



SUMMER  
2018

# Hiram House Camp

JR. DAY CAMP PARENT INFORMATION

[www.hiramhousecamp.org](http://www.hiramhousecamp.org)



# Welcome to Hiram House Camp!

I hope you are as excited as I am about this upcoming summer. The staff and I look forward to meeting you and your children.

The Jr. Day Camp Program is filled with many fun and exciting programs. Our summer calendar is available on our website and in our office. This calendar indicates special dress-up days, activities, and cookouts. Don't forget to check this Parent's Guide for a list of things to send with your child on the first day of camp. **(Please make sure your child's name is permanently and clearly marked on all items!)**

Once you have finished reviewing this packet, please feel free to contact the camp office with any questions you may have. The office number is (216) 831-5045. Your suggestions are always welcome.

Thank you for choosing Hiram House Camp.

Happy Camping!

Ken Fortuna  
Camp Director

# Important Reminders

## 1. BALANCE

The balance due for your camper's fees must be in the Hiram House office by April 1, 2018. Payments can be made in installments as long as the final payment is made by April 1st.

## 2. LUNCHES

Please pack a lunch for your camper daily. Lunches will be refrigerated. A cookout lunch is provided on the **last Friday** of each session.

## 3. SWIMMING

Swimming is a daily scheduled activity and is strictly recreational. Please make sure that your camper brings a towel and swimsuit to camp daily. If your child is unable to go swimming, please inform the office in writing. All lifeguards are Red Cross certified in CPR, first aid, and lifesaving.

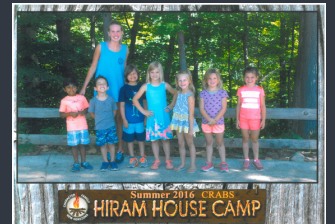


## 4. CAMP STORE

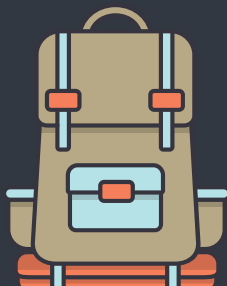
The camp store is open on Mondays, Wednesdays and Fridays. **Your child should not bring money to camp.** We have developed a declining balance system for the camp store. Money can be deposited at the camp office or through our website. This should be done prior to the start of the session. Each camper is only allowed to buy one ice cream treat and one beverage (juice or water) per visit. Each group will have an assigned day at the end of the session when campers will be able to shop for t-shirts, stuffed animals and other camp memorabilia.

## 5. CAMP PHOTOS

Camp photos are taken of each group in camp and are \$10.00 for a 5x7 color print. **Camp photos must be paid for in advance.** Picture day is typically the first Tuesday of each session and the pictures are taken first thing in the morning.



*sample group photo*



# Drop-Off & Pick-Up



## ARRIVAL

Drop-off time for Jr. Day Camp is **9:00 AM**. Please read and adhere to the following procedures so that we may cut down on the traffic congestion. Parents are welcome to park and walk over with your camper the first day your child attends camp. Camp will end promptly at **4:00 PM**.

- Pull all the way up to the front of the drive along the sidewalk near the office.
- Counselors will help the campers out of the cars on the passenger side of the vehicle.
- Campers will proceed to their designated areas, where they will gather with their counselor. On the first day of each session, staff members will have master group lists to help identify your camper's group.
- Drivers, please stay in the line of cars. **DO NOT try to pass cars on the left hand side**. All cars in the drop-off line will move up.
- As you leave, please turn RIGHT on to Hiram Trail.

**IF YOU WISH TO GET OUT OF YOUR CAR, YOU MUST PARK IN THE PARKING LOT!**

## LATE ARRIVAL

Please make every attempt to be on time. If you are going to arrive late, you must alert the office. Once you arrive, you must come into the office and sign your child in. Your child will be escorted into camp by our program staff. Your camper will stay in the office until a program staff member is available.

## DEPARTURE

- Follow the same traffic flow procedures as the drop-off.
- Staff will help your children into the car.
- Again, PLEASE remain in your cars. If you do need to get out of your car to come into the office or speak to a staff member, please park in the parking lot.
- Stay in the flow of traffic - DO NOT try to pass cars in front of you that are waiting for their children. We do not want to put the safety of ANY children at risk.

## EARLY DEPARTURE

If you need to pick up your camper early, please bring a note to the camp office, stating what time you will arrive. Your camper will be brought up to the office at the time arranged.

**FOR THE SAFETY OF OUR CAMPERS AND STAFF, PLEASE DISCONTINUE USE OF YOUR CELL PHONE WHILE DRIVING IN CAMP.**

# Fees & Policies



## BALANCE DUE

Your balance for camp fees must be paid by April 1, 2018!

You must turn in money for the camp store and photographs prior to the start of the session your camper is attending. After March 31, 2018 car pool rosters will be available and can be e-mailed upon request. It will contain your camper's name, address, phone number and the sessions attending.

**IF YOU DO NOT WISH TO HAVE ANY OF THIS INFORMATION PUBLISHED,  
PLEASE NOTIFY US IN THE OFFICE AT (216) 831-5045 BY MARCH 15, 2018.**

## REFUNDS & POLICIES

Camp fees are non-refundable and non-transferable. In the event of a medical cancellation, \$10 of the deposit will be kept as a registration service fee. There is a \$20 charge for any non-sufficient checks. There is no prorated fee for campers arriving after the start of the session or leaving before its completion. There is a \$10 fee for any change after registration. Hiram House is not responsible for loss or damage to any camper's property during the camping season.

## CAMP STORE

Campers go to the camp store on Mondays, Wednesdays, and Fridays. On these days, campers may purchase one ice cream novelty and/or one drink. On the last Wednesday of each session, campers may buy T-shirts and souvenirs. Camp store money must be deposited into the camper's account prior to their visit. **DO NOT SEND MONEY WITH YOUR CAMPER.** Money will not be accepted at the camp store. Deposits for your child's account should be made through the camp office. You will be notified of any remaining funds in your child's account at the end of the summer.

Items available in the camp store include, but are not limited to*:	Stuffed Animals	\$8.50	Ice Cream	\$1.00 - \$2.50
	Bracelets	\$2.00	Juice	\$1.00
	Hackey Sacks	\$5.00	T-shirts	\$10.00
<i>Other items are available at prices ranging from \$1.00 - \$15.00*.</i>				

*\*(Prices subject to change.)*

## PHOTOGRAPHS

Once again, this year, we will be offering 5x7 color prints of your child's group. The charge is \$10.00 per photo. **Payments for photographs must be received on or before the first day of each session.**

## BEHAVIOR POLICY

Hiram House Camp has found it necessary to act upon camper conduct that is inappropriate in the camping environment. Currently there is a "three strikes you're out" policy in place. The "first strike" for inappropriate behavior will result in a verbal warning from the counselor or day camp director. "Strike two" will result in a meeting with the Camp Director. "Strike three" will result in a call to parents to remove child from the camp setting. Hiram House requests that parents discuss and review this policy with children before camp arrival. Cooperation between camp personnel and parents will enhance the effectiveness of this policy and help make the camping experience positive and rewarding for all campers.

# At Camp...

## TYPICAL DAY AT CAMP

- 9:00 AM - Arrival
- 9:15 AM - Arts & Crafts
- 10:15 AM - Hike
- 11:15 AM - Lunch
- 12:15 PM - Swimming
- 1:15 PM - Canoeing
- 2:15 PM - Games on Ballfield
- 3:15 PM - Pack-up, Assembly
- 4:00 PM - Departure

*(The content of each day will vary. This is a sample that includes a few of the many activities offered at Hiram House Camp!)*

## ITEMS TO BRING TO / LEAVE AT CAMP

- Swim suit
- Towel
- Rain jacket
- Extra socks
- Shoes for creek hiking
- Sunscreen and/or hat

Each camper will have access to a personal cubby, in which they may choose to leave items through the session. All personal belongings must go home at the end of each session, even if the camper is returning. **Hiram House Camp assumes no responsibility for lost or stolen items.**

Please do not send your campers in new clothes, they are uncomfortable! **Please put your camper's full name on each item in order to reduce the amount of lost and found.**



## SWIMMING

Each camper needs to bring a suit and towel daily. **Make sure that full names are clearly marked on items.** If there are specific conditions under which your child cannot swim, please inform the camp office. Campers are swim tested to determine whether they are deep water or shallow water swimmers.

## LUNCH

You are required to pack a lunch daily except the **last Friday of each session.** On this day, Hiram House will provide a cookout lunch for the campers.

## HEALTH

The Hiram House employs two (2) healthcare staff who oversee the health and well being of all campers. The Camp also has a certified doctor who it consults for guidance on a daily basis. All medical protocols and procedures are reviewed yearly by medical professionals to ensure The Hiram House is current on all medical practices and procedures.

## CAMP FORMS

All parents are required to submit a Questionnaire, Medical Form, Doctor's Form, and Liability Waiver for each camper attending. All forms can be found on our website at [www.hiramhousecamp.org/campforms](http://www.hiramhousecamp.org/campforms). A new set of forms is required each year your camper attends Hiram House Camp.

## ADDITIONAL INFORMATION

Electronic games, iPods, radios, and cell phones are not permitted at Hiram House. If a camper is found with any of these items they will be confiscated and returned at the end of the day.

If your child is feeling under the weather before camp begins, please keep them at home so that we do not spread illnesses. Please let the office know if your child is sick.

You may want to apply sunscreen and/or bug spray prior to camper arrival. If you would like your child to have access to these things it is suggested you pack them with the things they bring to camp with them.

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE CAMP OFFICE AT (216) 831-5045  
MONDAY THROUGH FRIDAY, 9:00 AM- 4:30 PM.**

