

# Center Day Camp



## **Family Handbook 2022**

This guide highlights important details to help you prepare for the upcoming summer. We update the booklet annually, and ask that each family reviews it carefully.

Center Day Camp is a program of the Jewish Community Alliance of Southern Maine

[www.centerdaycamp.org](http://www.centerdaycamp.org) • [cdc@mainejewish.org](mailto:cdc@mainejewish.org)

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# BEFORE THE SUMMER STARTS

## A NOTE FROM THE DIRECTOR

We are so excited that you are going to be sending your child to CDC this summer! We're looking forward to working with you and your family. Whether your child is a returning camper or is new to CDC this summer please review the enclosed handbook with care as it provides information essential to a fun and successful summer at camp.

Center Day Camp was founded in 1949 by the Portland Jewish Community. Our grounding and history as a Jewish camp means that our programs offer a unique focus on universal values like integrity, honesty, responsibility, caring for one another and for the earth. All are welcome, and everyone at camp is valued and celebrated. Our staff stress kindness, respect and character in everything that they do. We are a child-centered program that seeks to support campers as they build confidence, make new friends, explore new interests, discover their abilities and learn new skills. It is our hope that the experiences we provide will have a long lasting positive impact on the lives of the children and families we serve.

Thank you for joining our community and becoming apart of what we believe is the best day camp in the state of Maine. We can't wait to see you at camp!



Best,  
*Christopher Thurston*  
Camp Director

# GENERAL INFORMATION

## CAMP CONTACT INFORMATION

Camp Director	Chris Thurston cdc@mainejewish.org
Health Care Manager	Scott Pratt
Head Counselor	Marlena Lantos
Head Counselor	Susannah Phillips
Waterfront Director	Julia Schneider

Center Day Camp (Summer Office)	74 Hackett Road, North Windham 207.892.4101
Jewish Community Alliance (Winter Office)	1342 Congress Street, Portland 207.772.1959 (Phone) 207. 773.2234 (Fax)

For finance and accounting questions please call  
Bonnie Ryan, Finance Director at 207.772.1959



## SUMMER 2022

### CALENDAR

Week 1	June 21 – June 24
Week 2	June 27– July 1
Week 3*	July 5 – July 8
Week 4	July 11 – July 15
Week 5	July 18—July 22
Week 6	July 25 – July 29
Week 7	August 1 – August 5
Week 8	August 8– August 12
Week 9	August 15—August 19

\* Camp will be closed on July 4th



### Open House

We will be offering an open house on June 19th from 9AM to 12PM. You will have an opportunity to walk around camp with your family and get a sense of where they'll be spending the summer! Please don't hesitate to reach out with any questions.



### OPEN HOUSE

## CAMP FORMS

# COMPLETING YOUR CAMP FORMS IS CRITICAL

An important part of your pre-summer preparations is completing your online forms. Online forms are now available by logging into your Camp InTouch account. We put a lot of effort into developing efficient administrative systems that make information gathering as simple as possible.

**ALL FORMS ARE DUE 1 WEEK PRIOR TO CAMP SESSION**



## HOW TO ACCESS YOUR CAMP INTOUCH ACCOUNT

1. Go to [www.centerdaycamp.org](http://www.centerdaycamp.org)
2. Click on “enrolled families”
3. Log in using the same username and password you used to register for camp (if you forgot login you can email Chris and he will send you a password reset or let you know your user name)
4. Click on “Forms & Documents”
5. All Forms and documents needed are housed here



**Fun Fact: Photos from your child’s session will be uploaded on our Instagram page daily! Check out [centerdaycamp207](https://www.instagram.com/centerdaycamp207) to see what CDC is up to!**

## WHAT ARE ALL THESE FORMS?

**Health History:** Please provide the most up-to-date information on your child so our health staff can best care for your child should the need arise.

**Physicians Exam:** The physicians exam needs to be within one calendar year of the session attended. Just ask your doctor for the camp physical.

**Health Screening Survey:** This summer you will need to sign an agreement following our health screening survey. This confirms the standards in which you must follow to send your child to camp for the day.

**Sunscreen Policy:** To reduce the risk of sunburns at CDC we have a new sunscreen policy. Please read and fill out the permission slip.

**Parent Authorization:** Provide current copies of your insurance cards, and give camp permission to treat your camper in an emergency.

**Authorized Grown-Ups:** Let us know who is authorized to pick up your camper.

**Maine state law REQUIRES camps to have written permission from a campers physician for a camper to self-administer emergency medication while at camp. The law specifically pertains to the use of Epi-pens and inhalers.**

**PLEASE ASK YOUR PROVIDER FOR WRITTEN PERMISSION. THIS CAN BE EMAILED/ FAXED TO CAMP OT YOU CAN DROP IT OFF.**

## ATTENDANCE

If your child will not be attending camp that day please call the office or send an email by 8:00 AM. If your child does not arrive to the bus stop at the assigned drop off time, without prior notification, we may call to verify attendance.

## LATE ARRIVAL & EARLY DISMISSAL

Except for emergency situations, the director and/or camp office must be notified in advance by written authorization and/or telephone if your child will not arriving or departing camp at our regularly scheduled times.



## VISITOR POLICY

For the safety of staff and campers there will not be visitors at Center Day Camp during summer hours. Camp tours for new or interested families can be arranged prior to June 21 through the camp office, or after the summer is complete.

# AT CAMP

## THE PROGRAM

### SCOUTS

Rising Kindergarteners  
and 1st Graders

### PIONEERS

Rising 2nd and 3rd  
Graders

### GUIDES

Rising 4th and 5th  
Graders

### EXPLORERS

Rising 6th and 7th  
Graders

### QUESTS

Rising 8th and 9th  
Graders

## SCOUTS (Kindergarten— 1st)

The youngest Campers at CDC are introduced to camp with programming that is gentle, supportive and designed to harness their natural excitement and curiosity. Our goal is to engage them in ways that turn them into lifelong campers! Counselors for this group are specifically trained in working with the K-1 age group. Campers move through a structured and consistent curriculum of activities, with age-appropriate options that allow them to enjoy every aspect of camp at their own pace.

## PIONEERS (2nd– 3rd)

Pioneers are often some of our most dedicated Camp musicians and storytellers; they learn Camp songs and lore that they will remember all their lives. Trips to “Lollipop Island” and other special activities connect Pioneers to the magic of the camp environment, and activities allow them to explore their interests and learn all kinds of new things.

## GUIDES (4th-5th)

Guides are offered increased levels of responsibility at Camp, as they build interpersonal skills and grow in proficiency in swimming, boating, sports and other activities. They also are able to make more choices about their schedules. Guides are full of energy and are often particularly enthusiastic about outdoor activities, from sports to gardening.

## EXPLORERS & QUESTS (6th-9th)

As our oldest groups of campers, Explorers and Quests have the opportunity to engage in great activities and special events scheduled regularly throughout the summer. They also have significant amounts of choice regarding their daily schedule so they may spend time developing skills in the areas that they particularly enjoy.

## TYPICAL DAY

8:00 to 8:30	Drop Off
9:15 to 9:30	Morning Meeting
9:30 to 10:30	Activity 1
10:30 to 10:45	Snack
10:45 to 11:45	Activity 2
11:45 to 12:15	Lunch
12:15 to 1:15	Activity 3
1:15 to 2:15	Activity 4
2:15 to 2:30	Afternoon Snack
2:30 to 3:30	Activity 5
3:30 to 4:00	Afternoon Meeting
4:30 to 5:00	Pick Up



## WEATHER AT CAMP

Like any program in an outdoor setting we are subject to all types of weather conditions. Rain and extreme heat can effect a day at camp. Regardless of the weather a safe and sheltered experience will be provided and programing will reflect what is in the best interest of our campers. Drinking lots of water, slowing down the pace of an activity, taking activities inside, and providing more water based activities on a hot day are just a few examples of modifications we may make on an as-needed basis.

## CLOTHING

All personal items sent to camp must be marked with your child's first initial and full last name.

### What To Wear

- Campers need clothes that they can get dirty, be comfortable in and will protect them from the sun.
- Closed toed shoes and socks are required at all activities other than the waterfront. Crocs should not be worn as everyday footwear.
- Campers are encouraged to pack a pair of beach shoes to wear to waterfront activities (flip-flops, crocs, tevas, etc.)



### What to Bring

Backpacks are brought home daily. REMEMBER NAMES ON EVERYTHING!

2 Swimsuits

2 Snacks

1 Towel

1 Bug spray

1 Bag for wet swimsuits

1 pair of beach shoes

1 Change of clothes\*

1 Sweatshirt\*

1 Sunscreen

1 Rain jacket\*

1 Lunch

\* if needed based on weather forecast

## LUNCH TIPS



## Lunch Time

**Families are responsible for packing a lunch and 2 snacks for your campers every day.**

To respect Jewish dietary (Kashrut/Kosher) laws and traditions, the JCA **does not allow shellfish or pork products** in our facilities, including both the Congress Street building and the Center Day Camp property. No other restrictions apply; however, when the JCA sponsors an event that involves food, meals will be either vegetarian, dairy or meat, and any meat served will be kosher meat.

### Lunch & Snack Ideas

Fruit	Veggie Pizza	Dried Fruit
Veggies & Dip	Muffins	Bagels
Crackers	Cheese	Salads
Yogurt	Popcorn	Pasta
Pickles	Cereal Bar	Rice Cakes
Apple Sause	Granola Bar	Sandwiches
Deli Meat (Non-Pork)		

At Center Day Camp we provide a NUT AWARE environment. We strongly encourage families to refrain from sending food with nut products to camp.

We have a nut table for campers who pack nut products in their lunch. We also have a process in place that supports campers with life threatening allergies. Proactive health training is provided to our staff by our healthcare manager to ensure quality care and that appropriate responses take place should there be a anaphylactic reaction.

Center Day Camp has a NO FOOD SHARING policy.

**WE ARE NUT  
AWARE**

## SWIM LESSONS

## SWIMMING

Instructional swim is a daily program offered to all campers. Center Day Camp employs a certified Lifeguard Instructor and Lifeguards.



Swimming is an important part of the CDC program. At the start of each week campers will be placed in the instruction class most appropriate for their swim level. All campers are encouraged to attend swimming lessons.

A swim report is sent home at the end of each week. The goal of the swim report is to give parents and campers an accurate understanding of what the camper is capable of in and around the water. It is objective and provides an exact description of what is necessary in order to achieve the standard for any specific item. It provides success at every level and information for the camper making it an excellent motivator to achieve advanced swimming skills.

## Shabbat

Friday is a special day in our week; it's when CDC celebrates Shabbat (day of rest) with songs, blessing recitation, sharing of challah bread and a chance to celebrate the week we shared at camp. This tradition is fun and accessible for all campers. We say blessings (brachot) for candles, "wine (grape juice) and challah. The blessings are listed below for your convenience.

### The Blessings

For the **candles**: *Baruch atah Adonai, Eloheinu, melech ha'olam, asher kid'shanu b'mitzvotav vitzivanu l'hadlik ner shel Shabbat.* Blessed are you, lord our G-d, ruler of the universe, who has commanded us to kindle the Shabbat candles.

For the **Wine or Grape Juice**: *Baruch atah Adonai, Eloheinu, melech ha'olam, borei p'ri hagafen.* Blessed are you, lord our G-d ruler of the universe, who has created the fruit of the vine.

For the **Challah**: *Baruch atah Adonai, Eloheinu, melech ha'olam, hamotzi lechem min ha'arets.* Blessed are you, lord our G-d, ruler of the universe, who has given us bread from the earth.

# HEALTH

## PARTNERING WITH PARENTS

Partnering with parents involves effective two-way communication between home and camp. Our director, Chris Thurston, has worked in a variety of camp settings including both day and residential. He has built his professional camp career on his commitment to working with families to make every camper's experience inclusive and positive.

For any camper who needs additional supports or accommodations, active communication is especially crucial. Should there be additional information you would like to share with camp and/or Chris specifically—please contact the office by phone or email .

Information provided will be kept confidential and only shared with those members of our team on an as-needed basis, so staff can work together to help your child and all children at camp have a safe and successful experience.

## PRIVACY

In order to meet the needs of our campers we need to collect personal information about them and their families. The information we gather is only given to those staff who are directly involved in providing a service to your camper or shared as required by law.

We ask that you provide us with personal information including any medical precautions, health problems, or personal emotional concerns that may arise during camp. Many parents fear that we will not accept their child if they are forthcoming about situations, but it is crucial that we receive all the information so we can be partners in ensuring a safe and successful summer.

# COVID-19

## COVID-19 MASKS

### **MASKS:**

Masks will be optional for campers and staff this summer. We will continue to follow guidance from state and local government, and our camping accreditation. If at any time a mask mandate is put back into place, we will follow accordingly.

Staff will be trained to make sure there is there complete understanding and acceptance around an individuals choice to wear a mask. We recognize that families and children are all coming from different circumstances, and what feels safe for one family might not be true for another.

Please do not hesitate to reach out directly with any questions or concerns.

### **HANDWASHING:**

Children and staff will wash hands with warm soapy water and will cover coughs and sneezes.

Hand sanitizer stations that contains at least 60% alcohol will be located in all buildings around camp.

### **POSTIVE CASE & ISOLATION:**

If your camper tests positive, they should isolate for at least 5 days from the date of their positive test (if they do not have symptoms). If they do develop COVID-19 symptoms, isolate for at least 5 days from the date their symptoms began (the date the symptoms started is day 0).

If they had close contact with someone at camp with COVID-19 and you are in one of the following groups, you **do not need to quarantine**.

You are up to date with your COVID-19 vaccines.  
You had confirmed COVID-19 within the last 90 days .

Please continue to closely monitor your campers for symptoms after their exposure.

## COVID-19 ISOLATION

## SUNSCREEN FROM HOME

## CAMP SUPPLIED SUPPLEMENTAL SUNSCREEN

## SUNSCREEN POLICY

### Sunscreen

**SUNSCREEN:** Caregivers are asked to apply sunscreen to campers before they come to camp in the morning. Sunscreen will be reapplied after a swim or water-based activities, mid-morning and again mid-afternoon. Parents are asked to provide their own sunscreen. If the sunscreen is in a soft container please put this inside a zip-lock bag to protect it from popping inside a camper's bag. Campers will not be permitted to share sunscreen.



**CAMP SUPPLIED SUPPLEMENTAL SUNSCREEN:** Camp uses NO-AD Sunscreen SPF 50, which will be offered to Campers if they don't have their own sunscreen available. Camp supplied supplemental sunscreen will only be applied with parent consent in writing. You can find the sunscreen permission slip in your Camp InTouch account.

Each camper is responsible for supplying and applying sunscreen to their skin personally. When necessary, a Center Day Camp staff member will assist each camper who is not able to personally apply their own sunscreen. When a camper needs such assistance, the staff member will apply sunscreen only while another adult staff member is present and only on the exposed parts of the child's skin.



## HEALTH INFORMATION

# Health Requirements

**Health forms are required for all campers.** To complete and confirm enrollment at Center Day Camp we require campers to have a completed health form or waiver on file prior to their first day of attendance.

**The state of Maine requires that all campers have on file fully completed medical form, signed by a physician within one year of the campers first attended camp session.**

Center Day Camp's required medical forms include a Health History, Emergency Contact and Emergency Authorization completed by a parent/ guardian.

If your child is currently under the care of a physician for allergies and/or asthma, please have your physician be explicit on the health form concerning the following:

1. Define the prescribed medical treatment
2. Define the exact nature of the allergic reaction (i.e. swelling, rash, hives, and respiratory impairment)

Please let us know if your child has been hospitalized in the past, and especially in the last 12 months for control of these systems. For children who carry an inhaler, Epi-pens or allergy kits with them at camp, we require 2 while at camp. One will be kept in the health center and the other will be carried by the camper's counselor at all times.

## EXCLUSION POLICY

To keep campers as healthy as possible, we adhere to the following guidelines. If your camper is at camp they must be well enough to participate in the program on the given day.

For the protection of all campers and staff, your camper should be kept at home, and will be sent home, if they display any of the following symptoms:

## EXCLUSION POLICY

**Fever** - Exclude if child has oral temperature of 100.4 or greater, especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck, or undiagnosed rash. Child may not return to CDC until they have normal temperature for at least 12 hours and is well enough to participate in normal activities.

**Impetigo** - Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

**Lice (Head)** - Exclude for 24 hours after treatment has been initiated. There may be no lice or nits present.

**Measles** - Exclude until six days after the rash appears.

**Pink eye, conjunctivitis** - (discharge is thick and white or yellow, eyelid is very swollen/discolored) exclude for 24 hours after treatment has been initiated.

**Respiratory Symptoms** - Exclude if child has difficult or rapid breathing or severe coughing; child makes high pitched croupy or whooping sound after they cough, and child is unable to lie down comfortably.

**Respiratory Illness (Febrile)** - Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities.

**Ringworm & Pinworm** - Scalp: exclude until 24 hours after treatment begins. Body: exclude until after treatment begins.

**Scabies** - Exclude until 24 hours after treatment begins.

**Skin Problems** - Exclude if child has a rash, undiagnosed or contagious. Infected sore, sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

**Sore Throat** - Exclude if child has a sore throat, especially when fever or swollen glands in the neck are present.

**Vomiting** - Exclude if child has two or more episodes of vomiting within the previous 24 hours.

## Health Procedures

### HEALTH GUIDELINES

For any health problem, illness or injury, counselors are trained to immediately escort the camper to the Camp Office to be evaluated by the camp health care provider.

Minor first aid will be administered and parents/guardians will be contacted by telephone as needed.

If illness or injury requires treatment other than minor first aid, parents will be contacted immediately. If a parent is unavailable, either the emergency contact and/or camper's physician will be contacted. For additional medical services, except in the case of a life-threatening emergency, no medication will be administered to the camper without a completed medication authorization form on file at camp.

**In the case of life threatening emergencies we will be contacting outside medical assistance (911) and first aid will be administered until help arrives— parents/guardians/ emergency contacts will be notified as soon as possible.**



## Medication Policy

### PRESCRIPTION & NON-PRESCRIPTION

The purpose of these procedures is to provide safe, consistent and reasonable approach to the administration of prescription and non-prescription medications while at camp. Do not send any over the counter medications to camp with your child. The CDC health center has a variety of medications available if needed. As a general rule, medications should be given at home. However, in unusual circumstances and under a physician's recommendation, medications may be taking during the camp hours under the following procedures:

#### **Licensed Provider & Parent/ Guardian Responsibility**

1. Prescription, non-prescription and any other form of medication including food supplements may be delivered to the health provider at camp by a parent at a pre-scheduled time. Parents may also choose to deliver medications directly to the bus captain. Center Day Camp will only accept medications from parents. Parents should call camp and speak to our health care provider to make arrangements for pick up of unused medication.
2. All prescriptions medications shall be authorized by signature by a licensed provider.
3. All prescriptions and over the counter medications must be received in a properly labeled pharmacy prescription container bearing a current date, appropriate patient's name, drug name and the prescribing licensed provider's name, as well as the prescribed dosage and administration time or the over the counter packaging.

## MEDICATION POLICIES CONTINUED

### Camp Responsibility

1. All medications shall be collected and stored in their original pharmacy labeled container or over the counter packaging in the nurses office under the supervision of a licensed health care professional.
2. All medications shall be taken in the presence of and/or under the supervision of a licensed health care professional of fist aid and certified staff person.
3. Medication records will be kept to document the dispensation of all medications at camp.
4. Every reasonable effort will be made to ensure all campers receive their medications as scheduled and parent/ guardian will be notified of any concerns related to their child's medication administration.
5. All medications and their administration will be confidential and communicated to appropriate persons.



# TRANSPORTATION

## SCHEDULE

8:00-8:30 & 4:30-5:00—Drop off & Pick up at Bus Stops

8:45-9:00 & 4:15 -4:30—Drop off & Pick up at CDC

Please take into consideration that traffic and construction can cause delays.

Parents are asked to assist their camper while unloading from the vehicle. We will have a counselor from your camper's cohort greet the camper and bring them to their designated morning meeting area.

Communication is essential to ensure that transportation runs smoothly. Please call the office if you anticipate running late.

There will be multiple staff helping to direct traffic and organize the flow of traffic onto the Center Day Camp property.

Please be patient with the staff helping to seat campers and take attendance. The counselors might not know or have the answers for all of your questions. Thank you!



## Directions to Camp

### FROM PORTLAND

Take Forrest Ave. North (Route 302) to North Windham. At the intersection of Tandberg Trail (Route 35 and Route 1115) turn left onto Route 35. Take the 2nd right onto Basin Rd. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.

### FROM STANDISH

Take Route 35 towards North Windham. Just before reaching Route 302 intersection you will cross a stream; take a left at Basin Road at the top of the hill. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.

### FROM YARMOUTH

Take Route 115 to junction of Route 302 and Route 35 in North Windham. Go straight across Route 302 onto Route 35, and take your 2nd right onto Basin Road. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.

# SAFETY & OTHER IMPORTANT POLICES

## INHERENT RISK

As parents you understand the inherent dangers and possible risk of injury of participating in any sport or activity offered at camp. Center Day Camp strives to create an environment which is safety oriented, appropriately supervised, educational and fun. Likewise, Center Day Camp expects each member of our camp community to be responsible for their own behavior, to abide by the rules and regulations and to participate in every aspect of camp in a safe, responsible manner.

## CAMP SAFE POLICY

Every child has the right to feel safe in our camping community. Our staff are well trained and the program CDC delivers an inclusive environment.

Center Day Camp will make every effort to provide a safe and nurturing environment for our campers. As challenges present themselves, we utilize a problem solving approach. Discipline will be fair and be used as a teaching tool. Our goal is to help foster responsibility and caring for all members of our community.



## BULLYING

### WHEN BEHAVIOR ISSUES ARISE

Center Day Camp does not tolerate bullying . We respond at all times to issues of verbal or physical intimidation, put downs of any kind, or any situation that makes a camper uncomfortable. Only through open dialogue at camp and with our families will be able to effectively work though bullying issues. Please reach out to us at any point if you have any concerns.

The primary responsibility of Center Day Camp is to guide the experiences and behaviors of campers and staff in a fun and safety oriented environment, allowing for growth and development of the group as well as the individual. Helping children gain autonomy and self confidence is the key to effecting good behavior.

It is our primary goal to work with campers and guide them toward becoming solid members of the larger community. If a child's behavior continues to be disruptive to the camp community, the director will contact the parents.

**Center Day Camp will NOT tolerate the following behaviors:** Fighting, swearing, bullying, the blatant disregard of camp rules, use of any illegal substances including tobacco, e-cigarettes, possession or use of any type of weapon, or any behavior deemed inappropriate by the director.



## Cell Phones & Things From Home

### CELL PHONES

DO NOT SEND YOUR CAMPER TO CDC WITH A PHONE. Center Day Camp has a NO CELL PHONE policy. Not only are cell phones and other electronics expensive and prone to breakage or loss, their usage can interfere with a child's overall experience at camp. A camper that spends time immersed in technology or communications may do so at the expense of getting to know fellow campers and counselors. Summer camp offers a great opportunity to learn about and navigate the natural world and social situations while not being constantly connected to and immersed within a digital/virtual world.

**\*IF A CAMPER GETS CAUGHT USING A CELL PHONE THE CAMP DIRECTOR WILL COLLECT IT AND PLACE THE PHONE IN A NEOPRENE SLEEVE, THE PHONE WILL BE RETURNED AT THE END OF THE DAY.**

### THINGS FROM HOME

**CENTER DAY CAMP IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL BELONGINGS OF ANY KIND, WHILE IN TRANSIT TO OR FROM, OR AT CAMP.**

#### **What Not to Bring**

Valuable items such as expensive electronic equipment, watches, radios, cell phones, i-pods, hand-held video games must not be brought to camp. Tennis racquets and baseball gloves are the only acceptable sports equipment.

NO tools or objects that could be used as weapons are allowed at camp.