

The Hartsfield EDEP Summer Camp is intended to provide children with a wide variety of enrichment and recreational activities. It is our hope that children will learn about themselves, other people, how to work as a team, but mostly, have fun.

General Information

Camp Location: 1414 Chowkeebin Nene, Tallahassee. We will meet daily in Room 901 next to the bus loop.

Camp Hours: Camp will open at 7:00 a.m. Your child does not need to arrive that early unless your work schedule demands it. In general, our daily activities begin by 9:00 a.m., unless otherwise indicated on your calendar. Please pay close attention to field trips by checking the information board and fliers to ensure that your child is on campus in time to catch the bus. We cannot leave teachers on campus for those who arrive late. Camp will end promptly at 6:00 p.m. See late fees for more information. If an emergency situation should arise, and you cannot pick your child up by 6:00 p.m., please call the EDEP office (413-7316), and leave a message if there is no answer. Your call will be returned at some time during the day. My e-mail address is hollowayg@leonschools.net.

Cost

Registration: The registration fee, (which is non-refundable), this year is \$30.00 for one child and \$25.00 for each additional child. The fee must accompany the registration form to ensure that your child has a space reserved for him/her.

Cost: The cost of camp is \$110.00 per week per child, whether your child comes one day or five (10% off for each additional child from the same family).

- Checks or money orders may be made out to Leon County Schools.
- The majority of the weekly field trips will be covered by your fees, *but please watch your weekly fliers for exceptions.*
- Camp fees are due no later than every Monday by 6:00 pm when you sign your child out of camp. If payment is not received on Monday, there will be a \$10.00 late charge added. You must pay for the weeks you register for, even if you do not send your child to camp.

Refunds: Refunds are only permitted due to prolonged illness or family relocation.

Drop Off And Pick Up: You are required personally to come to the designated EDEP room and sign your child out each day. Please remember that if you need to have a friend or relative pick your child up, who is not listed on your registration form, be sure to send a signed note with your child that morning in order for us to release your child to that person.

Late fees: The Hartsfield Summer Camp ends at 6:00 p.m. Parents who are late picking their children up will be assessed a late fee to cover additional supervision expenses. Payment is due at the time the child is picked up. The charge for late pick-up for \$1.00 per minute late (6:05 = \$5.00).

Breakfast, Lunch & Snacks: BREAKFAST & LUNCH WILL BE PROVIDED!! Breakfast will be served every morning from 8:30-9:00 in the cafeteria. Lunch will be eaten anywhere between 11:30 and 12:30 depending upon the schedule and level of fun they are having with the pre-lunch activity. There will also be an afternoon snack time around 4:00. Afternoon snack will NOT be provided.

Storage/Personal Belongings: PLEASE LABEL EVERYTHING YOUR CHILD BRINGS TO CAMP including: towels, clothing, bags, etc. It is the responsibility of each camper to take care of all the belongings they bring to camp. Campers are strongly discouraged from bringing the following items unless otherwise noted: mp3 players (including ipods), toys, electronic games, cell phones, etc. The staff cannot be responsible for any items stolen, damaged or lost at camp.

Dress: Please have your child wear comfortable clothing and shoes. Closed toed shoes are suggested unless otherwise indicated for water day. Please remember, many of the outside activities may result in your child getting dirty.

Insurance: The Hartsfield Summer Camp Program does not carry accident insurance on its participants. It is the parents' responsibility to carry adequate accident insurance.

RECREATION

Swimming: Hartsfield Summer Camp will be swimming at Levy Park pool throughout the summer. There are qualified lifeguards at the pool as well as the camp staff. Please make sure you send a towel, change of clothes, and sunscreen on days when we go swimming. There may be additional days campers will need these items but we will advise you in advance.

Skating/Bowling: Skating and Bowling is scheduled for various times throughout the summer. On these days, please make sure your child wears or brings socks and appropriate shoes. You will be notified of the days at the beginning of each week. Hartsfield will be paying for your child; however, you may send money in for snacks.

Quiet Time: We have a busy summer planned and our bodies need rest, this a good time for the campers to just “chill-out.” Quiet time may not be planned every day, but when scheduled campers in Pre-K will be expected to take a nap or lie down. Campers in Kindergarten and up will be expected to read a book, play quiet games or draw a picture.

Play Time: We will also have days in which we will have organized outside and inside play for the campers.

Please make sure you read the weekly schedule passed out every Monday. This will enable you to be aware of our weekly activities.

We reserve the right to change our weekly themes or activities. We will make you aware of any changes as soon as possible.

FIELD TRIPS

This summer, campers may be taking field trips other than the recreation ones listed. We will be traveling on Leon County school buses. Please have your child at Hartsfield in time to board the bus. We cannot give refunds for no-shows. Please check the items needed for each trip to ensure your child is properly prepared for the outing.

Bus safety issues:

- a. Remain seated while the bus is in motion.**
- b. Hands, heads, arms, trash, etc. must not go out the window.**
- c. Quiet inside voices must be used at all times.**
- d. Legs must be clear of the aisles.**
- e. Follow the bus driver's instructions.**
- f. Sit facing front at all times.**

The following is a schedule of our themes per week:

June 11th – June 15th History Week
June 18th – June 22nd Animal Kingdom Week
June 25th – June 29th Classic Cartoon Week
July 2nd – July 6th Sports Week ***
July 9th – July 13th Sci-Fi/ Adventure Week
July 16th – July 20th Travel Week
July 23rd – July 27th Technology Week
July 30th – Aug. 3rd Superhero Week

***** We will be closed, Wednesday, July 4th**

Please be sure you have read all of the information contained in this packet. By signing and dating the registration form, it is understood that you and your child have read and are willing to comply with all of the rules and regulations within this manual.