



Baker Demonstration School Summer 2010
201 Sheridan Road. Wilmette, IL 60091

IMAGINE EXPLORE CREATE

COMMUNITY GUIDELINES

CAMP OFFICE HOURS

7:30am – 5:30pm Monday – Friday June 14 – August 6

IMPORTANT PHONE NUMBERS

Joan Beadle – Manager of Program Development.....	847/425-5814
Meg Egan – Camp Nurse.....	847/425-5816
Marje Monroe – Camp Co-Director.....	847/425-5820
Nancy Perla – Camp Co-Director.....	847/425-5820
Emergency – Baker School Office.....	847/425-5800
Fax Number.....	847/425-5801

IMPORTANT EMAIL ADDRESSES

Joan Beadle – Program Development.....	jbeadle@bakerdemschool.org
Meg Egan – Camp Nurse.....	megan@bakerdemschool.org
Marje Monroe – Co Director.....	mmonroe@bakerdemschool.org
Nancy Perla – Co-Director.....	nperla@bakerdemschool.org

THE CAMP DAY

Morning Extended Care.....	7:30am-9:00am
Half-Day Camp.....	9:00am-12:00pm
Full-Day Camp.....	9:00am-3:00pm
Afternoon Extended Care.....	3:00pm-5:30pm

COMMUNICATION – IMPORTANT PHONE NUMBERS

Please do not hesitate to call the camp office during the day at 847/425-5820. Camp supervisors will check voice mail throughout the day and will promptly return your call. Please include a detailed message and a return phone number. **In case of an emergency, you may call the Baker Demonstration School office directly at 847-425-5800, and Baker staff will immediately locate camp supervisors.**

ATTENDANCE

Attendance is taken at the beginning of each camp day. If your camper is unable to attend camp on any given day, please notify the Camp Office as early as possible and include details of the reason for absence (including symptoms of illness if applicable) before 9:00 a.m. at 847/425-5820.

Campers who arrive before 8:45am, must be escorted to Extended Care, and parents will be invoiced at the minimum drop-in rate of \$10 for the first hour and \$5 per each additional half-hour. If your child arrives at camp after morning carpool has ended, please park your car in the Baker parking lot and escort your child into Baker's school office to check them in.

CARPOOL SAFETY AND GUIDELINES

Camp staff will assist at morning carpool between the hours of 8:45-9:00 a.m.

Drop-Off and Pick-Up Protocol:

- To facilitate the flow of traffic, follow these safety procedures:
 - From Maple Avenue, enter Baker's parking lot through the EAST entrance and turn right.
 - Drive through the lot and turn left.
 - Pull forward into the pickup lane when directed by camp staff.
 - Please stay to the left of the orange cones as you drive around.
 - Campers will be loaded from the curb side of your vehicle.
 - Turn right to exit school grounds directly out to Sheridan Road. Please do not exit the parking lot via the Maple Avenue entrance.
- Never honk horns, pull around waiting cars, or back-up your car while children are present.
- Please stay in your car. As a safety issue, you must drive through the dismissal lane to pick up your child. Your child may not walk into the parking lot to meet you.
- Campers will stand with their camp counselors on the sidewalk outside of the school entrance. Do not engage in conversations with camp leaders or counselors working dismissal duty as this holds up the carpool line.
- If there are any alterations in the make-up of your carpool, please send a note to the office that day. In an emergency, you may phone in the information to the school office (847-425-5800) before 11:30 a.m. Office staff will notify camp personnel immediately.
- Campers will be escorted to cars by their counselors. If you park in the parking lot or on the street, you must walk to your child's camp counselor to pick up your child.
- Please honor requests made by camp leaders and counselors during dismissal, particularly if they ask you to move your car and go around again if your child is not yet outside.
- No child, regardless of age, will be permitted off school grounds without an adult (except for bike riders or walkers who have written permission on record in the camp office).
- **Using your cell phone during pick-up is strictly prohibited.**
- Parking is not allowed in the fire lane or in handicap parking spots at any time. The Wilmette Police Department will issue tickets to illegally-parked drivers.
- Campers will not be left at carpool unattended after dismissal is completed. Campers who are not picked up by 12:15 (half-day campers) or 3:15 (full-day campers) will be escorted to Extended Care. Parents will be invoiced at the minimum drop-in rate of \$10 for the first hour and \$5 per each additional half-hour. There are no exceptions.

IMPORTANT INFORMATION REGARDING CARPOOL PICK-UP

Camp personnel will only release campers to those individuals for whom you have given written authorization. To arrange for other adults to pick-up your child, you must give hand-written authorization to your child's camp counselor at morning carpool. There are no exceptions.

LEAVING CAMP EARLY

All early dismissal requests must be authorized and signed by a parent and handed to your child's camp counselor at morning carpool. You may pick up your child inside the school office.

WHAT TO BRING TO CAMP

We recommend that campers bring as little as possible to camp. **Please LABEL all items with your child's first and last name.**

Sensible Shoes and Safety: Your camper's day will be filled with lots of outdoor, energetic fun! It is important for your child to wear closed-toe athletic shoes.

Swimsuit – Towel – Sunscreen: Swimsuits and towels may be kept in campers' lockers during the week. Students may hang their swimsuits from locker hooks and their towels over their locker doors to dry out. However, on Fridays, all swim apparel will be sent home for washing. Of course, swim suits may be taken home at the end of each day—please remember to bring them back the next day as we swim daily.

A Note about Swimming: All campers must shower and use soap before entering the pool. Please fill out the enclosed swim questionnaire. Pre-Kindergarten and Kindergarten campers, please see the enclosed letter explaining the camp swim program for our youngest campers.

Goggles – Swim Caps: Goggles are welcome but not required. Your camper's last name must be labeled on the strap with a permanent marker. All swimmers with shoulder length or longer hair must wear a swim cap.

Sunscreen: We recommend that campers apply sunscreen before they come to camp each day. Counselors will remind campers to reapply their own sunscreen after swimming or water play. Sunscreen (label with name, please) may be stored in lockers.

Lunch: Full-day campers may bring a lunch from home or order lunch through our lunch program. All lunches will be stored indoors in a cool room. Please send a lunch that does not require refrigeration. We provide an afternoon snack for all campers. However, please feel free to supplement as you see fit. **If your child has food allergies, please notify the camp nurse so that we may make special accommodations.**

NOTE TO PRE-KINDERGARTEN AND KINDERGARTEN CAMPERS ONLY

Food Containing Nuts and Peanuts: Due to allergies, we ask that prekindergarten and kindergarten campers NOT bring food containing peanut or nut items for lunch.

Indoor Gym Shoes for Rainy Days: On days when we are restricted to being indoors due to inclement weather, we will make wonderful use of our gymnasium. Campers must wear clean, rubber soled closed-toed athletic shoes to participate in gym activities. These "clean" shoes must always remain in your camper's locker so that they are ready for use at a minute's notice.

FOOD AND INSECT ALLERGIES AND MEDICAL FORMS

As a camp, we are well aware that many children face allergies. We ask that you contact the camp nurse at 847/425-5816 if your child has any allergies we need to be aware of. The nurse will prepare a plan that will enable us to provide a safe and comfortable environment for all campers.

Medical forms must be turned in for every camper before the first day of camp!

WHAT NOT TO BRING TO CAMP

Locker Locks Not Permitted: Each camper has an indoor locker to store personal belongings during the camp day. Lockers do not have locks, and children may not bring toys, cell phones or other electronic devices that are of monetary or emotional value.

Cell Phones and Other Electronic Devices: We prohibit all electronics and discourage cell phones at camp. Camp personnel are available via email and phone during camp and Extended Care hours. Please see contact information above. For students who bring their cell phones to camp for post-camp communications with parents, we will lock the cell phones in the camp office until the end of the day.

Flip Flops: Flip flops can be dangerous and may make it difficult to safely and comfortably participate in many of our energetic, outdoor games and sports. Please send you camper in closed-toe athletic shoes. Note: Crocs may be worn to camp if you feel that your child is comfortable and safe wearing them during energetic outdoor play.

EXTENDED CARE PROGRAM

The Extended Care program supports flexible participation in a wide variety of sports, recreation, and arts and crafts activities and allows campers opportunities to relax, reconnect, and socialize. Healthy, nut-free and nutritious snacks are provided immediately after camp.

Daily Extended Care hours are 7:30-9:00 a.m. and 3:00-5:30 p.m. If your camper will use Extended Care on a regular basis, consider registering (form enclosed) him or her no later than one week prior to your camper's first day of camp.

Drop-In Extended Care is available on an as-needed basis at the rate of \$10 up to the first hour, and \$5 per each additional half-hour. Please notify camp personnel of your need for extended care one day in advance if possible. Children who arrive earlier than 8:45am must report to Extended Care, and parents will be invoiced at the drop-in rate of \$10 up to the first hour, and \$5 per each additional half-hour.

Important Note on Extended Care Drop-Off and Pick-Up: Parents must park in the Baker lot and escort their children to extended care. Likewise, parents must come into the extended care room to sign out their children at the end of the day.

THANK YOU FOR YOUR COOPERATION!

The safety and well-being of each and every member of our Baker Summer Discovery Camp community is of the utmost importance to us, and BSD staff looks forward to a joyous and fun-filled summer as we watch our campers explore, imagine, and create.