

**WELLSPRING SUMMER DAY CAMP POLICIES**  
PLEASE RETAIN THIS SHEET FOR YOUR RECORDS.

**Registration**

When you turn in a completed registration, we will give you the Parent Orientation letter and bus stop/site information. This means that your child is registered for camp. If you turn in a form that is not filled out completely and/or signed, then your child will not be registered until you have completed the form. We will not hold a spot for your child.

**Attendance**

If your child is going to miss a day due to illness, vacation, etc., you do not need to call the office. We do not give your child's spot away if he/she misses a day at camp.

**Arrival and Dismissal**

Program begins at 9:00. You can drop children off between 8:30am and 9:00pm. **Do not drop children off after 9:00.** Beginning on June 17<sup>th</sup>, we will have a "3 Strike" policy. If you drop your child off late 3 times, then he/she will not be allowed to stay for that program day. The coordinators for each group will be responsible for keeping track of tardiness. You will be informed at the time of the late drop off that you have received a "strike".

Program ends at 1:30pm. If you pick your child up, you may pick them up after 1:15pm at their site/church. You should pick them up in the same spot where you drop them off in the morning. **Children must check out with their age group coordinator before leaving the site.**

**Children left at their site/church or bus stops after 2:00pm will be brought back to Wellspring Interfaith Social Services (1316 Broadway).** We will try to reach you to make other arrangements before transporting your child to Wellspring. If you are late picking up your child 3 times, then he/she will not be able to attend our program. If you are late picking up at the bus stop 3 times, then you can transport your children to the sites, but may not use the buses anymore. You will be informed at the time of the late pick up that you have received a "strike". If children are left at Wellspring after 3:00pm and we have not been able to reach a parent/guardian or an emergency contact, then we will contact the police department.

**Transportation/Field Trips**

Limited, free transportation is provided at six bus stops. Camp staff reserve the right to refuse transportation to any camper because of behavioral issues or if parents/guardians are habitually late picking their child up from the stop. **All changes to transportation must be made before 12:00pm each day.**

Only the parents/guardians, 2 emergency contacts and the 2 other individuals listed on the "TRANSPORTATION" section of the registration form will be allowed to pick up your child from the site or the bus stop.

**Communication**

Campers are not permitted to use cell phones at camp. Thus, all communication is coordinated through the youth department office. If you need to contact your camper or a staff member please call 260-422-6618 x109.

**Photography Waiver**

I permit Wellspring Interfaith Social Services to use and publish photographs and/or videotapes of me and /or my children for purposes of promoting the Wellspring Summer Day Camp.

## WELLSPRING SUMMER DAY CAMP POLICIES (Continued)

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### Dress Code

Campers should wear comfortable clothes that will allow them free range of motion to participate in recreational and athletic activities. Clothing may get soiled with dirt, grass, paint, glue, etc. Unacceptable Attire: revealing clothing, apparel that displays/promotes drugs, alcohol, tobacco, or gang references, and excessively loose or baggy pants. If your child comes to program in “unacceptable attire,” then you will be responsible for providing him/her with a change of clothing or picking him/her up from program.

**Children need to wear their Wellspring tee shirts on their trip day. Tee shirts will be passed out beginning the end of the 1<sup>st</sup> week.**

### Change in Personal Information

Please notify the office, 422-6618, ext. 109, if you have changes in any of the information (phone numbers, emergency contacts, etc.) listed on your child’s registration form.

### Behavioral/Medical Issues

The camp staff reserves the right to send any child home that is ill or has disruptive, unsafe, destructive, or abusive behavior. If your child has a medical condition that is contagious, then we may require a doctor’s note before he/she is allowed to attend the day camp.

Sending a child home or removing a child from the camp permanently, for any reason, is at the discretion of the coordinator, learning coordinator, and program directors. **We do not have the capacity for one-on-one supervision, so if you have a child that requires this kind of supervision, our camp may not be the best program for him/her.**

We allow therapists, counselors, caseworkers, etc. to attend with children as long as we are informed prior to his/her attendance and he/she must be wearing their credentials.

### No Personal Items/Electronic Devices

Campers are NOT permitted to bring any personal items from home. This often increases the likelihood of them getting lost, stolen or damaged. In addition, campers shall not borrow, lend or trade items while at camp. **Cell phones are NOT permitted to be used at camp.** The camp staff reserves the right to confiscate any and all personal items as issues arise. Confiscated items will be returned to the parent or guardian at the end of the day. **Wellspring Interfaith Social Services is NOT responsible for any personal items that may have been lost, stolen, damaged or gone missing during the program.**

### Summer Lunch Program

During the summer, free lunch is provided by FWCS. Lunch is served at the sites to anyone under the age of 18. The lunches must be eaten at the site. Wellspring Interfaith Social Services is not responsible for the menu. Wellspring is also not responsible for any changes made to the menu by FWCS Nutrition Services. You can access the menu at [foodservice.fwcs.k12.in.us](http://foodservice.fwcs.k12.in.us). If your child has any dietary restrictions, please notify the youth department at Wellspring. **We do not provide special lunches for children with allergies or other restrictions.**

**WELLSPRING SUMMER DAY CAMP PROGRAM GOALS**  
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- Children participate in approximately 5-6 hours of summer learning activities each week.
- Children are supported by caring staff.
- The program provides a safe environment for all activities.
- Staff members act as positive role models encouraging children to follow their examples and maintain good behavior.
- Children participate in weekly art, dance, music and yoga activities.
- Staff members encourage children to do well in all activities.
- The diversity of participants helps children to be comfortable being with people of different racial, ethnic and cultural backgrounds.
- Children are encouraged to solve problems without hitting, throwing a tantrum, or using hurtful language.
- Children are encouraged to like themselves and feel that other people value them.
- The program provides materials and opportunities for parents and guardians to be involved and be informed of daily activities.