

2010 GENERAL INFORMATION

Tel: 781-893-9909 Fax: 781-893-8977

E-mail: runningbrookcamp@yahoo.com

www.runningbrookcamp.com

1. Medication should be brought to camp on your child's first day by you or another adult (not by your child). Medicine should be in the original container with instructions from the doctor.
2. Campers who are brought to camp by parents should arrive between 8:45 and 9:00 a.m. and picked up between 3:45 and 4:00 p.m. Campers who arrive early or stay late will be enrolled in the Extended Day Program and you will be billed for this service. Once camp begins, let us know if you are going to be late in picking up your child. Car pool lists will be sent out the first week of June.
3. If you are late in bringing your child to camp, please stop by the office so we can update our attendance list and escort the camper to her/his group. If you need to pick up your child early, please **call the office** that morning. If a friend or relative is going to pick up your child from camp or the bus stop instead of you, you must return a signed Camper Release form. No camper will be released to someone other than the parent without written permission.
4. If your child is going to be absent, please call the camp office (781-893-9909) before 8:30 a.m. and leave word with us. This saves us calling you to see where your child is.
5. We are a "nut free" camp so please do not send along any food (lunches or snacks) which contains peanut, nut or sesame seed products. Lunch should be brought each day from home. Please prepare food that does not require refrigeration. Send along a snack each day, as there is a daily snack time.
6. Parents are always welcome at camp. Please call in advance to schedule a visiting time, as our policy states that a camp administrator must escort all visitors. **Parents' Day** will be held on the afternoon of July 23rd.
7. In order to reserve a space for your child, **the total balance due must be paid in full by May 1st**. If payment is not received, the space may not be held.
8. Extensions of the original enrollment period are allowed if space is available. Extensions should be made at least one week in advance through the camp office. **Payments must be made prior to your child's beginning the additional week(s).**
9. Our refund policy is as follows: Full refunds (minus the \$50 registration fee) of payments for tuition, transportation and extended day will be given only if cancellation occurs before **March 1st**. If cancellation of weeks occurs between March 1st and May 1st, payment will be refunded minus a **\$150 change fee**. No money is refunded after May 1st for any reason.
10. A New Camper Orientation (for first-time campers only) will be held on Saturday, June 26th in the afternoon at the Chapel Hill School. Details will be sent out the first week of June.
11. Campers are expected to swim everyday unless a note is sent in by the parent excusing the camper from swim that day.
12. If you have any questions, comments or concerns, please call the camp at **781-893-9909** between the hours of 9:30 a.m. and 3:00 p.m. You can also e-mail us year-round at runningbrookcamp@yahoo.com.



Equipment List:

Please clearly label all items brought and worn to camp with your child's first and last name.

1. Footwear: Sneakers and socks are ideal, as campers follow an active daily schedule. Open-toed shoes and sandals (i.e. Texas) are not allowed at camp.
2. A water bottle that can be re-used.
3. Waterproof sunscreen - please help protect your child by doing a first application at home. Running Brook takes sun protection seriously and we will be sure to have campers re-apply sunscreen throughout the day.
4. Hat with a brim - for sun protection.
5. Swim suit and towel - it helps if your child wears his/her swimsuit to camp, if this is something you are comfortable with. Suits and towels will be brought home each day.
6. Weather and activity appropriate clothing - sweatshirts & raincoats if it is cool or rainy, lightweight and light-colored clothing for the hot days. Please be aware that we maintain our regular schedule even on rainy days.
7. A change of clothes or extra towel can be left at camp for the week if you prefer.
8. An appropriate bag or container for your child's lunch and snack, as we are unable to offer refrigeration for these items.
9. A backpack to carry everything!

What to leave at home:

1. Candy and gum - PLEASE DO NOT SEND ANY PEANUT OR NUT PRODUCTS.
2. All electronics - iPods, cell phones, hand-held video games, cameras & radios.
3. Toys, expensive items & those of personal value - stuffed animals, playing/trading cards (i.e. Magic cards, Pokemon cards), action figures, money...