to camp. Campers may not be picked up from a field trip location.

Chaperones: We welcome parents to chaperone any trip. The cost of chaperone admission for the trips is not included in camp tuition, so there will be an additional cost involved for the field trips. Please let us know if you would like to chaperone a particular trip.

Specialty Camps: Our new and exciting specialty camps are filling up quickly! This summer we offer Horseback Riding, Bricks4Kidz, Sports Camps, and Philadelphia Eagles football camp. Space is limited!

Personal Belongings: **Please make sure that everything you bring to camp is labeled with your camper's name. This includes swimming things, water bottles, changes of clothes, etc...** Campers will store their belongings in their designated cubby in their rooms. Toys from home and video games/iPads are not permitted at Summer Camp unless otherwise specified. **Summer Camp at Chesterbrook Academy is not responsible for lost items.**



EVERYTHING YOU'LL NEED FOR A GREAT SUMMER AT SUMMER CAMP!

___ Signed Registration Form, Weekly Selection Form, Health Assessment,
Insurance Card

___ Sunscreen, labeled with name (Please replenish when empty)

___ Sneakers – No sandals or flip flops (flip flops are OK on pool days)

___ Water Bottle, labeled with name

___ Towel, labeled with name

___ Bathing Suit, labeled with name

___ Extra Change of Clothes, labeled with name (PK/K)

___ Healthy Morning Snack

**ALL PERSONAL ITEMS BROUGHT TO CAMP MUST BE LABELED WITH THE
CAMPER'S NAME. SUMMER CAMP CAN NOT BE HELD RESPONSIBLE FOR LOST
ITEMS.**



Dear Parent,

Summer Camp at Chesterbrook Academy will send out important parent information via email. Such information may include our camp newsletter, reminders, or weather emergency information, etc...

In order to ensure these important communications reach you, we want to make sure that we have your up-to-date email on file. You can rest assured that your email address is for school use only.

Please drop off the form below prior to the first day of camp to make sure we have your correct email address on file.

Thank you for helping to improve our camp communications.

Sincerely,
Mandi Capotrio

Parent Name: _____

Child's name(s): _____

Email address 1: _____

Email address 2: _____