



Middlebury Parks – Making Life Better

Summer Fun Day Camp – Information Letter

Welcome to the Middlebury Summer Fun Day Camp coordinated by the Middlebury Parks and Recreation Department. Your child(ren) is/are all set to have a lot of fun this year and learn things along the way. We have a great staff that is experienced and excited to help create safe and fun memories for your child this summer. **Please read all of the important information below.** Communication between staff, parents and their children is a crucial component for a successful camp season.

Funding

Middlebury Summer Fun Day Camp has been offered to the residents of the Town of Middlebury for over 30 years. This free program is possible due to contributions from the Townships of Middlebury, Jefferson and York. The Town of Middlebury pays the wages of our staff. Donations are greatly appreciated and will help to continue the Summer Fun tradition and enhance your child's Summer Fun experience.

We plan to go on several (3-4) field trips this year. Bussing is paid for by the Town, through discounted rates from Cardinal Bus, but we do ask for families to cover the entry fees to the various attractions. The field trip locations and entry fee costs will be given to you at the Parent Meeting (first day of Summer Fun - explained below)

Program Dates and Times:

Summer Fun is offered for 5 weeks, Monday thru Friday, June 11th thru July 20th with *the week of July 2-6 off*. The times run from 9:00 am - 3:00 pm. We will continue to offer a supervised lunch hour. **Please make sure your child brings a lunch each day.** Please let the staff know of any arrangements other than eating their own lunch at Summer Fun Day Camp.

Program Location:

Riverbend Park 511 East Warren Street, Middlebury.

Paper Work:

In this envelope there are 3 items that need to be filled out and returned before the start of Summer Fun. Please send to or drop off at the Middlebury Town Hall 418 N Main Street. The forms can also be faxed to 574-825-1485, or emailed to parks@middleburyin.com The 3 items are listed on the back side of this page.

Paper Work cont.

1. Registration form - there may not be a form in this packet if you completed one already.
2. Medical and Liability Release Form
3. Pick Up Authorization Form - Summer Fun Pick Up procedures are listed below

Drop Off & Pick Up Procedures:

Your child's safety is extremely important to us. The following guidelines are to be followed for every drop off and pick up event.

A. The parent or guardian will provide a list of individuals who have the clearance to pick up your child. Please provide the names and numbers of each person on the Pick-up Authorization Form (Feel free to list several individuals like grandparents, Aunts, Uncle's, siblings etc). We will not release your child to someone who is not on the list you provided. You may add additional names at any time. We do realize that emergencies happen and a phone call can be made to allow a one time variance.

B. Every time your child is dropped off or picked up, they must be signed in and out by you or an approved person on your list. **This means you are to get out of your car and walk your child to the check in / out area and sign the attendance sheet.**

C. Late pick-ups: Technically after 10 minutes past 3:00 pm (3:10 pm), the Town of Middlebury will not be held liable for your child. It is your responsibility to pick your child up on time. After 5 minutes late our staff will attempt to contact you or another person on your list. If you are more than 10 minutes late and we have not been able to make contact with you, we will call the Middlebury Police Department to escort your child home. If this occurs you may be assessed a travel fee. If you are 10 minutes late multiple times, your child may be withdrawn from Summer Fun.

Items Needed for Summer Fun

1. Closed toed shoes - Your child will need to have closed toed shoes every day during Summer Fun. There are many activities and games that require closed toes shoes. Sandals or flip flops can be used when closed toe shoes are not needed. Bare feet are not an option during Summer Fun.

Occasionally we may also take a walk in the river. These walks will occur on Friday Water Days. All kids will need to wear water shoes or old shoes that you don't mind getting muddy and wet.

2. Insect spray and Sun Block - Please plan to have both insect spray and sun block every day. We can write your child's name on the bottles and keep them in a tote to be kept at Summer Fun.

3. Water bottle - Please plan on bringing a water bottle with your child's name on it each day. There is a drinking fountain that can be used to refill the bottle.

Parent Meeting:

The first day of Summer Fun, Monday, June 11th, there will be an informational meeting held at 9:00 am. During this meeting we will discuss in detail the format of Summer Fun including, drop off / pick up rules, weekly and daily schedules, field trip plans, and safety issues. This meeting is very important so that we are all on the same page and that your child can be safe and have lots of fun during the Middlebury Summer Fun Day Camp. Also please let the staff know of any vacations or days where you know in advance that your child(ren) will not be attending Summer Fun.

Thank you for enrolling in Middlebury Summer Fun Day Camp. Please feel free to contact myself or the Summer Fun Director for further information.

Heather Carmen - Summer Fun Director 574-536-6232

Tom Enright - Park Manager 574-536-2305