



Camp Arrowhead: Parent Manual 2012

Dear KECamps Families,

Welcome to our camp family! All of us at KECamps look forward to an exciting and wonderful summer of laughter and memories that will last a lifetime. Please read through this parent manual to gain a better understanding of what to expect this summer. The information provided here is important and we hope you will take the time to read it carefully. Should you have any questions at all, please do not hesitate to contact us at your earliest convenience. Our phone lines and inboxes are always open.

CAMPER AGES

Camp is for children ages 4 to 10. **Please note that all campers must be at least 4 years old by June 1st in order to attend camp. In addition, campers must be potty trained and able to handle a full day program.

CAMP TUITION

Weekly Rate: Members - \$165, Non-Members - \$185

(The tuition for the week of July 2nd will be \$140 for Members and \$160 for Non-Members.)

There is a one-time \$30 registration fee per child that includes two camp t-shirts.

CAMP DATES AND TIMES

Camp is open June 4th to July 20th, Monday through Friday

***Camp is closed on Wednesday, July 4th in observance of the holiday.*

The Camp program operates from 9:00 AM to 4:00 PM.

Arrowhead Country Club will provide Before-Care beginning at 8:00AM and After-Care ended at 5:30PM. The cost of this service is \$5 per hour.

REGISTRATIONS, CANCELATIONS AND REFUNDS

Registration has already begun and space will be limited in 2012. Once a week is full, we will start a waiting list and will let you know should a space open up. Full payment is due upon registration. There is also a one-time Non-Refundable registration fee of \$30, which includes two camp t-shirts. We accept Visa, MasterCard, American Express, and Discover Card.

ALL requests for cancelations or changes must be informed in writing via email to info@kecamps.com. Cancelations made by June 3, 2012 will be refunded in full (less the registration fee). If you do not submit it in writing by June 3, 2012, you will be responsible for all fees as space is limited. We will however, always offer a credit towards a future week (if space is available) or for the following summer.

CAMPER ENROLLMENT FORM AND HEALTH HISTORY FORM

You will be prompted to complete an Enrollment Form and Health History Form when you register online. Please make sure you fill in all the necessary information at the time you enroll. We must have your enrollment and health history form filled out in order for your child to attend camp. If you have any trouble accessing the online registration and health form, please contact us at 877-671-2267 and we will be more than happy to walk you through the online system or provide you with a hard-copy version of the forms.

ADDRESS FOR CAMP, ARRIVAL AND PICK UP PROCEDURES

Arrowhead Country Club is located at 19888 North 73rd Avenue, Glendale, AZ 85308.

Parents (or the authorized guardian listed on the enrollment form) must check-in and check-out their children to camp. For their safety, children are not allowed to be dropped off, or check themselves in or out. If you would like to pick up your child before normal camp dismissal, please inform the camp director, so that we can have your child ready to depart on time.

WHAT TO PACK

Camp t-shirts must be worn each day at camp. Two shirts will be provided for you on the first day of camp. Additional shirts may be purchased from the Director for an additional \$15 each. Campers should dress in comfortable shorts, the official camp t-shirt and sneakers each day.

The following items should be brought to camp each day in a backpack:

- (1) Hat or Cap
- (2) Water Bottle
- (3) Sunscreen (Spray preferred)
- (4) Swimsuit
- (5) Towel
- (6) Extra Snacks (Optional)
- (7) Tennis Racquet (Optional)

On certain days of the summer there may be a special theme or event that might require you to pack something extra such as a plain white t-shirt for tie-dying or a fun hat for a crazy hat day. Your director will let you know every Monday morning what the week's schedule includes so that you and your camper can be prepared!

iPods, Game /boys, books, etc. are allowed if your child is at camp prior to 9:00 AM and after 4:00 PM. These are the only times that these items will be allowed at camp. Please remember that KECamps is not responsible for any items brought to camp. All lost items or left items will be returned to their owners. If items are not labeled and we cannot locate the owner, the items will be donated at the end of the summer. PLEASE MAKE SURE TO LABEL EVERYTHING.

WHAT "NOT" TO PACK

Any shoes with wheels (Heely's), expensive jewelry or items with sentimental value are strictly prohibited.

LUNCH AND SNACKS

You have the option to purchase a kid-friendly lunch provided by the club for \$25/week. If you choose this option, please bring a check made out to "**Arrowhead Country Club**" in the amount of \$25 each Monday. The lunch money will be collected by the director. Otherwise, you are welcome to pack a lunch for your child in a cooler or backpack. Regardless of which lunch option you choose, all campers will receive an afternoon snack provided by the club.

Please note that we are a "Nut Aware" camp. We ask that you do not send your child with any food that contains nuts. PLEASE MAKE SURE TO INFORM US IF YOUR CHILD HAS ANY FOOD ALLERGIES OR DIETARY RESTRICTIONS.

CAMPER EXPECTATIONS

Parents, please discuss the following Camp Rules with your child before the start of the camp season.

CAMPER RULES:

1. Stay with your group and listen to your counselors at all times.
2. Be courteous with the words you use. Inappropriate language will not be tolerated.
3. Keep your hands and feet to yourself at all times.
4. Be respectful of others' belongings. Do not take anything that is not yours.
5. Respect your environment by throwing out all trash, and returning equipment to its proper place after use.

6. Always follow the Golden Rule – Treat others as you wish to be treated.
7. Laugh and Smile every day.
8. You are at camp to have a fun, safe and exciting time, make new friends, try new activities, and feel great about yourself.

DISCIPLINE

KECamps reserves the right to dismiss any camper for inappropriate or unsafe behavior. The camp director will always make an effort to discuss and resolve any issues with a camper with their parent(s) or guardian(s). If a problem persists and cannot be corrected, the decision to dismiss a camper will be made by the camp director in consultation with management. No refunds will be given for children who are dismissed from camp.

THE CAMP STAFF

Your camp staff are some of the finest and caring adults. They are teachers, educators, coaches and college students usually majoring in education or other related fields. Each camp has a camp director and general counselors. All staff members are CPR and First Aid certified and have undergone a thorough hiring process including background and reference checks. They attend orientation with KECamps and adhere to our strict code of ethics. Should there ever be an issue with a staff member, please do not hesitate to contact us immediately and we will resolve any issues you may have. Positive feedback is always welcome as well.

SUNSCREEN

KECamps feels strongly about the inherent dangers of exposure to the sun. Please make sure to pack sunscreen spray for your child and we will reapply it throughout the day. If you would like to pack a cream sunscreen as well for use on your child's face, that is fine as well.

SWIMMING

There will be a daily free swim period each afternoon. All campers will be given a swim test on their first day of camp. Each child will be classified as a "Non-Swimmer" or a "Swimmer." Swimmers will be allowed in all areas of the pool including the deep end. Non-Swimmers must remain in the shallow end at all times. If you know that your child is a Non-Swimmer, we ask that you inform the camp director on the first day of camp and pack a swim vest for your child to use during pool time. The pool will be lifeguarded at all times by club lifeguards. Our staff members are all CPR and First-Aid certified and will be in the water with the campers during pool time. For safety reasons, all campers will be given a special KECamps wristband and will be asked to wear them during the camp day so that our campers can be easily identified at the pool.

ILLNESS AND EMERGENCY PROCEDURES

If your child wakes up ill, please keep him or her at home for the day. We ask for your consideration for the health of all of our campers and staff. If a child is injured or becomes ill during the camp day, you will be notified. If the illness or injury is significant to the extent that your child can no longer participate in camp activities, you will be notified immediately and asked to pick up your child.

In the unlikely event that an injury or illness requires emergency care, you will be notified immediately. The director will contact 911, and paramedics will transport your child with an accompanying staff member to an emergency care facility. Parents or the designated guardian will be responsible for any medical fees incurred.

We strongly encourage you to administer any regular medication your child takes at home. However, if it is the case that your child *must* receive a dose of his or her medication during camp hours, please bring the medication in its original labeled container and hand it directly to the camp director. Please attach a note to the container that includes the following information:

- Name of Camper
- Camper Age
- Name of Licensed Prescriber and Telephone
- Name of Medication
- Dose to be given at camp
- Specific directions or precautions on how the medication should be taken
- Possible side effects/adverse reactions

- Parent/Guardian signature along with a statement that gives permission to the camp director to administer the medication to your child.

In the case of severe weather, KECamps reserves the right to cancel any activities that may endanger our campers.

CONTACTING YOUR CAMP DIRECTOR

Should you need to contact your camp director, please call the KECamps Office at 877-671-2267 and we will relay the message to them and have them return your call.

CUSTOMER SERVICE AND QUESTIONS

Our number one goal is to ensure that all of our campers, parents and families' experiences are the best that they can be. We want to exceed all of your expectations and provide you with any help that you need. Please do not hesitate to contact us at your convenience by phone at 877-671-CAMP or by email at info@kecamps.com.

KECamps
Phone: 877.671.2267
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