

SUMMER ON THE PRAIRIE

AT  THE PRAIRIE SCHOOL

2018 Guardian Information Letter

**Please download, print and review in detail.*

Welcome to Hawks' Haven Day Camp!
Please review the following camp information.

***Please note, all Summer on the Prairie programs will be CLOSED July 2nd through the 6th in observance of the Independence Day holiday weekend!**

Dates and Hours of Operation:

- Dates & Times: June 18th - August 3rd; 8:45AM to 3:45PM
- Wraparound care (7:15AM-6:00PM) is included at no additional cost
- Children must be securely potty trained
- Lunch: All Hawks' Haven campers need to bring a lunch and a drink daily
- Tuition: \$259.99 per week
- Director: Jacob Lipor (jlipor@prairieschool.com)
- Location: Prairie Upper School (Door #8)

***Changes for 2018:**

- The Prairie campus will be **closed** in observance of the Independence Day weekend, July 2-6. This will include Hawks' Haven Day Camp.

Registration, Payments & Deposits:

- Online registration is required for all programs, courses, and sessions. Please visit our website at www.prairieschool.com/summer
- Registration is not completed until a confirmation email with confirmation number is received. If you do not receive a confirmation email, please contact Jake Lipor: jlipor@prairieschool.com
- **Limited spots are available in each grade level. To reserve a spot in Hawks' Haven Day Camp, a parent or guardian may choose to pay in full at time of registration or submit a 25% non-refundable minimum deposit.** Those who elect to submit a 25% deposit, enroll in an automatic-payment plan, splitting the balance in four equal payments to be paid April 27, May 11, May 25, and June 8, 2018.

Late Fees:

Wraparound care closes at 6:00PM. A late fee of \$15.00 is charged every 10 minutes after 6:00 p.m. Please call 262.752.2599 to notify the Directors of a late arrival.

Staff Identification:

Hawks' Haven Day Camp Staff members can be identified by their camp t-shirts and name tags. Staff members include a combination of adults, college-aged students and high-school students.

Lunch and Snacks:

We are always on the go, so please ensure that your camper eats a healthy breakfast before arriving at Hawks' Haven. You may bring a "traveling breakfast" that your camper can enjoy before camp begins at 8:45AM.

- A morning snack is served at 8:45AM and again in the afternoon.
- The first lunch period is at 11:30 am, the second at 12:00 pm, and the third at 12:30pm. **No lunch is served on campus, so please pack a lunch for your camper.** It is best to use an insulated lunch bag and cold pack because lunches are not refrigerated. Playmate style coolers cannot be brought on field trips (we prefer that lunch is light and portable.)
- Please include any allergies or dietary restrictions when you register online!

***We are a peanut and tree nut free camp. We ask that all parents refrain from sending peanuts and tree nuts in their camper's lunch.**

Camp t-shirts:

Camp t-shirts are \$10 each. **Register by May 31st and get your camp t-shirt FREE.** All registrations received after May 31st will automatically receive a \$10 t-shirt fee. On field trip days, all campers **MUST** come to camp wearing their camp t-shirts. Additional t-shirts may be purchased through the Director of Summer Programs.

Field Trips and Permission Slips:

Our field trip schedule is published on The Prairie School web site:

www.prairieschool.com/summer. All campers travel to field trips by chartered school bus. All events are subject to change. Field trip permission is completed during the registration process.

Field Trip Protocol:

Your child's safety is of utmost importance to us. Therefore, we use the following safety measures when we leave campus:

- **Students must always come to camp wearing their Hawks' Haven t-shirt on field trip days.** If a child comes to camp without their field trip t-shirt, an additional t-shirt must be purchased for \$10. If we are on a "water fun" trip, camp "neckerchiefs" are worn.
- A copy of each camper's emergency information is taken on the field trip.
- School bus safety rules are reviewed with campers.

- We board and depart from the bus at Door #8
- We do three roll calls before we depart.
- Students will always be accompanied by a staff member to restrooms.

In an emergency, if you need to reach your camper on a field trip, please call the main office at 262.752.2500. They will contact the field trip coordinator via mobile phone.

Fire/Severe Weather Emergencies:

We use a weather radio to stay aware of severe weather conditions. Our staff will review severe weather/tornado and fire emergency situations with campers.

First Aid:

Our senior staff members are certified in First Aid, CPR, and use of an AED.

Calendar/Schedule Changes:

All calendar and schedule changes are communicated through email. You will receive an update email to ensure that you have the most current information.

Immunization Records and Medical Information:

When you register online, you are required to list current medical information and immunization records. It is critical that we are aware of any allergies or medical issues that may arise when your child is under our care.

*If your child is a student at The Prairie School, we have their current immunization records and medical information.

*If your child does not attend The Prairie School, you will need to provide current immunization records and emergency medical information. Your doctor's office can provide these records or they may be obtained through the Wisconsin Immunization Registry by following this link <https://www.dhs.wisconsin.gov/immunization/wir.htm>. You may then download the records to your registration or provide a copy to the camp office. Medical Information can be reviewed and/or changed online at any time.

Summer Camp Supply List

Please label these items and keep them at camp in your camper's locker. Remember sun protection!

- Water bottle
- One container of sunscreen
- Field Trip t-shirt
- Beach towel, swimsuit, water shoes
- Gym shoes AND SOCKS (socks are necessary for some field trips)
- Sweatshirt
- Art smock (this can simply be an oversized t-shirt)

For our K4 and K5 age campers, please include:

- SMALL blanket for Relax and Read time
- One complete change of clothes in a plastic bag (accidents happen!)

In the event you need to contact your camper, please call:

Hawks' Haven Office (from 7:15 am-6:00 p.m.)..... 262.752.2599
Main Office (while on field trips)..... 262.752.2500

Or email:

Jake Lipor, Camp Director
email: jlipor@prairieschool.com

If you need to contact **Jake Lipor, Director of Summer Programs**, please call
262.752.2680 or email jlipor@prairieschool.com

Thank you for choosing Hawks' Haven! We look forward to welcoming your camper!