

January 1, 2010

Dear Jr. Day Camp Parents:

Welcome to Hiram House Camp!

The Jr. Day Camp Program is filled with many fun and exciting programs. Attached you will find a calendar of events, which indicates special dress-up days, activities and lunches. Don't forget to check the Parent's Guide for a list of things to send with your children on the first day of camp. (Please make sure your child's name is permanently and clearly marked on all items!)

Please take note that drop off and registration on June 14th are at 10 am. After the first day of camp, we will resume our regular 9:30 am arrival time. Please refer to the Parents Guide to Jr. Day Camp for specific information regarding arrival and departure procedures.

Important Reminders:

1. **Balance Due** must be in the Hiram House office by April 1st. Payments can be made as long as final payment is made by April 1st.
2. **Cookout Lunch** will be provided on the second Friday of each session. Please pack a lunch and drink every day that will be refrigerated at the Fire Station until lunchtime.
3. **Swimming** is a daily scheduled activity. This is recreational swimming only. Please make sure that your camper brings a towel and swimsuit to camp daily. If your child is unable to go swimming for any reason, please inform the office in writing.
4. **Camp Store** is open on Mondays, Wednesdays and Fridays. Your child may not bring money to camp. We have developed a declining balance system for the camp store. You can deposit money at the camp office. Each camper is only allowed to buy one ice cream treat or one soda per visit. Each group will have an assigned day at the end of the session when campers will be able to shop for t-shirts, stuffed animals and other camp memorabilia.
5. **Camper Group Photos** are \$8.50 per 5x7 color print, **which must be paid in advance.** Picture Day is usually the first Tuesday of each session.

I hope you are as excited as I am about this upcoming summer. The staff and I look forward to meeting you and your children. We will be available to answer any questions or concerns you may have. Please feel free to call (216) 831-5045. Remember your suggestions and assistance are always welcomed.

Happy Camping,

Ken Fortuna
Program Director

WELCOME TO THE HIRAM HOUSE JR. DAY CAMP!

2010 is going to be a terrific summer. We have exciting new programs and special events planned. Get ready for lots of summer fun!

PLEASE NOTE:

We need your **BALANCE DUE** by April 1, 2010!!

You must turn in money for the camp store and photographs early. After March 31, 2010 car pool rosters will be available, and e-mailed to you. It will contain your camper's name, address, phone number and the sessions attending.

If you do not wish to have any of this information published please notify the Camp at 216-831-5045 prior to March 15, 2010.

REFUNDS & POLICIES

Camp fees are non-refundable and non-transferable. In the event of a medical cancellation, \$10 of the deposit will be a registration service fee. There is a \$20 charge for any non-sufficient checks. There is no pro-rated fee for campers arriving after the start of the session or leaving before its completion. There is a \$10 fee for any change after registration. The Camp is not responsible for loss or damage to any camper's property during the camping season.

CELL PHONES

For the safety of our campers and staff: Please turn your cell phone OFF when entering camp.

ARRIVAL

Please note the arrival time for campers on June 14th only will be at 10:00 AM.

The Jr. Day Camp Drop-off time is 9:30 AM. Please read and follow the procedures so that we may cut down on the traffic congestion. Parents are welcome to join in the flag raising ceremony on the first day your child attends camp, however, parking space is limited. Camp will end promptly at 2:30 PM.

1. Pull all the way up to the front of the drive along the sidewalk near the office.
2. Counselors will help the campers out of the cars on the right side of the vehicle.
3. Campers proceed to their designated areas, where they will gather with their counselor. On the first day of each session, staff will have master group lists to help with grouping.
4. Drivers, please keep cars in line. You will move up. **DO NOT** try to pass cars on the left hand side. All cars in the drop-off line will move up.
5. As you leave, be courteous and turn RIGHT on to Hiram Trail.

IF YOU WISH TO GET OUT OF YOUR CAR, YOU MUST PARK IN THE PARKING LOT!!

LATE ARRIVAL

Please make every attempt to be on time. If you do arrive late you must come into the office and sign your child in. Your child will be escorted into camp by our program staff. Camper may have to sit in the office until next period or as soon as a program staff member is available to escort your child.

DEPARTURE

Jr. Day Camp pick-up time is 2:30 PM.

1. Follow the same traffic flow procedures as the drop-off.
2. Staff will help your children into the car.
3. Again, PLEASE remain in your cars, unless parked in the designated parking lot.
4. Stay in the flow of traffic - DO NOT try to pass cars in front of you that are waiting to buckle up their children. We do not want to put ANY children at risk of their safety.

EARLY DEPARTURES

If for some reason you need to pick up your camper early, please send a note to the Camp Office one day prior, stating what time you will arrive. You must come into the office to sign your child out.

SWIMMING

Each camper needs to bring a suit and towel daily. Make sure that full names are clearly marked on items. If there are specific conditions under which your child cannot swim, please inform the Camp Office in writing.

BEHAVIOR POLICY

Hiram House Camp has found it necessary to act upon camper conduct that is inappropriate in the camping environment. The "three strikes you're out" policy will be implemented. The "first strike" for inappropriate behavior is a verbal warning from the counselor or unit leader. "Strike two" is a meeting with the Program Director. "Strike three" is a call to parents to remove child from the camp setting. Hiram House requests that parents discuss and review this policy with children before camp arrival. It is felt that cooperation between camp personnel and parents will enforce this policy and make the camping experience positive and rewarding for all that attend.

LUNCH

Lunch will be provided on the last Friday of each session. Please pack a lunch with a drink for your camper on all other days.

PHOTOGRAPHS

Once again, this year, we will be offering 5x7 color prints of your child's group. The charge is \$8.50 per photo. Payments for photographs must be received on or before the first day of each session.

CAMP STORE

Campers go to the camp store on Monday, Wednesdays and Fridays. On these days campers may purchase one ice cream novelty and/or one drink. On the last Friday of each session campers may buy T-shirts and souvenirs, etc. Camp store money must be deposited in camper account prior to their visit. **DO NOT SEND MONEY WITH YOUR CAMPER.** Money will not be accepted at the camp store. Deposits for your child's account should be made through the camp office. You will be notified of any balance in your child's account at the end of the summer.

*Here is a sample of what is available through the camp store:

Ice Cream	\$0.75 - \$2.00
Pop	\$0.50
T-shirts	\$8.50
Stuffed Animals	\$7.00
Bracelets	\$2.00
Hackey Sacks	\$5.00

**Prices are subject to change.* There are also other items available ranging from \$2.00 - \$10.00.

SUGGESTION OF THINGS TO KEEP AT CAMP

- Swim suit
- Towel
- Sweatshirt
- Long pants
- Extra socks
- Rain jacket
- Old pair of shoes for creek hiking

HELPFUL REMINDERS/HINTS

Please do not send your campers in new clothes, they are uncomfortable!

Put camper's full name on each item in order to reduce the amount of lost and found!

All personal belongings must go home at the end of each session, even if the camper is returning!

If your child is feeling under the weather before camp begins, please keep them at home so that we do not spread illnesses. Please inform the Camp Office.

If you would like your camper protected by sunscreen and/or bug spray, please return the WAIVER you received along with the bug spray/sunscreen to the camp office. These items will be stored with the camp nurse. You may want to apply sunscreen and/or bug spray prior to camper arrival. The campers **MAY NOT ADMINISTER THESE ITEMS THEMSELVES.**

IF YOU HAVE ANY QUESTIONS CALL THE CAMP OFFICE AT (216-831-5045) MONDAY THROUGH FRIDAY, 9:00 AM- 4:30 PM.

ELECTRONIC GAMES, IPODS, RADIOS AND CELL PHONES ARE NOT PERMITTED AT HIRAM HOUSE. IF DISCOVERED THESE ITEMS WILL BE CONFISCATED AND RETURNED AT THE END OF THE CAMP DAY.

TYPICAL DAY FOR CAMPERS

9:30a.m. - Arrival, Assembly - Flag Raising
10:15 a.m. - Arts & Crafts
11:15 a.m. - Lunch
12:15p.m. - Swimming
1:15 p.m. - Canoeing
2:15 p.m. -Pack-up, Assembly, Flag Lowering

(SUBJECT TO CHANGE)