

## **TOT CAMP WELCOME LETTER- Summer 2018**



**WELCOME TO TOT CAMP!** We are looking forward to a great summer with your camper. Since our goal is to provide an active camp experience, we ask that you dress your child accordingly. We will be spending quite a bit of time outdoors and doing arts and crafts. The children will be provided with a wide range of activities in which to participate, however if they choose not to do a certain type of art activity they may not bring an art project home on a day of camp. Our groups for Tot Camp will be divided into multi-age groups. Each group will be given a color group name. You will receive a piece of paper that will tell you which group your child is in and the names of the counselors for that group. Information sent to you or posted on the bulletin boards will use the color name that is assigned to your child's group. Your child will meet in the same room to start every day and also will be released from that room at the end of each day. The counselors for each group will stay with the group for the entire camp program. **All campers must be completely toilet trained and able to attend to all toileting needs.**

### **FORMS**

When you register, the camper information packet is due as well. The camper information packet must include emergency information, a camper picture, and an authorized camper pick-up listing. If your child requires medication, please fill out an additional medication distribution form & talk to our staff about administration. We appreciate your diligence getting these forms in.

### **MEET N GREET - Thursday, June 7th from 6:15-7:15 pm**

We will be providing an opportunity for campers and parents to meet their child's camp counselors and visit their camp room. This is a great opportunity to help lessen the anxiety of the first day of camp. This is a drop-in opportunity.

### **FIRST DAY**

Campers will meet their counselors on the first day of camp in our preschool wing classroom at 10:00 am. Campers enrolled in Tot Camp Rise & Shine will meet in Room #6 at 9:00 am.

### **ARRIVAL TIME**

Each day, the doors will be opened at 10:00 am. Parents should drop their campers off in their assigned camp preschool room.

### **DAILY PICK UP (12:00 pm)**

At the end of each day of Tot Camp, a parent or adult, who has been approved on the transportation release form, must enter the room, pick up the child, and sign them out. We **WILL NOT** release a child to anyone that has not been approved, in writing, by the parents. Please make sure your child's counselor has the necessary approval forms. Anyone picking up a child must be prepared to show picture ID. **Late fees will be applied if necessary.**

### **STAFF**

Our staff are eager to meet your children. The staff is composed of many of our adult preschool teachers from the school year and some students studying early childhood. Each room will have at least 1 to 2 adult preschool teachers. We maintain a 1 adult to 10 child ratio in the camp room, just as we do in preschool.

## **SNACKS**

Each day, the children will have a snack and water. Each child should sign up to bring a snack to be shared with their camp group. Check the snack calendar in your child's room for available dates. Please keep nutritious snacks in mind. The snack must be prepackaged from the grocery store. Due to the increase in peanut & tree nut allergies, we cannot serve any items with a label indicating even traces of nuts. Please read packages carefully when choosing a snack to send to camp.

## **THEME & CAMP DATES**

Our weekly camp activities will be around a fun theme. A camp newsletter will be sent home so you can get your children excited for the week. In addition, notes will be posted on our classroom hall bulletin board so you know what we do daily.

Session One: 6/11-7/6    Session Two: 7/9-8/3    Reminder: No camp July 4th

## **WATER PLAY DAYS**

On Thursdays and Fridays we will have water play days and will be walking to the Park District Splash Pad. The children should wear their swimsuits under their clothes to camp on water play days (if you do not want your child to go in the water on a particular day please send us a note and do not have them wear a swimsuit). **Sunscreen needs to be applied by parents before camp.** Please send them with a bag and a towel that are **labeled** with their full name. The children have an easier time finding their towel and bag if the same towel and bag are used on each water play day. **All clothes should be labeled with their full name** - this will ensure that we can help your child get the correct clothes into the correct bag. Slip on shoes with no socks are helpful for water play days. They can be worn to school or sent in your child's bag. The children will be released from camp with their swimsuits on and their dry clothes in their bag. Please do not change your child in the classroom. If there is cold or inclement weather we will not have water play.

## **KIDS DAY OUT**

This is an additional program that is available with a separate registration. You may sign up for one day at a time or all 8 weeks. We will start Kids Day Out the week of June 11 and it will continue for the rest of camp. Kids Day Out will be offered Monday through Friday of each week. There is a minimum of 5 and maximum of 20 per day for this program. The hours for Kids Day Out are noon to 3:00 pm. During the time the children are here for Kids Day Out, they will do additional crafts, games and eat lunch. You must provide a lunch and drink. Registration for Kids Day Out will be accepted in the registrar's office. The fee is \$12.00 for advance registration and \$15 for day-of registration. Credits will only be given if you cancel at least 24hrs ahead of time or if your child is ill and not able to attend camp that day. We will not take any reservations by phone. In addition, you must pay at the time you sign your child up for KDO.

We are looking forward to a memorable summer with your child. If you have any questions do not hesitate to call me at (847)818-3200 ext. 237 or contact via email at [kmiletic@rmparks.org](mailto:kmiletic@rmparks.org).

Sincerely,  
Karrie A. Miletic  
Recreation Supervisor – Early Childhood