

# WELCOME TO CAMP!

We would like to welcome all our new summer families coming to camp and would also like to extend a big welcome back to each of our returning families! We know that finding the right summer camp can be a tough decision, so we are thrilled that you have chosen Fiddlehead's specialty Art and Science camps for your child's summer adventure. Here at Fiddlehead Center for the Arts- Scarborough, we hope that all children will have an amazing experience while with us at camp!

You should know that by making the decision to send your child to camp, you are providing them with an experience that will have a lasting impact. Fiddlehead camps are places where your child will learn new skills, make friends, grow in confidence, gain a sense of independence, enjoy the outdoors and just have FUN! At Fiddlehead Scarborough, we pride ourselves on the safety and supervision of each camper in our program. We carefully select a staff team that is committed to providing a safe and enjoyable experience for your camper.

## Fiddlehead Policies and Procedures

### Camp Hours:

- Full Day Schedule: 8:30am-4:30pm
- Morning Half Day: 8:30am-12:30pm
- Afternoon Half Day: 12:30-4:30pm



### Extended Care Hours:

- Morning Extended Care: 7:00-8:30am
- Afternoon Extended Care: 4:30-6:00pm

**Required Paperwork:** Fiddlehead requires contact information, student medical records, and release documents and parental approval forms for each student attending camp. Please complete these forms as soon as possible.

These forms are available by visiting <http://bit.ly/FHCamp18>

Note: Some parents choose to have doctors' offices fax a copy of student's immunization records. We can also make a copy of immunization records instead of filling dates in by hand.

**Payments:** Any open balance for camp weeks is due at the start of the camp week. If enrolled for multiple weeks, consider enrolling in the easy automatic payments.

**Refunds:** Full refunds, minus the camp week deposits, will be issued for any cancellations received two weeks or more prior to the beginning of the camp week. For cancellations received less than two weeks before the start of the camp week, refunds will be issued if replacement student can be moved from waitlist.

**First Day Drop Off:** Please be sure to arrive early for the first day of camp. Upon arrival, all camper paperwork must be fully completed and your camp week balance must be paid in full.

Check in will be faster if all paperwork is filled out prior to the first day of camp.



**Camper Sign In/Out:** All parents must sign in and sign out their campers each day. Attendance documents are kept in a binder with Fiddlehead staff.

**Absences:** If your child will be absent, please call the Fiddlehead office at (207) 883-5720. Missed days cannot be made up in subsequent camp weeks.

**Allergy Notice:** There will be students attending the entire summer that have allergies to all nuts. Please avoid packing snacks or lunches that contain tree nut products. We appreciate your cooperation for the safety of all students.



## DAILY SCHEDULE

**Sample Schedule:** This schedule is subject to change based on weather, camp theme, instructors, guest presentations, projects or other unexpected variables.

7:00	<b>Optional Morning Extended Care 7:00am -8:30am. Must be signed up in advanced.</b> Students can work on free choice art, play games or cards, use Fiddlehead Legos or toys.
7:30	
8:00	
8:30	<b>Regular schedule drop off 8:30am</b> Morning meeting, camp announcements, division of groups
9:00	
9:30	First morning activity
10:00	
10:30	Snack, Sunscreen, Outside time
11:00	
11:30	Second morning activity
12:00	Clean up from morning activities, full day students eat lunch
12:30	<b>End of Morning Half Day/Start of Afternoon Half Day</b> Sunscreen, Outside Time
1:00	
1:30	First Afternoon Activity
2:00	
2:30	Afternoon Snack
3:00	
3:30	Second afternoon activity, finish projects,
4:00	
4:30	Cleanup, pack up, sunscreen, outside time. <b>Regular schedule day ends.</b>
5:00	<b>Optional Afternoon Extended care 4:30-6:00pm. Must be signed up in advanced.</b> Students can have extended afternoon outside time, free choice art, play games or cards, use Fiddlehead Legos or toys.
5:30	
6:00	

# PACKING LIST

## What to Bring to Camp:

- Labeled bag to hold camper belongings
- Comfortable clothing and sneakers
- A change of clothes including socks
- Lunch for full day and morning half day campers



- Refrigerator is available
- Due to allergy concerns, please avoid products with peanut and other tree nuts

- 2 healthy snacks for full day campers (half day campers need one snack)



- A refillable water bottle, labeled with the camper name
- Sunscreen, labeled with the camper name
- Bug repellent, labeled with the camper name,
- Rain gear (jacket and boots) on inclement days

## What NOT to bring to camp

- Clothing that needs to stay clean
- Any valuables
- Cell phones, iPods, tablets or other electronics (without prior approval)
- Electronic games (including Nintendo DS)
- Toys, fidget spinners, Legos, sport equipment, etc. from home.
- Playing card games: YuGiOh, Poke mon, ect.



Parents, please help us with these requests. We want to ensure students have all the things they need for camp. We also do not want something precious to your child to be lost or broken. Thank you very much!



**Sunscreen:** The sun at camp is always a concern for us. We want you to know that we are committed to making sure your child is safe from the sun. We strongly encourage you to pack your camper with **non- spray sunscreen**.

We will assist our youngest campers in applying sunscreen during each sunscreen break. However, the majority of campers 8 years old and up will be responsible for applying their own sunscreen during the day (with plenty of reminders from their counselors).

If sun exposure is ever a problem – please notify the director immediately so that extra precautions and applications can be made.

**Medical Information:** Camper Medical Forms and release forms must be filled out completely with up to date allergy and medical condition information. Fiddlehead staff will not dispense medication to children. If a child requires medication, the parent must come in to administer the appropriate dose. Staff will, however, administer Epi-pens or other emergency medications.

Families must provide Epi-pens and inhalers and accompanying paperwork to keep on site at all times for those children requiring them.

### Rules & Policies:

1. Campers must follow Fiddlehead Center for the Arts--- Scarborough Camper Code of Conduct. Please inform your child of these policies prior to the start of camp.
2. All students must have completed registration forms and medical information forms on file by the first day of camp. No camper will be allowed to start participating in camp until all forms have been filled out and filed.
3. Campers, for their own safety, should wear comfortable clothing and shoes suitable for outdoor activities. If proper footwear is not worn, the parent will be notified and asked to bring proper footwear for their child or the child will be sent home.
4. Medication: Fiddlehead staff is not permitted to accept or dispense medication of any kind, except in the event of an emergency. It will be the responsibility of the parent/guardian to administer medication to their child.
5. Snack and Lunch: It is the responsibility of the camper's family to provide snacks and lunch for their student while at camp. Mark the lunch box/bag with the child's name. Refrigerators and microwaves are available on site. For the safety of students with allergies, we ask parents to avoid snacks that contain nuts whenever possible.
6. Water: The weather during camp is usually very hot. Water is available on site, but we suggest you send a bottle of water with your child, labeled clearly with the child's name.
7. We recommend you send sunscreen and bug spray on a daily basis and instruct your child on how to apply sunscreen and repellent prior to attending camp.
8. Programs are limited to registered participants only; visitors or guests will not be permitted.
9. Drop Off/Pick Up: Parents should be punctual in dropping off and picking up students. All students must be signed in before entering a class/camp and signed out before leaving.
10. Before and After Care: Must be paid for in advance. Supervision begins at 7:00am and ends at 6:00pm. Students are not allowed to be dropped off any earlier and must be picked up on time; if they are not picked up before 6:00 p.m. fees and penalties may be assessed. (See before and after care information) The Camp Director will handle late pick-ups on a case by case basis. Monetary fees may apply.

**Camper Code of Conduct:** In order to maintain a safe, fun and productive camp environment, we require parents and students to read and understand the importance of abiding by the following code of conduct:

- I will follow the class or camp schedule.
- I will respect the counselors, teachers, director, and other students.
- I will NOT use foul language.
- Before leaving the room, I will ask a staff member for permission.
- I will treat others with respect.
- Fighting, hitting or bullying will not be tolerated.
- I will follow all safety rules set forth by the camp staff.

**Fiddlehead Behavior Policy:** Fiddlehead classes and camps are meant to be a fun, educational, and a recreational activity. For the benefit of all campers, it is important that children behave appropriately. If it becomes necessary to take disciplinary action against a student, the steps will be followed as outlined below:

- **First Occurrence** - The student will receive a verbal warning and an explanation as to why the behavior is inappropriate (whenever possible, this will be done in a secluded setting, away from other campers). The student's parents will be notified of their behavior via phone call or when they arrive to pick up their child.
- **Second Occurrence**- Staff will determine the appropriate consequence for the student's behavior (examples may include a "time out" or exclusion from participating in an activity). A one-day suspension may be given, if not more (with no refund) and specified to the parent/guardian that the next occurrence may result in the child's continued expulsion without refund. In addition, a meeting may be set up with the parent/guardian and camper to create a partnership to resolve any issues.
- **Third Occurrence** - The third incident may result in immediate expulsion from camp without refund.

The Fiddlehead Director will make final determination for expulsion and reserves the right to ban any child from summer camps following a first incident in cases of serious inappropriate behavior.

### **Thank You for choosing Fiddlehead!**

We are so excited to bring an educational and fun experience for your child. Our structured activities keep kids engaged and our extended full day schedule provide the outside play and free choice activities that allow students to be creative and play.

If you would like to see Fiddlehead before the start of camp, the **2018 Summer Camp Open House** will be scheduled for **Friday, March 2<sup>nd</sup>**. We are also available if you would like to set up a tour.

We look forward to seeing everyone. Please be sure to reach out if you have any questions.

Fiddlehead Staff:  
Meghan, Suzanne, Todd, and Jared