

**MANITOGA SUMMER NATURE & DESIGN CAMP
PARENT INFORMATION SHEET**

CHECK-IN / LATE ARRIVALS

You should arrive between 8:45 and 9:00 each morning. PLEASE DO NOT DROP OFF CAMPERS PRIOR TO 8:45am as they will not be supervised. Walk your child over to the welcome area near the Manitoba Guide Building at the top of the parking lot. The parking area is very congested in the morning; for the safety of all, please escort your child(ren) to this area and do not let them come on their own. Also, **please turn off your car ignition.**

If your child is to be picked up by anyone other than yourself or those you have designated on the Release Form, please sign the log and indicate who will be picking up your child(ren).

If you anticipate being delayed, please call the Manitoba office and leave a message. The group will always remain near the tented area of the camp until 9:30 or so. If you arrive after 9:30, you will be responsible for locating your child's group and personally bringing him or her to the group. A staff member cannot leave the group unattended to escort your child. Please call the office and we will advise you on the location of your child's group. If you know the day before that you will be delayed, please check with staff at pick-up time to get details of the next day's schedule.

DISMISSAL

All children will be brought to a dismissal area near the parking lot at the end of each day. The dismissal area is towards the back of the grassy area. It is extremely helpful if parents congregate at the back of this area, rather than around the Guide Building, as children, especially the youngest ones, sometimes run down the wrong path by themselves if they see a parent waiting, and they wind up too close to the cars.

The 5 and 6 year olds will finish their day at 2:45. This is done to avoid chronic congestion; we ask that you exit quickly so that there is a smooth flow of cars in and out before the 3:00 pick up for the remainder of the children. If you have a 5 or 6 year old who will be staying until 3:00 in order to go home with an older sibling or in a carpooling ride, please let the staff know on the first day of each session.

No child will be allowed to venture over to the parking area on their own, therefore it will not be possible to remain in your car or near the parking area and have children come to you. Children running through the parking lot to waiting vehicles represent a major safety hazard. Thank you in advance for your cooperation.

Should you need to pick your child up early, please let the staff know either the day before, or in the morning at check-in. By 2:30, all campers will be back at the tented campsite area near the parking lot and you can come get your child there. Prior to 2:30 you will need to call the Manitoba office to find out the location of your child's group, and you will need to make your way to the group to pick up your child – again, for safety reasons, a staff member cannot leave the group to escort your child to the parking area.

Please make every effort to pick up your child on time. Staff is generally onsite no more than 15 minutes after the camp day ends and are occupied preparing for the next day. **Should there be late pick-ups, additional fees to cover staff time may be incurred.**

We strongly encourage carpooling!

ABSENCES

If your child is unable to attend a day's session, please give the Manitoga office a call as early as possible to let us know; feel free to leave a message on our machine. Please let us know the day before if it is a planned absence. Unfortunately, we are unable to provide full or partial refunds for any days absent. We are also unable to add make-up days during another session regardless of the circumstances.

ILLNESSES/BEE STINGS/LYME DISEASE

Please make sure that your child is feeling well before sending him/her to camp. If the Camp Director feels that your child is too ill to participate in the day's activities, you will be called to come pick him/her up. Manitoga has a mandatory contagious disease policy: a child will be required to remain out of the program until a doctor's note is received stating that the child is no longer contagious. This complies with regulations set forth by the Putnam County Department of Health.

There are always some instances of bee stings over the summer. As these are easily treatable, we will not generally call you should your child get stung. However, if your child is allergic, please bring this to the attention of Manitoga staff at the beginning of your child's week at camp, so that special precautions may be taken.

As with any outdoor play, children at Manitoga Summer Nature & Design Camp are at risk for tick bites. Please be certain to check your child(ren) everyday after camp for ticks.

As per the Health Department, Camp Staff **cannot apply sunblock** to your child, so be sure to do so before their arrival at camp.

Manitoga staff is not allowed to administer any **epi-pen injections** in the event of an allergic reaction. However, as per Health Department regulations, if your child is able to administer this him/herself, it may be brought to camp and carried by the child. This applies to inhalers as well. Should a medical emergency arise, for which the Camp Director deems a doctor's care is advised, you will be phoned immediately, and your child will be brought to the offices of our offsite physician, Dr. Gergely, (845.424.4444), who is nearby on Route 403, for evaluation.

RAINY DAY PLAN

Camp will be held at Manitoga rain or shine. Many activities will still take place outdoors if there is a light rain – usually the kids enjoy getting wet! We will use the two tents in the event of a heavier downpour. In the event of prolonged severe storms, staff will phone parents, and campers will be brought to the Guide Building at the parking lot to be picked up by parents or their designees. **Please be sure that there will always be a number at which someone who is available to pick up your child can be reached throughout the day – in particular if thunderstorms are predicted. Please send them in with a light poncho if rain is likely.**

*Please do not hesitate to call us should you have any questions or concerns. No issue is too small, and we'd be happy to speak with you at any time. The office phone number is **845.424.3812** and the email is **info@russelwrightcenter.org**.*