



adventure day camp

2011 WELCOME PACKET!

Are you ready for camp? I bet your children are. We understand that sending your child to camp, especially to a new camp, can make even the most relaxed parents a little nervous. The goal of our Welcome Packet is to hopefully prepare parents and campers for their summer experience at **A.D.C.** There is a lot to get done between now and the first day of camp, which always makes it that much sweeter once the campers come rolling in ready for fun, challenges, friendships, and laughter.

We promise each summer to provide an enriching, safe, fun, diverse, and encouraging environment for your children. Our campers will be exposed to a variety of exciting, and sometimes challenging activities that we hope they will have a blast participating in. What I love about our camp is how our campers bring in such a wide variety of talents, skill levels, and interests. We want our campers to feel as comfortable and relaxed as possible and we hope they will bring in a positive attitude about the program. We hope our camper's parents will help by preparing their child for camp.

Here are a few quick and easy tips to help better prepare you and your child for summer camp.

- We encourage you to have a conversation with your child about the Adventure Day Camp program. Find out if they have any concerns, what they are looking forward to, and if they have any questions. Talk to them about the importance of listening to their Group Leader and trying to have a positive attitude about participating in the activities. Also let them know that if they do have any concerns throughout the session they can always feel comfortable talking to their Group Leader or any other staff members.
- Please send your child prepared for camp. Most equipment and supplies will be provided by A.D.C., but please review our "What To Bring To Camp" section to make sure your child is ready to go.
- It is extremely important that all applications, balances, medication logs, etc. are completed before your session begins. Unfortunately, your child will not be allowed to start the program unless ALL of your enrollment requirements have been completed. Keep your eyes open for our emails!
- Please make sure any relevant health information concerning your child's experience at A.D.C. has been relayed to our directors. This information will be given to your child's Group Leader.
- If your child is experiencing separation anxiety or is not thrilled about going to camp, we are here to help. Most of the time it's a simple solution of involving them in a group activity, introducing them to a new friend, or just having our staff say hello and talk to them about camp.

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In our eyes, there is nothing more important to our program than hiring quality, positive individuals that will become your child's Group Leader this summer. In addition to our Group Leaders, Adventure Day Camp's Program Directors are available for increased supervision and overall program support. The relationship that your child forms with her/his group mates and Group Leader is very important to us. We welcome feedback from our parents on how their child's experience is going throughout the session, and we'll be happy to offer our thoughts from our prospective. Just ask! Please do not hesitate to contact us at anytime if you have any questions, comments, or concerns. We are looking forward to a fantastic summer! See you soon.

Kevin and Sunshine Welch
A.D.C

Mail: 3527 Mt. Diablo Blvd. #241, Lafayette, CA 94549 Email: campinfo@adventuredaycamp.com

Phone: 925.937.6500 Fax: Sept-June 11th 510.893.1869 June 11th - August 12th 925.952.9160

www.Adventuredaycamp.com

What To Bring To Camp

(Besides your smiles and positive attitudes)



BACKPACK	CLOTHING
<ul style="list-style-type: none"> • Bathing Suit • Towel • Lunch (if not using service) and Snack • Water Bottle • Long Pants (riding days) 	<ul style="list-style-type: none"> • Shorts • T-shirt • Tennis shoes with socks • Sweatshirt (on colder days) • Hat / Sunglasses

It is important that your child comes to camp dressed appropriately for an active, outdoor (mostly), and sometimes messy program.

What **NOT** to bring to camp:

- Pets or other animals
- Personal sports equipment / games / toys (unless arranged with the Director)
- Card Collections / Pokemon Cards
- Weapons
- Alcohol or drugs
- CELL PHONES / IPODS / Video Games
- PLEASE, PLEASE, PLEASE, No Wheely Shoes
- Money

Goals

Although having fun is certainly important to us, we always strive to identify and accomplish certain goals for our campers each and every summer.

- Have fun while playing fair and always promoting good sportsmanship and teamwork
- Challenge yourself to try new activities to promote self esteem and build confidence
- Become friends with a camper you have just met for the first time this summer
- Learn about recycling and how you can leave less of a "footprint"

The First Day Of Camp

For campers, staff, and parents the first day of camp is an exciting, anxious, and a busy day. We all share a common goal to make the first day a comfortable, safe, and fun experience for our campers.

If you are dropping your child off at our campsite (975 North San Carlos Drive, WC) and have questions, please visit our Information Table or see one of our Program Directors on the first day (and any day) if you have any questions. Please remember to sign in your child.

If your child is being picked up by our bus service, please remember that pick-up time is between 8:00 AM and 9:00 AM. Be aware that many parents have questions for our drivers, so routes may be 10-15 minutes behind schedule on the first morning and afternoon. Route times will be consistent after the first few days of each session. If you are dropping off your child on the first morning instead of using our bus service, PLEASE NOTIFY OUR OFFICE TO AVOID ANY UNNECESSARY TRIPS TO YOUR HOUSE BY OUR DRIVER.

YOU MUST HAVE A VALID DRIVERS LICENSE AND BE LISTED ON YOUR CHILD'S AUTHORIZED PICK UP LIST FOR ADVENTURE DAY CAMP TO RELEASE YOUR CHILD.



Transportation / Extended Care



Door To Door Service

If you have chosen Home Transportation, your child will be picked up at your door between 8:00 AM and 9:00 AM, and arrive home between 4:00 PM and 5:00 PM, depending on their placement on the route. **We do not call each family to tell them the exact pick -up and drop-off times, but you may call or email our office Wednesday through Sunday during the week before your child's starting date to find a closer estimate of the route times.** We ask that all campers be ready by 8:00 AM on the first day, although your child may be picked up later. After the first day, all pick-up and drop-off times will remain as consistent as possible.

Express Stop Service

If you have chosen our Express Stop Option you will be meeting our bus at a predetermined location between 8:00 AM and 9:00 AM for morning pick-up and between 4:00 PM and 5:00 PM for afternoon drop off. Estimated times for most stops are indicated on our online registration. If you selected Express Transportation when enrolling online, you should have already selected your location and times. For times and locations that our TBD, our Transportation Director will contact you to finalize the arrangements at least 1 week before the start of your session.

IMPORTANT: Our bus will wait NO MORE than 10 minutes for late participants.

If a route is more than 20 minutes behind schedule we will call to let you know. ***If you will not be using transportation on a given day please notify our office by 7:00 AM for morning pick-up and by 2:30 PM for afternoon drop-off.***

PLEASE NOTE: THERE WILL BE NO BUS SERVICE ON THE SECOND THURS (PM) OR FRI (AM) OF EACH SESSION DUE TO OUR OVERNIGHT CAMPOUT.

Extended Care

Our extended care is included with your tuition and is offered from 8:00 AM to 9:15 AM and 4:00 PM to 6:00 PM. Drop-off and pick-up is at 975 North San Carlos Drive in Walnut Creek. Exact areas and procedures for drop-off and pick-up will be clearly marked on the first day of camp. A Director will always be clearly visible for you to sign in and sign out your child.

Important Points About Extended Care:

- Please do not pick-up your child between 3:30 PM and 4:00 PM if at all possible. During this time we are making important announcements, dismissing our bus routes, and most importantly taking roll.
- When dropping off and picking up your child you must sign them in/out.
- All people authorized to pick-up your child, including parents, must be prepared to show identification at all times.
- Only the Parents/Guardians and Authorized Contacts you have specified on your application will be allowed to pickup your child. All other arrangements must be made through our office prior to your child's dismissal.

If Your Child Is Absent, Arriving Late, Or Being Picked-Up Early

You may email all absences, late arrivals, or special request. Please email the appropriate contact. (see page 4)

If your child is going to be absent, arriving late to camp, or being picked up early it is extremely important that you notify the camp office in order for us to accurately account for all of our campers and to make the necessary arrangements. Please **DO NOT** give messages to the driver or counselors. **The number to call for all absences, etc., is 925.937.6500.** Feel free to leave absences and route changes on our machine if we are away from the office.

Play Dates & Sleep Overs

We love the fact that many campers make wonderful friends during their camp experience and want to strengthen these bonds by "hanging out" outside of camp. Although we encourage this, ALL arrangements must be made and agreed upon by both families **BEFORE 2:30 pm** the day of. If there is room on your child's bus we are happy to allow friends to ride the bus home and be picked up the next day if written permission is given before 2:30 pm the day of.

Parents Concerns: Who To Contact For What?

We pride ourselves in our ability to address and correct problems or concerns that surface during the summer. Our Directors are always available and more than happy to discuss any concerns you may have. Please do not wait to call us if an issue surfaces, and never think any issue is too insignificant to call us for. All concerns will remain confidential and a solution will be discussed with our parents before moving forward. Although our Directors are available during the camp day, the best time to speak with our Directors are between 7:30 AM - 8:30 AM and 4:30 PM and 6:00 PM.

Adventure Day Camp will contact parents by phone for all emergencies and incidents. Even if the incident appears insignificant we will call you so you will be informed before your child arrives home.

Kevin@adventuredaycamp.com - Camp Director

Please contact Kevin for:

- Concerns regarding ANYTHING related to your child's experience at Adventure Day Camp.
- Availability to add a session or weeks to your child's enrollment

Transportation@adventuredaycamp.com - Transportation Director

Please contact our Transportation Director for:

- Permanent route changes, concerns, special requests
- Add Home or Express Transportation to your child's enrollment

Sunshine@adventuredaycamp.com - Director of Operations / Health Care Coordinator

Please contact Sunshine for:

- Questions / requests concerning lunch, The Camp Store, paperwork, administrative issues
- Information on your child's health care / medications

Office@adventuredaycamp.com - General office email that will distributed to the appropriate person

Please use this email for:

- When your child will be absent or late on a specific day
- If your child does not need our bus service on a specific day
- General messages concerning your child's experience

Allergies & Other Health Concerns

At Adventure Day Camp the majority of our adult staff are certified in First Aid and CPR. In addition, our Health Care Coordinator, Sunshine Welch is certified as a CPR / First Aid instructor for the Lay Responder and Professional Rescuer.

If your child has allergies, or takes medication while at camp, we require you to complete the enclosed Medication Log and submit it to our office no later than June 1, 2011. Our Health Care Coordinator will contact you before your child starts camp to discuss the information detailed on the form. Having complete information and awareness of potential health concerns your child may have is extremely important and necessary. We cannot administer any medications unless the Medication Log is completed and signed.

Heather Farms Park

One of the many benefits of The Seven Hills School site is the close proximity to Heather Farms Park. Our programming will operate primarily at the school, however we will use the park for some programming. All activities are within a short walk of the school. The following is a list of activities that will operate at the park.

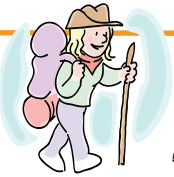
- Horseback Riding at the Equestrian Center - all ages
- Free Swim at Clarke Pool - 3rd graders and above
- Hiking - all ages
- Field Sports - all ages
- Mt. Biking - 3rd grade and above
- Skateboarding / Scootering - experienced riders typically 3rd grade and above will use the Skate Park



Activities Schedule / Special Event Days

To help you plan for your child's day we will be posting each week's schedule on our website. The schedules will be available on Saturday before the start of each week. Schedules are also available in our camp office. Please be reminded that although we make every effort to follow the published schedules, at times your child's schedule may change unexpectedly.

Throughout each session we schedule theme days that allow our campers and staff an opportunity to dress up and clown around. Days like Crazy Hat Day, Crazy Hair Day, Group Theme Day, Carnivals, and Aloha Day are scheduled throughout the summer. A calendar of Special Even Days will be posted on our website before the start of each session.



Overnight Campout

Session 1

Session 2

Session 3

Anthony Chabot-Oakland
June 23th / June 24th (Thur/Fri)

Anthony Chabot-Oakland
July 14th / July 15th (Thur/Fri)

Anthony Chabot-Oakland
Aug 4th / Aug 5th (Thur/Fri)

Activities include campfire, skits, nature crafts, camp games, and hiking. There is also talk that we may be visited by our old friend "Camper Joe" (A special guest who loves our camp). A fee of \$40 (full), \$25 (afternoon/dinner only) will be charged for additional meals and camp time. We will be sending home information regarding the overnight towards the end of the first week of each session; however, if you have any questions concerning this activity please do not hesitate to call us.



If you decide not to send your child on the full campout, you may either pick-up your child at The Seven Hills School campsite **before 1:00 pm on Thursday** or at the Campout site (Bort Meadows Campsite) after dinner. You may drop-off again on Friday at Bort Meadows between 7:30 AM - 9:30 AM or after 11:15 AM at The Seven Hills campsite. **There will be no bus service available for afternoon drop-off on Thursday or morning pick-up on Friday.** Friday afternoon bus service will operate on a normal schedule. Additional information will be sent home during the first week of the session.

Important Dates / Events

Camper Lip Sync

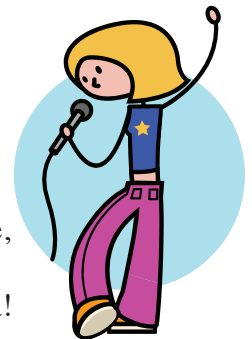
During the first week of each session, our groups decide on a song, choreograph a performance, and then deliver their finished product at our Lip Sync show on the first Friday.

When: The first Friday of each session. The show starts at 2:00 PM. Don't forget your camera!

Talent Show & Camp Play

Come out and see our Campers and Staff show off their talents. Our Drama Club will also perform an amazing play. More information will be sent home during the session.

When: 9:45 AM to 11:15 AM on the last Friday of each session.



Please be reminded that we will be closed on July 4th

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Horseback Riding / Mountain Biking

Horseback riding lessons are offered to all ages several times throughout each session. Over the course of the first 2 weeks of each session campers entering 3rd - 9th grade will be offered 2 scheduled riding lesson. Our Pre-k - 2nd graders will first experience riding by learning with our Miniature Horses. During the 3rd week of the session all campers can then choose to return to riding with our Arabian horses. All riders MUST have long pants and although we recommend boots, tennis shoes will be allowed.



CAMPER MUST HAVE ON FILE THE ENCLOSED RELEASE OF LIABILITY FORM TO HORSEBACK RIDE

Forms may be **faxed** to (510) 893-1869 or **emailed** to office@adventuredaycamp.com



Campers entering 3rd grade and above will have the opportunity to choose Mt. Biking during their scheduled Horseback Riding lesson as well as several times during our 3rd week of choice activities. In addition, this summer we will be offering Mt. Biking as a Club during our Choose Your Own Adventures sessions each Wednesday morning.

Cell Phone Use

If your child owns and brings a cell phone to camp it may only be used with the Directors permission and should be kept OFF during the camp day. All correspondence with your child should be initiated through the camp office. We can always reach your child within a few minutes. When campers are on their cell phone during the day it is a distraction and it takes away from their camp experience. We would greatly appreciate it if you could help us with inappropriate cell phone use by contacting your child through our camp office and not calling them directly.

Lost And Found

Each summer we donate 5-6 garbage bags full of fantastic articles of clothing to the local charity. All of these items are unlabeled and unclaimed for 2 weeks after the last session. Although we are happy to help the local community through clothing donations, we truly would like to return all items to their rightful owners.

We ask that you please clearly mark your child's name on EVERYTHING your child brings to camp.

Week Three of Session 3

Once again the last week of Session 3 will showcase our **Camp Olympics**. All regular camp activities will be offered as choice programming during this week. The Olympic Week is a camper favorite!

Swimming

Red Cross certified swim lessons are conducted twice a week for campers entering Pre K through 2nd grade at Clarke Pool in Heather Farms. Free swim will also be offered at least 2 other days during the week. Please be sure that your child's swimming ability is accurate and up to date.

Sunscreen & Sun Safety

Adventure Day Camp has a strict policy of administering sunscreen at least 2 times a day. We begin our group activities (10:00 AM) by putting on sunscreen and will reapply after lunch. We ask that you apply sunscreen before they come to camp to insure they are protected at all times. This summer we are continuing our program called "**Fun, Sun Safety**". Through fun, interactive activities, campers will learn the importance of staying hydrated and protecting themselves from the sun's rays. You can do your part by sending your child prepared and knowledgeable about staying "Sun Safe".

No Bully Zone

Adventure Day Camp has a zero toleration policy for bullying. At Adventure Day Camp we try to keep rules and discipline to a minimum, respecting the fact that our kids are not perfect and summer camp in general allows for less structure. For bullying however, we have NO flexibility. We will involve our parents right away if bullying occurs and hope all parents will contact us right away if there are any concern.

Search and Seizure / Smoking policy

In the event when illegal substances, weapons, or theft is suspected, Adventure Day Camp does reserve the right to check all campers' bags and belongings. Smoking is never permitted on camp grounds by either parents, campers, or staff.

Lunch & Snack

There are two options regarding your child's lunch.

1. This summer Adventure Day Camp is excited to once again be partnering with **Kid Chow**, the Bay Area's premier kids' lunch caterer, to provide delicious, nutritious HOT & COLD lunches to its campers. Please review Kid Chow's ordering process and summer menu by clicking the CHOW CAMPS link at www.Kidchow.com and selecting Adventure Day Camp 2011. There is no set minimum. Feel free to contact Kid Chow directly with any questions at chow@kidchow.com or 415.830.0089.
2. For those days your child is not enrolled in the lunch program, please send your child with a bagged or cooler packed lunch.

Adventure Day Camp does not provide snack so please send enough snacks with your child to keep them energized for the day. Each group will have a morning and afternoon time period designated for a snack. Group Leaders will monitor their campers to make sure they are eating their snack each day. Occasionally Adventure Day Camp will provide fruit, popsicles, and limited amounts of candy. Please be sure you have indicated on your child's application if they have any food restrictions we should be aware of.

NUTS

This summer we will have several campers in our program that are fatally allergic to nuts. Because of this, our goal is to be a NUT FREE program. If your child will only eat items with nut ingredients, please notify our office so we can take the necessary precautions. The KIDCHOW lunch menu and facility is completely NUT FREE.

PLEASE BE SURE TO NOTIFY ADVENTURE DAY CAMP IF YOUR CHILD HAS PEANUT ALLERGIES. THIS INFORMATION WILL BE GIVEN TO THE CHILD'S GROUP LEADER.

Forgot Your Lunch?

We understand that preparing your child for camp each day can be a hectic process. "Backpack? Check! Water bottle? Check! Favorite hat? Check! Lunch? Wait, why is that lunch I worked so hard to make still sitting in the fridge"? Yes, we appreciate these things happen from time to time. If your child forgets his / her lunch during the session we will notify you and make sure they are provided a lunch for the day. Because we are not prepared to provide lunch, we will charge your account \$7 to cover the cost.

Here we Go!

Once again, we would like to sincerely thank you for choosing Adventure Day Camp for your children. We appreciate that there are countless options for your family regarding summer activities and we very much value your support. We strive to ensure that our campers and parents feel as though Adventure Day Camp is *their* summer camp, and thus welcome you to share your thoughts and ideas at anytime throughout the summer. If any concerns or issues surface during your child's experience, please notify one of the directors immediately. We are never too busy to listen. Our goal is to create a wonderful summer camp experience for all of our campers and consider your input and involvement a critical ingredient for success. We are looking forward to a fantastic, fun-filled summer. See you at camp!

Regards,

Kevin Welch, Camp Director

Sunshine Welch, Health Care Coordinator



Forms may be **faxed** to (510) 893-1869 or **emailed** to kevin@adventuredaycamp.com

Equestrian Center of Walnut Creek Release of Liability

PARTICIPANT _____
TELEPHONE _____ **EMAIL** _____
ADDRESS _____
CITY _____ **ZIP** _____

I acknowledge that horseback riding is a sport that carries inherent risks of injury and damage to me, my horse, and property. I knowingly assume all risks, whether known or unknown, of horseback riding. I hereby release the **EQUESTRIAN CENTER OF WALNUT CREEK** (hereinafter referred to as the CORPORATION) and the **CITY OF WALNUT CREEK** (hereinafter referred to as the CITY) from all liability for any act of negligence or want of ordinary care on the part of the Corporation, and/or City or any of its agents. In consideration of my participation in events organized or sponsored by the Corporation, I hereby waive, release, and discharge the Corporation and the City; their directors, officers, agents employees, and volunteers; their representatives, heirs, and executors; and assigns from any and all claims of liability for injury or damage to myself, my animals, or my property arising out of my participation. This agreement is binding upon my executors, heirs, and assigns. I expressly waive any rights I may have under California Civil Code 1542, which states: "A general release does not extend to claims which the creditors do not know or suspect to exist in his favor at the time of executing the release, which if known by him, might materially affect his settlement with the debtor." I agree that I will indemnify and hold harmless the Corporation and City; their officers, officials, directors, employees, agents and volunteers; against all claims, demands, and causes of actions, including court costs and actual attorney fees arising from any proceeding or lawsuits, brought by or prosecuted for my benefit, in which this release is upheld. I acknowledge that I have read this "Release of Liability" and understand its contents.

SIGNATURE _____ **DATE** _____

PARENT OR LEGAL GUARDIAN MUST COMPLETE THIS SECTION IF PARTICIPANT IS MINOR:

I, the undersigned parent or legal guardian of the above minor-aged participant, in consideration of his/her participation in the event, agree that the terms and conditions of this *Release of Liability* shall be binding as to damage or injury to my minor, his/her animals, and property arising out of his/her participation in events. I acknowledge that I have read this release of liability and understand its contents.

NAME _____ **RELATIONSHIP** _____
ADDRESS _____
CITY _____ **ZIP** _____
SIGNATURE _____ **DATE** _____

PO Box 3532, Walnut Creek, CA 94598
www.equestriancenterofwalnutcreek.org
925-939-2929

Adventure Day Camp
MEDICATION LOG

Name of Camper: _____ (Please use back of medication log if needed to document information)

Name of Medication	Dosage	Time	Special Instructions (Please be specific)	Purpose	Side Effects

This medication is for the campout only; please return Friday after the campout. Please keep this medication at ADC for emergency use during the session.
 I have completed the information above to the best of my knowledge. I hereby give my permission for Adventure Day Camp to administer the stated medication to my child.

Signature of parent or guardian responsible for the child named above _____ Date _____

Additional Helpful Information:

Information Below Is To Be Completed By Adventure Day Camp Staff

Name of Medication	Date Administered	Time	Dosage	Any Side Effects After Administered	Administering Staff Signature

Medication given to ADC: _____ Medication returned to parents on: _____