

summer



**Streamwood Park District**

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Dear Parents/ Guardians:

Welcome to the Streamwood Park District Camp program. Your child is about to begin a program that will be fun-filled, exciting, safe and educational.

This manual will help answer several questions you may have regarding our program. Please read through the information and discuss the following policies and procedures. with your child. Please keep this manual to refer to throughout the summer. Periodically, additional information will be sent home during the summer via camp newsletters and ePACT.

It is our hope that we can help your camper grow and make memories this summer to last a lifetime. If you have any questions during your time with the summer camp program, please contact me.

Our staff is looking forward to a safe and phenomenal summer!

**Sarah Porter- Nolan**

**Recreation Manager**

[snolan@spdcare.com](mailto:snolan@spdcare.com)

## About the Staff

Each camp is supervised daily by the Recreation Manager, Camp Director, and camp counselors. who are highly qualified and experienced in camp leadership.

All Camp Directors have years of experience working with our camp program and/or are currently working toward a degree in education or have graduated from college and are teaching in the state of Illinois. Camp Counselors are a mixture of mature and enthusiastic individuals dedicated to making this a safe and enjoyable summer.

Illinois park districts are required under the Park District Code (70 ILCS 1205/8-23) to conduct a criminal background check through the Illinois State Police (ISP) on all applicants offered employment. All camp staff must complete the hiring process each year and this includes an updated criminal background check with the Illinois State Police.

All camp staff attend a camp training program, which includes topics such as supervision, safety techniques, behavior management, curriculum development, and CPR/First Aid & AED training. We are proud of our staff and think you will feel the same.

## General Camp Information

Kids' Quest- 3 years- Kindergarten

Explorers Camp -1<sup>st</sup>-6<sup>th</sup> grade

Teen Camp- Grades- 6-9

## Session Information

After the deadline for each session, **no day changes may be made. Deadline is the Wednesday prior to each session's start date.** If you submit a change of schedule after these deadlines, we cannot guarantee that we will honor it and refund the request change of schedule.

## REGISTRATION DEADLINES

**Session 1: (6/1 – 6/12) May 22**

**Session 2: (6/15 – 6/26) June 10**

**Session 3: (6/29 – 7/10), June 24**

**Session 4: (7/13 – 7/24), July 8**

**Session 5: (7/27 – 8/7), July 23**

## Session 6: (8/10 – 8/21), July 29

- *All participants must register for at least (3) days a week unless discussed with Sarah Nolan prior to camp registration.*

### Times & Locations

Park Place Family Recreation Center: Kids Quest- Juniper Room

Explorers- Gym

Extended AM & PM- Gym or Multi-Purpose Room

Teen Camp- Gym or Meeting Room

Time: Extended AM: 7:00- 9:00pm Extended PM: 4:00- 6:00pm

Full day camps: 9:00-4:00pm

### Camp Fee

\$37R/ \$47NR- (Per day) Kids Quest, Explorers

\$38R/\$48NR- (per day) Teen Camp

Early Bird Rate- (per day) \$33R/\$43NR

### Extended Camp

Extended AM is held at Park Place in the Meeting Room or Gym. Registration is \$12R/ \$15NR daily for both AM and PM. You can register for however many days you need Extended AM or PM but will either need to pay upfront for the days needed or leave a weekly deposit on your account that will be charged at the end of that camp session, with a credit card on file.

### Refund Policy

If you need to receive a refund for any reason, there is a \$10 fee per family if refunding before the registration deadline, and a \$20 fee per family if you are refunding after the registration deadline.

NOTE: If day changes are requested after the registration deadlines, we cannot promise that we will approve these. For Kids Quest and Explorers Camp if you do not register for that week's field trip, we cannot transfer the date due to staffing and field trip payments due prior to trip.

## **Goals of the Summer Camp Program**

Through quality leadership and program activities, the Streamwood Park District Day Camp programs will provide you, the parent, with child supervision, while your child experiences a quality recreation program. The program goals include providing each camper with the following opportunities:

1. To be in a relaxed, caring, safe environment.
2. To socialize with a variety of children of different ages and backgrounds.
3. Interact in variety of recreation activities in both structured and unstructured.
4. To learn how to work and play as a member of a group without sacrificing individuality.
5. To enhance personal growth, emphasize confidence, building high self-esteem, acceptance within a group, independence, and resourcefulness.
6. To develop healthy habits, a sense of fair play, respect for equipment, property, and one another.

## **Program Information/Emergency Forms**

All forms and information will be filled out electronically. All information must be completed before the start of the program. You will be receiving the information via email before your child's start date. The email will come on behalf of the Streamwood Park District from ePACT.

[ePACT is a secure emergency network](#). This will replace all Participant Information Forms, Emergency Forms and Pick Up Permission Forms. All information will now be collected electronically along with acknowledgement of the Parent Handbook and Code of Ethics.

All information must be completed before your child starts camp. This will provide the camp staff with information on how you can be contacted or whom to call in an emergency.

To complete your account, you will be asked to upload a picture of your child. This information is stored on a secure, web-based system that our staff will have access to in case of an emergency.

### **New campers:**

You should have received an invitation with a link to the ePACT Network to create/complete an account online. If you do not see the invitation from ePACT this week, please let me know, and I will resend it.

### **Returning campers:**

If you need to update the information in your account, and are having trouble accessing it, let me know - I

can send you a "reconfirmation" email through ePACT to make the process easy!

### **Medication**

If medication is required during camp hours, a Permission to Dispense Medication form **MUST** be completed by the parent. Medications include allergy medication, the use of inhalers, aspirin, Tylenol etc. Please see the camp Director if this applies to your child. You can find the medication forms as an attachment once you complete your camper(s) paperwork.

### **Absentees**

If your child is not attending camp, please call, email, or send a written notice in advance. Due to the number of campers enrolled at the Park District, camp does not phone home if a camper is not in attendance. No refunds will be given for missed days or vacations.

### Contact Information

Explorers	630-278-1064
Explorers	630-878-1306
Kids Quest	630-202-1261
Teen Camp	630-878-1305
Registration	630-483-3010

### **Health- pre-screening info**

If your child is sick, please do not send him/her to camp that day. In case of any communicable disease (chicken pox, head lice, etc.) please contact the Camp Director or a Recreation Manager immediately for the health and safety of others. Staff will send a general notification to all parents. If a child is not feeling well, the staff will call a parent. All camp staff always carry a first aid fanny pack with them. If a child is injured and needs immediate medical supervision, the camp staff will call for assistance and then contact a parent.

### **Lunch/Snack**

All campers should bring lunch, snacks and water daily. Campers will keep their lunches inside the building, but they will NOT be refrigerated.

*VENDING MACHINES* - Use of the vending machines will ONLY be available to campers during lunch for Teen Camp.

## **Drop Off & Pick Up**

All campers MUST be signed in and out. Those dropping off and picking up must be from the approved list. Camp Staff will be in their designated area about 5 minutes before each camp's start and end time.

## **The Park District Staff is not responsible for the children outside program hours.**

Any person picking up a child from camp must have their ID readily available for staff to view.

## **Special Pick-Up Requests**

If your child needs to be picked up during camp hours, please notify your child's Camp Director in advance. Also, if someone not on the approved list will be picking up, staff will need a written note. And the person picking up will need to have their ID.

Staff will not take the word of the child and will follow the list of approved people to pick up. Failure to do so will cause delay in your child's pick-up. We will not release the child to such parties until we receive verbal permission from one of the parents. Due to the inconvenience this may cause, there will be a \$15.00 inconvenience charge applied to that family, to be paid in the same fashion as a late fee.

## **What to Wear**

Make sure your camper is dressed to play, and even get dirty. Camp will participate in indoor and outdoor activities.

All campers should wear *gym shoes* and socks. Sandals are not always appropriate for camp activities and may keep your child from participating in fun activities.

Personal belongings (toys, jewelry, silly bands, playing cards, video games, iPods, etc.) ***are not allowed in the camp.***

Parents are encouraged to send their child with a jacket and/or sweatshirt on days of inclement weather.

## **Camp Shirts**

Each camper will receive a camp shirt on their first week of camp. Only one shirt is issued per summer.

This shirt must be worn on all field trip days but does not need to be worn every day to camp. If the camper does not have their shirt, they may be left behind with another camp. Extra shirts may be purchased for \$10.00 per shirt.

## **Field Trips-Wednesday or Fridays**

Kids Quest, Explorers 1 and will attend a field trip on Wednesday or Fridays. The field trip schedule for summer will be posted in the first couple weeks of May. Field trips may shift days throughout summer due to scheduling & availability.

Teen Camp will attend field trips on Tuesday, Wednesday, and Thursdays. The following Thursday field trips are moved to the following Fridays: 6/12, 7/3, 7/10, 7/24 and 7/30.

Trips are based on final enrollment counts and availability, trip calendars will also be given on the first day of each session. AGAIN, all campers must wear their camp T-shirts.

Transportation is scheduled for pick up and drop off according to camp hours. Please make sure your camper is on time! If your child is late, he/she may be left behind.

### **Please be on time for field trip days as we will not wait for your child to arrive.**

We typically depart for field trips around 9:15 a.m. unless otherwise specified. If your camper has not arrived by that time, it will be considered absent, and the bus will leave without your child. Parents may drive their child to the field trip destination to meet up with their camp in these cases only. Parents will be notified of scheduled dates, destination and any other important details through the newsletter or a special notice.

We will try to arrive back at Park Place by 3:30 p.m. unless otherwise specified. For most trips, we CANNOT PROMISE TO ALWAYS BE arriving before 4:00 p.m. because our goal is to maximize the amount of time your camper has on a field trip

### **Groups/Teams (Explorers)**

Campers will be divided into groups/team colors, determined by the year in school they will be entering in the upcoming fall. Groups/Teams will maintain a 1:10 maximum camper to staff ratio. Campers will remain with their counselor/team during their participation in the camp program. Due to the number of campers attending camp each week, we cannot guarantee special requests to keep friends, siblings, or relatives of different ages together. We also cannot guarantee campers will be placed with a particular staff mem

## **Field Trip Rules**

It is important that campers know the rules while on a field trip, so they can have an enjoyable time. If a camper continues to disregard field trip rules, they will not be able to attend camp on days when field trips are held.

1. Wear your Camp T-shirt on assigned field trip days.
2. Stay with your group and group leader.
3. Always keep track of your partner/group.
4. Listen to your group leader.
5. Follow all rules of the facility we are visiting.
6. Do not talk to strangers.
7. We do not allot time for purchases and are not responsible for money that is brought to camp.

Parents, please reiterate the importance of these rules with your child before each field trip.

## **Swimming**

**Tuesday- Explorers, Thursday- Explorers/Kids Quest, and Friday- Teen Camp when not on a field trip.**

Camp will go swimming twice a week, weather permitting (68°F and higher). Due to inclement weather, swimming days may change, so **please send swimming items daily.** Your child will need a swimsuit and a towel marked with his/her name. Please apply sunblock to your child before camp and pack a spray bottle of sunblock in their bag.

If your child needs assistance in applying sunblock, please check

**Camp staff do not provide swimming lessons.** If your child needs to wear a life jacket, it must be brought from home and **Coast Guard Approved.**

We do not have allot time for campers to shower after swimming. If your child must take a shower, please write a note to the Site Director explaining the necessity of a shower during camp.

## **Swim Testing**

Working with the aquatics staff on the pool field trip, all participants will be swim tested. Star Guard certified aquatics staff administer the swim testing each week to those campers that have not yet been

tested. Aquatics staff remain in the water during all testing of participants. By testing campers, we can obtain a

more accurate swim level to assist in ensuring the safety of all campers. Using these levels, we will group campers and determine what portions of the pool field trip they can access. If another facility has comparable amenities (slides, lazy river, etc.) these levels are also used when visiting other aquatics facilities that do not swim test our campers.

The levels provided to us by aquatics staff are as follows:

### **Level I**

Testing Guideline: those participants that cannot swim the width of the 12' diving well without extensive assistance from Star Guard certified lifeguards. This also includes those participants that require a personal flotation device (life jacket) in the water.

These campers have access to our Splash Play area, the zero-depth pool up to their chest and the lazy river.

### **Level II**

Testing Guideline: those participants that can swim the width of the 12' diving well with assistance from the Star Guard certified lifeguards.

These campers have access to the zero-depth pool, lazy river, body slides, tube slides and program pool. They cannot go off the diving board or drop slide.

### **Level III**

Testing Guideline: those participants that can swim the width of the 12' diving well without any assistance from the Star Guard certified lifeguards.

These campers have access to the zero-depth pool, lazy river, body slides, tube slide, program pool, diving board and drop slide.

### **Changing**

Changing in and out of swim gear Campers need to change themselves completely in and out of their swim gear. Counselors will monitor locker rooms but will not assist with any undressing or dressing of swimwear or clothing. If your child prefers to swim with goggles, make sure they are packed in their backpack. Goggles will not be provided. Practice gathering all their personal items after changing them and putting them back in their bags. If possible, on swimming days send your children already in their swim gear under their camp clothes and pack dry clothes after swimming to speed up changing time and increase pool time. Teach your child to put their socks together and put glasses in a case to tuck into their shoes. Label all your child's items with their first initial & last name

## **Sunscreen**

Sunscreen will be applied multiple times a day. Beginning with you applying sunscreen to your child before the start of camp. Please send spray sunscreen. Staff cannot apply bottled sunscreen to campers.

## **Late Pick-Up Fees**

A late fee of \$15.00 will be charged if your child is picked up more than 10 minutes after the end of camp. Following the warning, late charges will be assessed for any further late pick-ups for that session. The late fee should be paid directly to the Registration Desk at Park Place. More than 3 late pick-ups may result in suspension from the program.

**NOTE:** Any child left after 45 minutes after the end of camp, with no communication, the Streamwood Police Department will be notified

## **Parent Communication**

Information will be given out weekly. Most information will be sent via email by your camp director or the Recreation Manager. (through ePACT) Activity calendars will be included via email and posted on the Park District website, *Streamwoodparks.org*.

## **Rainy Days**

Camp meets every day regardless of rain or bad weather. On these bad weather days, camps will still meet in the designated meeting areas. Campers should always be picked up from their original site unless notified of a change.

## **Special Needs**

If your child has any special needs or needs special accommodation, please contact Guest Services at 630-483-3010. To ensure your child has a successful summer it is best to make any arrangements before the start of camp. Northwest Special Recreation Association, NWSRA, provides trained and educated staff to assist in our camp program. Two weeks' notice is required in requesting accommodation.

## **Lost & Found**

A lost and found box will be kept at each location throughout the summer. Please write your child's name on their belongings. We suggest writing your child's name on everything they bring to camp. Anything lost and found will be kept for one session, if unclaimed items are discarded or brought to Goodwill.

**NOTE:** The Park District is not responsible for any lost or stolen items, but we will keep a box of Lost and Found items that cannot be identified. Please give your child a bag to keep all his/her items and mark everything with your child's name.

## **Birthdays**

If your child has a birthday party during camp you would like to bring a special treat. Be sure to talk with your camp director regarding any allergies.

## **Newsletter/Calendar**

A Newsletter/Calendar will be sent home at the beginning of each session to keep all parents informed of the activities for the week and any other important information. Field trips and swim days will be noted, so please always keep your calendar handy. We will also have the newsletters available online the Friday before the session is to start. Newsletters will be posted at [www.spdcares.com](http://www.spdcares.com) under the Program/Summer Camp heading. E-MAIL Providing camp staff with your e-mail is very important. We will send out changes to our daily routine (mostly due to weather) through Rec Trac. Any e-mails would come from the Recreation Manager.

## **Behavior**

To provide a safe and effective day camp program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established, and children are adhering to them. The program staff will keep parents informed of any happenings with their child. We ask for parental cooperation with discipline.

### **These rules include but are NOT limited to:**

1. Usage of foul or vulgar language or action toward another participant, staff, or patron.
2. Endangerment to the safety and wellbeing of self or other participants, staff and/or public surrounding the program (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and serious rough play.)
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's 6 parents. Additionally, personal property damage will be resolved by The parties involved).
4. Blatant disrespect and disobedience to other participants, staff and the public
5. Theft of other participant/staff/program's property or personal belongings.

If a fight occurs amongst campers, all campers will be held responsible for their involvement in the physical altercation. Immediate suspension may be invoked if necessary.

Staff will discipline each child as necessary, using techniques such as, apologies, timeouts, sitting out of

an activity or activities. Staff will also keep parents informed and ask for their cooperation with discipline as problems arise. Staff will utilize the following steps:

write-up Policy:

**1st write- up: Parent/Guardian & Recreation Manager notified.**

**2nd write-up: Conference with Program Staff, student, & Parent/Guardian,**

**3rd write-up: One day suspension from program without refund, and meeting with Recreation Manager.**

**4 or more: Further suspension or dismissal from the program without refund.**

Note: Situations and serious infractions are handled on a case-by-case basis and dismissal, or suspension may be necessary without warning.

Please understand, we have established this policy for our protection and the safety of all the campers. We do not want to remove children from the program. We will work with the parent and child to the best of our ability to correct and deal with any situation. The Park District reserves the right to remove any child from a program if an offense is deemed severe in nature. Offenses during Day Camp will be carried over to other Park District Programs.

## **Bullying**

The Streamwood Park District is committed to providing a safe and fun environment for all campers. When bullying occurs, this environment is compromised. Therefore, we have instituted a policy to address these situations should they arise.

### **What is Bullying?**

Bullying is any act of aggression causing embarrassment, pain, or discomfort to another person.

- It can take several forms: physical, verbal, gesture, extortion and exclusion. - It is an abuse of power.
- Individuals or groups may be involved.

### **Rights and Responsibilities:**

Of Campers:

- to enjoy the benefits of a safe and bully-free environment
  - to be observant of signs of distress or suspected incidents of bullying - to refrain from physical and verbal acts of aggression
  - to report any acts of bullying against themselves or other campers
- Of Parents:

- to be observant of signs of distress or suspected incidents of bullying - to report any suspected incidences of bullying

Of Staff:

- to be roles models in words and actions

- to be observant of signs of distress or suspected incidents of bullying - to report and record all incidences of bullying

- to handle all acts of bullying with compassion and objectivity

### **Potential Consequences:**

- Time-out/Loss of privileges

- Mediation between director and involved parties

- Demerit

- Suspension

- Dismissal

### **When to Contact the Police:**

· If participant makes a direct threat of hurting himself, a parent/guardian will be called immediately. If a parent/guardian is not available, the police will be called, and the direct supervisor or management staff will be informed immediately.

· If a participant becomes overly aggressive and violent, the police will be called, and the direct supervisor or management staff will be immediately informed.

### **Cell Phone / Electronic Device Usage**

Cell phones and electronic devices (i.e., iPads, phones, Apple Watches, headphones, etc.) usage are **prohibited** during camp hours. These items are prohibited in the best interest of the campers and staff and to lower the likelihood of the item being stolen, lost or broken. If a cell phone must be sent with a child to camp, it should be turned off and put in the child's backpack during camp hours.

If a cell phone or electronic device is seen being used during camp, it will be confiscated and will be returned at the end of that camp day. If a camper violates this policy a second time, the cell phone/electronic device will be confiscated, and a parent/guardian must meet with camp staff to pick up the item. A third violation of this policy will result in a demerit.

Electronic devices may only be used during transportation to and from specified field trips; campers will be notified one day in advance if these items may be brought with them on that field trip.

The Streamwood Park District is not responsible for any trades, lost, stolen or broken items that result from children bringing their belongings to camp.

Disregard for this policy will result in a demerit and or suspension/dismissal from the program without refund.

### **Parent Code of Conduct**

Parents must sign a Parent Code of Ethics before their child can attend our program. Parents must show positive behavior and help the staff create a safe environment for all children within the program.

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the Camp Directors or Camp Coordinator. Only Streamwood Park District staff is permitted to manage participant conduct and behavior.

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed at the camp site.

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse including inappropriate language or threats to a child, other families, or any staff member
- Use or possession of alcohol or illegal substances
- Smoking on the premises

We ask that parents/guardians understand that the Park Place Family Recreation Center and the Streamwood Park District Summer Camp are not licensed or regulated by DCFS.

If staff suspect an authorized person of substance abuse or view any act of child abuse or its effects, the police and DCFS will be notified. The staff's first responsibility is to the safety of the children.

### **Communication/Internet Policy**

Given certain developments in our culture, we believe it is important to set guidelines regarding the interaction and communication between campers and staff outside the camp program. We recognize that campers and staff develop trusting relationships with one another and that it is natural for campers to want to keep in touch or contact staff via the internet and/or telecommunication once camp is over.

While we acknowledge and understand the shift in society toward social media, phone calls and text messages, our policy is to forbid the exchange of contact information between campers/parents and staff in that capacity. Our policy forbids camper-staff and parent-staff contact via social media, unauthorized email accounts and unauthorized telecommunication devices.

Our culture is changing rapidly, and it is important that both the parents and the park district work together to keep experiences safe, healthy, and positive.

Please sit down with your camper(s) and read through this policy.

## **Photography/Videotaping**

By registering your camper for Summer Camp, you acknowledge and grant permission for your camper to be photographed or videotaped at any Streamwood Park District program, event, or facility.

Photos/Videos taken at camp can be used to promote the Park District through press releases, brochures, websites, and other promotional materials. The photos/videos remain the property of the Woodridge Park District. Due to the camp program's nature, campers may also be photographed at the facilities we visit. Please let the Recreation Manager know, in writing, if you do not want your camper to be photographed/videotaped.

## **Parental Custody**

If the staff is notified of a custody issue regarding one of our campers, staff will inform the Camp Director immediately. Depending on the nature of the issue, if either party claims to have sole custody, partial custody, or that another guardian has no rights, parents/guardians must present legal verification of these rulings. All information presented and shared with staff will remain confidential. If you have any further questions they can be directed at the Camp Director or Recreation Manager.

## **Streamwood Park District Camp Staff**

Administrative Staff –

**Adam Vasquez -Superintendent of Recreation**

**Email: [avasquez@spdcares.com](mailto:avasquez@spdcares.com)**

**Phone: 630-483-3090**

**Sarah Porter -Nolan -Recreation Manager**

**Email: [snolan@spdcares.com](mailto:snolan@spdcares.com)**

**Phone: 630-483-3730**

**Supervisor of: All Summer Day Camp Programs**

## **CAMP CHECKLIST!**

What to bring to camp daily:

Make sure all belongings are labeled with the camper's name.

- ✓ Gym shoes & socks
- ✓ Healthy snacks
- ✓ Lunch
- ✓ Sunscreen (spray is preferred)
  
- ✓ Water bottle

The campers will engage in a lot of outdoor activities, please dress appropriately and for the weather.

### **DO NOT BRING**

- ✓ Valuables: Leave these at home.
- ✓ Electronics: Counselors may hold on to any electronics they see throughout the day and return to parents at pick-up.
- ✓ Any toys (dolls, stuffed animals, etc.) or trading cards.

### **Office Hours**

Park Place Guest Service hours are Monday-Friday 5:30 a.m.- 8 p.m., Saturdays 7 a.m.-6:00 p.m. and Sunday 7 a.m. – 4 p.m. Park Place registration is taken at the Guest Services Desk located on the main level.

### A couple more reminders for a fun successful summer...

Summer camp is way different than a regular school day — it's busy, it's loud, it's active, and it's SO much fun. Your camper will probably come home totally wiped out (in the best way possible!). Encourage them to try new things, even if they're a little unsure at first. Whether it's field trips, cool crafts, games, or outdoor adventures, this is their chance to experience summer in a new way... That's what camp is all about! They'll also be meeting a lot of new kids and making new friends every day. Encourage them to be themselves, follow the rules, be kind and respectful, and just have fun with it. It's going to be a great summer!

