**LTST Seahorse Summer Camp Handbook**

**CAMP DATES**

1st week- June 17-21st

2nd week June 24-28th

3rd week July 1-2nd

4th week July 8-12th

**DAILY RATES**

Morning Half Day: 9am-12:30pm **$35**

Afternoon Half Day: 12:30-4pm **$35**

Full Day: 9am-4pm **$60**

**CANCELLATION/DAYS OFF/DROP-IN POLICIES**

Cancellations before 5/19/18 = 100% tuition refund

Cancellations between 5/20/18 and 6/3/18 = 50% tuition refund

Cancellations after 6/4/18 = No refund

Sick Day Policy: Camp Director must be notified by 9AM the day prior if cancellation is requested due to illness. We will provide credit for a later drop-in date IF SPACE IS AVAILABLE. If space is not available, a refund will not be provided.

Vacation Policy: No discounts/credits or make-up days for missed days due to vacation.

Drop In Policy: You may request to have your camper drop in on a specific day, and we will accommodate you ONLY IF THERE IS SPACE AVAILABLE THAT DAY. Drop in days must be scheduled with Camp Director. Parents may not “exchange” days among themselves.

Late Fee Policy: There is a 10 minute grace period for pick-up. If a camper is picked up after the grace period, a $15 fee will be assessed for every 15 minutes beyond 4:10.

**CAMPER REQUIREMENTS**

Recommended ages are 5-10. Campers must be swim safe and must pass a water safety certification on their first day of camp. Campers must be a current member of Las Trampas Pool, and MUST have the intent to swim on the 2019 Las Trampas Swim Team. This includes the Developmental 6 & under and Mudskipper programs.

If a family is interested in our camp and does not participate in LT’s swim team, please contact our Camp Director or one of the Swim Team Directors. Exceptions may be considered on a case-by-case basis if space is available AND the potential camper is swim safe.

**STAFF**

Our Camp Director will be Abbie Ehrhorn. Abbie is a first grade teacher at Burton Valley Elementary with over 20 years experience working with young children - not excluding her own three boys! Abbie is a local Burton Valley mom and has been a member of our swim team and pool club for 5 years. She loves working with children and is dedicated to creating an incredible camp experience for our LT kids!

Connor Murray will be our Assistant Camp Director this year. Connor has been at Las Trampas for the last 18 years, swimming on the team and working his way up to Mudskipper Coach, Head Lifeguard, and now Pool Manager. He is an elementary school teacher in the Pittsburg school district.

2 Counselors will assist Camp Director each day - Minimum qualifications: CPR certified, 15 years of age. 2 references will be required showing previous experience working with children.

Maximum onsite ratio = 10:1. Maximum of 30 campers per day.

**REGISTRATION**

Registration will open April 1st. Registration will be online via Google Forms and can be found on our team website at [www.ltst.org](http://www.ltst.org) under the Summer Camp drop down menu. The following 3 forms must be completed online and submitted to Camp Director:

* Registration Form
* Policy and Behaviors Form
* Emergency Form

Once forms are submitted, Camp Director will verify that space is available on desired dates and confirm amount due. Camp Director will then send a TOTAL AMOUNT DUE along with a PayPal link. Payment must be received within 48 hours to guarantee spot. Registration is **NOT** complete until Director receives payment.

**CAMPER MANAGEMENT PROCEDURES**

All campers must be signed in upon arrival and signed out at departure on a daily roster located inside our enrollment binder. Full signature is required (no initials.) Campers will not be released to anyone not authorized by parents and previously noted on our enrollment form. Daily roster can be used to communicate any pertinent pick-up details.

Whiteboard will show daily list of activities and where each camper is at all times.

For excursions off-site, i.e. walk on the trail or walk to the community center, LTST t-shirts must be worn.

Seahorse Camp has an “open door” policy: Parents are welcome to stop by any time and check in with their camper at any time. If campers are offsite ( i.e. nature walk or playground) please call the Camp Director.

**FOOD**

Campers will bring own lunch and a water bottle. Morning and Afternoon snacks will be provided. Nut free options might include watermelon, graham crackers, popcorn, etc. . .

Registration for Tuesdays will include the add-on option of lunch provided by the Snack Shack.

Large cooler of ice water will be available for kids to refill water bottles.

**SAFETY**

Campers must be swim safe. Each camper must past a water safety certification on their first day of camp. Camp Director will keep a list of all verified swim-safe campers.

Camp Director will keep an Emergency Binder that includes all camper forms, along with any medical information. Both emergency and enrollment binders will remain with Camp Director, and will be taken on excursions, along with any medications including epi-pens and inhalers.

**EMERGENCY**

In case of an emergency, we will call 911 and will make an immediate effort to reach you. We ask all parents to provide us with a primary and alternate phone number. If we are unable to reach a parent we will try an emergency contact. An Emergency Form will be completed for each family which provides authorization for a camper to be transported by ambulance if an extreme medical situation arises.

**MEDICAL**

Please notify us immediately if your camper has any serious allergies. Epi pens, inhalers, etc. are kept in a medical backpack and will remain with the camp director at all times.

In order to protect all of the children at Camp, our staff will do a visual well check before admitting each child for the day. We want to ensure a healthy environment and ask that you not bring your child if he/she has symptoms of any virus, including but not limited to: a common cold, the flu, pink eye, stomach flu, runny nose (other than clear), rash or skin irritation. A child needs to be fever free (without the aid of a fever reducer) for a minimum of 24 hours before returning to Camp. If your child exhibits any of these symptoms due to allergies, please let us know so we are aware of his/her condition.

Each camper is greeted at arrival at which time any questions/concerns we or you have can be addressed. If your camper exhibits signs of illness during the day, we will contact you, or if we cannot reach you, we will contact those authorized to pick up your camper.

All immunizations must to be current.

**SAMPLE SCHEDULE**

9:00 Welcome/Sign In (Table games, coloring, word searches, Mad Libs, ping pong, cards and more)

9:45 Block I: Art/Sports/Project Rotation\*

10:30 Snack

11:00 Block II: Art/Sports/Project Rotation\*

12:00 Lunch\*\* and reapply sunscreen / Half-day campers pack up for pick up/Free Swim

12:30 Half Day Pick Up/Drop Off

12:45 Block III: Art/Sports/Project Rotation\*

2:00 2 group rotation= Art/sports/project/Free Swim

2:45 Afternoon Snack

3:00- 2 group = Free Swim/ art/sports/project

3:45 Pack up and dry off for pick up @4:00 pm