

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2019 Summer Camp Handbook

Camp Frontier, Camp Horizons & Camp Outback

Alamance County Community YMCA 1346 South Main Street Burlington, NC 27215 Phone: (336) 395.395.9622

www.acymca.org

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

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2019 Summer Camp Session Dates

Session 1: June 17-June 28
Session 2: July 1-July 12
Session 3: July 15- July 26
Session 4: July 29- Aug 9
Session 5: Aug 12- Aug 23

A. Introduction

YMCA Summer Day Camps are committed to giving campers, rising Kindergarten through rising 8th grade, a fun and memorable summer. We offer three different types of day camps: Camp Frontier, Camp Horizons and Camp Outback. All of our camps emphasize character development; teaching the values of **caring, honesty, respect, responsibility and faith.**

- Camp Frontier (Rising 1st-7th graders), located in Snow Camp, offers activities such as horseback riding, archery, swimming, sports, arts and crafts, canoeing, fishing, riflery and nature events.

 Much of the day is spent outdoors on this beautiful campus.
- Camp Horizons (Rising K-5th graders) is held at the YMCA, and activities include organized games, sports, arts & crafts, board games, field trips, swimming and group events. While campers certainly spend time outdoors, many of the activities are held indoors.
- Camp Outback (Rising 8th graders) is also located in Snow Camp. Camp Outback is similar to Camp Frontier but offers more adventure for these teen years. These campers will have the opportunity to go on exciting adventure field trips such as white water rafting, rock climbing, and overnight camping.

YMCA camps believe in having fun and helping campers gain a sense of accomplishment and self-worth by learning new skills. By helping campers recognize their own abilities, they step out of their comfort zones and reach far beyond what they ever dreamed possible. A YMCA summer camp experience will help create memories that will last a lifetime!

B. Goals and Objectives

- To provide a safe, exciting and structured environment
- To provide campers with the opportunity to learn new skills and activities
- To teach the values and the mission of the YMCA
- To build within each camper self confidence, courage and self esteem
- To build lasting friendships
- TO HAVE FUN!

C. Camp Information Nights

Prior to the first day of camp, we offer "Camp Information Nights" for you to ask questions, get to know the staff and register for summer camp. This is also a great opportunity to bring your child so they can see a familiar face on the first day of camp. Camp Info nights are held at the YMCA.

Tuesday, April 16th from 6:00 - 7:30 PM Thursday, May 16th from 6:00 - 7:30 PM

D. Open House/Meet the Counselors Day

- Camp Frontier and Camp Outback will hold an Open House at Camp Frontier, 5258 Bass Mountain
 Road in Snow Camp on Friday June 14th from 5:00 PM 7:00 PM. This is an opportunity to meet
 the staff that will be working with your children all summer, see the facility and also have them
 answer any questions you may have before the first day of camp. We will also have family
 activities available such as archery, canoeing, horses and swimming.
- Camp Horizons will hold an Open House at the YMCA on Friday, June 14th from
 5:00 PM 7:00 PM. Parents and campers can meet the staff, ask questions and tour our facility.

E. Pony Club: For those kids that want a little extra time with the horses, Pony Club is for you! This is offered at Camp Frontier for rising 5th Graders and older.

Every Wednesday during the session, your child will spend the entire day with horses while receiving indepth horse training. The children are taught responsibility through learning how to care for the horses as well as proper riding techniques. The cost for this program is \$30 per session. Only six (6) campers are allowed to register per session, and a child cannot register for more than 2 sessions. You must register at the Y before the start of each session if you would like your child to participate.

F. Field Trips

No additional fee is charged for field trips! Since field trips are a part of our summer camp programs, there is NO alternative care for any children who do not wish to attend the field trip.

- Please make sure your child is at the YMCA by 9:00 AM on field trip days.
- There is no drop off allowed at Camp Frontier for those kids attending field trips.

Camp Frontier (1st Thursdays) Groups 1 - 5

didups i - 3		
Description		
TBD		

Camp Frontier (2nd Tuesdays) Groups 6 - Outback

Date	Description	
June 25	TBD	
July 9	TBD	
July 23	TBD	
Aug. 6	TBD	
Aug. 20	TBD	

Camp Horizons (2nd Wednesdays)

Date	Description
June 26	TBD
July 10	TBD
July 24	TBD
Aug 7	TBD
Aug 21	TBD

G. Session Parent Programs

Parents Program is offered to provide parents an opportunity to see skits and special activities that their children have worked on during the session. Parents can also meet the staff and take a tour of camp. We will provide dinner for campers prior to the parent program.

- ➤ Thurs, June 27 from 6:15-7:30pm Camp Frontier/Camp Outback "Welcome to Camp"
- > Friday, July 26 Cookout at 12:00pm Camp Frontier/Camp Outback "Color War Cookout"
- > Thurs, August 8 from 6:15-7:30pm All Campers "Camp Pool Party" Swimming at Frontier Pool
- Friday, August 23 from 6:30-8:30pm All Campers "Final Parent Program"

We will not run regular bus routes to Mebane and Graham on Parent Program days. If your child chooses not to attend any of these Parent Programs, you must notify the staff by the second Wednesday of each session. All children not staying for the program will be returned to the YMCA by 5:15 and must be picked up by 6:00pm.

H. Final Parents Program (ALL CAMPERS)

At the end of each summer, we celebrate the memories and friends our campers have made and enjoy food and fellowship together. The Final Parents Program is on **Friday, August 23 beginning at 6:30 PM.** Location to be determined.

I. Daily Schedule: Please make sure your child has arrived by 9:00 AM

Camp Frontier and Camp Outback Daily Schedule (7:30 AM- 6:00 PM)

7:30 - 8:45	Rides in (Games in Gym or Outside)
8:45 - 9:00	Flag pole Assembly and Breakfast (provided)
9:00 - 9:30	Bus Travel to Camp Frontier
9:30 - 10:00	Open Assembly, Devotion, Camper/Counselor Challenges
10:00 - 12:15	Scheduled Activities (Fishing, Swimming, Arts & Crafts, etc.)
12:15 - 12:45	Lunches (provided)
12:45 - 4:00	Scheduled Activities Continued
4:00 - 4:45	Closing Assembly and Return to YMCA
4:45 - 5:15	Bus Routes
5:15 - 6:00	Rides Out

Camp Horizons Daily Schedule (7:30 AM- 6:00 PM)

7:30 – 8:30	Rides in (Games in Gym or Outside)
8:30 - 9:00	Flag pole Assembly & Breakfast (provided)
9:00 - 9:30	Open Assembly, Devotion, Camper/Counselor Challenges
9:30 - 12:00	Organized Activity
12:00 – 12:45	Lunch (provided)
12:45 – 3:00	Organized Activity (Kindergarteners: Quiet/Rest Time)
3:00 - 3:30	Snack
3:30 - 4:30	Organized Activity
4:30 - 5:00	Closing Assembly
5:00 - 6:00	Rides Out

J. Ages

• Camp Frontier: Rising 1st – Rising 7th Graders

• Camp Horizons: Rising Kindergarten – Rising 5th Graders

• Camp Outback: Rising 8th Graders

• Leaders in Training Rising 9th and 10th Graders

K. Fees

A session fee (which is two weeks) includes breakfast, lunch and field trips!

Camp Frontier and Camp Horizons (2 week Sessions)

One Child: \$200.00 for Members \$240.00 for Program Participant

Multiple Children: \$180.00 per child for Members \$220.00 per child for Program Participant

Camp Outback (2 week Sessions)

\$230.00 – YMCA Member \$270.00 – Program Participant

L. Leaders in Training: (Rising 9th & 10th Graders)

Leaders in Training (LIT) is a training opportunity offered for youth that want to work as a camp counselor. Teens spend their summer exploring new adventures while learning about teamwork, leadership, respect, and responsibility. Their time is spent acting as assistants to counselors at Camp Frontier and Camp Horizons while learning what it means to be an exemplary role model at all times. Fun activities and field trips are planned as well.

Teens interested in applying must pick up an LIT application (located at the Welcome Desk) and return it to the Y **no later than April 19, 2019.** Two letters of recommendation must be attached to the application. LIT applicants will be contacted by the end of April for a face-to-face interview with a Camp Director.

(Space is limited to 15 Leaders in Training per session)

Leader in Training Fees:

Members: \$100 per session Program Participant: \$125 per session

M. Camp Payment Information

All Summer Camp payments must be set up on a Bank or Credit Card Draft. This will eliminate the inconvenience of mailing in a check each month or stopping by the YMCA to pay the balance. The balance will be drafted on the Due Date. If you do not wish to set up your camp payments on Bank or Credit Card Draft, you must pay your total balance by May 31, 2019

A \$40.00 <u>non-refundable, non-transferable deposit per child, per session</u> is required when you register your child. The remaining session balances are due on dates as indicated below.

2019 Session Dates		2019 Session Balance Due Dates	
		(This is your bank draft date)	
Session 1:	June 17- June 28	June 7	
Session 2:	July 1- July 12	June 21	
Session 3:	July 15- July 26	June 5	
Session 4:	July 29- Aug 9	July 19	
Session 5:	Aug 12- Aug 23	Aug 2	

Cancellations and Refunds

A <u>written one-week cancellation notice prior to the session balance due date</u> is required to stop a bank draft and/or grant a refund for the unused camp sessions. Deposits will not be refunded or transferred to existing camp balances. Camp sessions will not be prorated. Cancellation forms are available at the YMCA Welcome Desk.

No refunds or adjustments are granted for non-attendance, illness, vacation or the cancellation of camp due to inclement weather. The YMCA reserves the right to apply any credit due to outstanding balances. Approved refunds are issued within 30 days of cancellation.

Returned Drafts:

If your draft is returned because of insufficient funds, the draft will be automatically re-submitted and a \$25.00 service charge will be added to your account. If you have more than two returned drafts during the summer, one of the following options may occur:

- 1) You will be required to meet with YMCA Leadership Staff to discuss your payment options/plan.
- 2) Your child will lose their spot in our Summer Camp Program and will be required to go through the previous step before they can re-enroll.

The YMCA is committed to providing confidential financial assistance to anyone interested in programs or membership, based on need and available funds. Please let us know if you need help.

Late Fee Policy

Campers are to be picked up from the YMCA by 6:00 PM. A late fee of \$10.00 per child will be charged for all campers picked up after 6:00 PM. A late fee form will be given to you to sign acknowledging that you are late picking up your child and understand that you will be charged accordingly. You will be drafted the next day for this late fee from your account on file.

N. Bus Routes

The YMCA offers convenient drop-off and pick-up points throughout the county for campers in our program. Select ONE site when registering and remain with that site for the entire summer. We will not allow pick-up or drop-off sites to change in the middle of a session.

Location: YMCA	<u>Drop-off</u> : 7:30 - 9:00 AM	<u>Pick-Up</u> : 5:15 – 6:00 PM
Mebane (Food Lion, on 119)	7:45 – 8:05 AM	5:40 – 6:00 PM *Camp Frontier/Outback Only
Graham (Joel Davis Insurance)	7:45 – 8:05 AM	5:10 - 5:30 PM * Camp Frontier/Outback Only
Camp Frontier	9:30 - 10:00 AM	4:00 – 4:45 PM

If you take your child directly to Camp Frontier, staff will not be there until 9:30 AM.

Campers should never be left alone at any of the bus stops. The bus will arrive and remain at the bus stop for 20 minutes according to the above schedules. In the afternoons, any campers that are not picked up by the above scheduled times will be brought back to the YMCA.

We do not offer PM transportation to Camp Horizons participants, parents must pick kids up at the Y.

O. Rides In/Rides Out

Rides In is a system offered for the convenience of the parent when dropping their children off in the mornings before camp. Your child may be dropped off between 7:30 - 9:00 AM in the circle loop at the front of the YMCA. A counselor will be there to assist you. Each camper will be checked in and escorted to their designated areas.

Rides Out works in the same manner. During the times of 5:15 - 6:00 PM, parents may drive through the circle loop at the front of the YMCA to pick up their child. If you wish to pick your child up prior to 5:15 PM, you will need to park and come to the Welcome Desk of the YMCA.

Safety Identification Cards are used to assure that whoever is picking up your child is authorized to do so. Keep in mind that each person allowed to pick your child up will need to have a card. These cards may be displayed on your front dash if you are using the circle pick up, or if you are walking in to pick up your child, you must show the safety identification card to staff. Your child will be called and escorted up by a member of our Camp Team. Extra identification cards are available upon request.

P. Release Procedures

If a person other than the parent or authorized persons listed on your child's registration form is picking up your child, you are required to notify the Camp Director by written note or email by 9:00 AM the same day. Please inform the person picking up your child that we will request a valid driver's license and the safety identification card to be shown before we release your child.

Q. Health History, Horseback Riding Waiver & Snake Bite Consent Form

Below are some very important waivers. When registering you will sign a form stating that you have read, understand, and will abide by this information.

Health History Form: We do not require a physical prior to attending our Summer Camp Program. However, if your child has special medical or emotional circumstances, we do require a thorough Health History Form to be completed prior to attending.

Snake Bite Treatment Consent: Our goal at Camp Frontier is to keep your child as safe as possible. We strive to make prevention and safety one of our top priorities. Of course we all know that from time to time, accidents can happen. We need your help. Camp Frontier is located on Bass Mountain and we have sporadically seen **snakes** on the property. Your signature on the Camp Registration form when registering authorizes YMCA employees' permission to treat your child with a First Aid Snake Bite Kit if needed. If you require more information (prior to signing camp documents), please contact our Youth and Family Director at (336) 395-9622.

Horseback Riding Waiver: By signing the Camp Registration form, I HEREBY ACKNOWLEDGE AND AGREE that participation in equestrian activities (horseback riding) has *inherent risks*. I have full knowledge of the nature and extent of all the risks associated with the equestrian program of the Alamance County Community YMCA, including but not limited to: Being around horses involves known and unanticipated risks which could result in physical, emotional injury, paralysis, death or damage to self, to property or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. The risks include, among other things, loss of control or collisions. Horses, irrespective of their previous behavior and characteristics, may act or react unpredictably based upon instinct, fright, or lack of proper control by rider. Some of the risks include biting, kicking, bucking, lying down or stumbling; animals on property; acts of other participants in this activity, adverse weather conditions; contacts with plants, insects, or animals; the riders own physical condition, the condition of the remote roads, trails, waterways, or terrain, and accidents connected with their use. I further acknowledge that the above list is not inclusive list of all possible risks associated with the Alamance County Community YMCA's equestrian program.

Release/Indemnification and Covenant Not to Sue

By signing the consent on the Youth Information Form when registering your child and in consideration of my child participating in the equine program of the YMCA, I agree to release and on behalf of my minor child, myself, our heirs, representatives, executors, administrators, and assigns, hereby do release the Alamance County YMCA, its officers, agents, and employees from any cause of action, claim, or demand of any nature whatsoever, including but not limited to, a claim of negligence, which I, my heirs, representatives, executors, administrators and assigns may now have, or have in the future against the Alamance County Community YMCA on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to my child's participation in the equestrian program whether that use is supervised or unsupervised, however the injury or damage is caused, including, but not limited to the NEGLIGENCE of the Alamance County YMCA, its officers, agents, and employees. I further certify that my child is in good health and that he/she has no physical limitations which would preclude their participation in the equine program of the Alamance County YMCA. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after I have carefully read it, of my own free will.

R. Medication

All medications your child takes in our care must be given to the camp counselors, in the original container, on your child's first day of camp. A medication authorization form is available in this packet of information and must be completed in order for us to administer medications to your child. A current photo must accompany the medication for safety purposes. This form includes name of medicine, what time the medication needs to be taken, permission to administer, parent's name and doctor's phone number for a reference. Medication can only be administered between the hours of 10:00 am and 4:00 pm. Medication may not be administered without this consent form. If medication is not picked up by your child's last day of camp, we will hold the medication for a maximum of one week, after that it will be discarded.

S. Emergency Contact Information

Every effort will be made to reach you or other contacts on the camp registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please <u>notify the Camp Directors and the YMCA</u> in writing so we may update your child's file.

T. Communication: E-Mail /Phone Numbers

We utilize e-mail to ensure great parent-staff communication. YOUR CHILD WILL STILL RECEIVE PAPER HANDOUTS WITH ALL IMPORTANT INFORMATION. Email is simply a supplement to these handouts to make sure everyone is staying involved and up-to-date. Feel free to email the Camp Directors throughout the summer with any important information or updates. You can also use this email address to inform us if your child will not be attending on a certain day.

Note: Camp Directors will only be able to read and respond to emails during the hours of 7:00-8:00 am and 5:30-6:30 pm. Your emails are important to us. We will devote ample time to answering your emails during these designated times. Below you will find the email addresses for each Camp Director and emergency numbers for the YMCA:

Jason Fields (Camp Frontier/Camp Outback)

Doug Williams (Camp Horizons)

YMCA Phone Number:

Camp Frontier Office:

Camp Frontier Pool:

[336] 376-9793

[336] 376-6424

U. Swimming

Campers will have the opportunity to swim everyday (weather permitting), except on field trip days. All campers will be put through a swim test to determine their swimming level. After completing the swim test, campers will wear swim bands that will help lifeguards identify which area of the pool they are approved to swim in. A swim band is a nylon circular strap that will be worn by each camper to distinguish his or her swimming ability. Safety comes first when it comes to water and the well being of each camper. Swim bands will be provided and will be collected after each swim period by their child's counselors. Non-swimmers (ie, swimmers who do not sufficiently pass the swim test) will be required to wear life jackets if they are in water that is "chest deep." If a campers' swimming ability improves, they will be re-tested and given a new swim band based on their new swimming skills.

V. How to Prepare for Camp

It is important that each child receive the following on a daily basis to ensure that they have a fun, safe, and energetic camp day.

- A good night sleep
- One snack and drink (water bottles are preferred)
- Swimsuit and towel
- Non-waterproof sunscreen is recommended (but not required) for campers to use during the summer. Waterproof sunscreen does not come off and if rubbed in the eye, may cause irritation. Camp Directors, Counselors and Lifeguards may assist your child in applying sunscreen. However, we recommend that your child have sunscreen on before they arrive at camp.
- Breakfast and lunch will be provided at camp. A menu will be provided to you at the start of each session. If your child chooses to bring their own lunch, please make sure the lunch is packed in a small igloo cooler or a vinyl lunch bag. Brown bags or plastic bags do not keep your child's lunch cool and will not last if they get wet. Parents are welcome to come to camp and have lunch with their child. If your child has special dietary restrictions, please let us know.
- Tennis/athletic shoes are the only foot attire that campers are allowed to wear. Your child will be in an outdoor environment that involves lots of walking and dirty play. We ask that your child wear comfortable clothing and shoes every day. All articles of clothing that your child brings with them should be labeled with your child's first and last name. This will make it easier when identifying lost and found items at the end of the day. Lost and found will be kept for two weeks and any items not claimed after the two-week period will be donated to local community charities.
- We recommend that your child/ren bring their belongings in a backpack. Campers will carry their backpacks with them to designated spots near program areas.

The following are items that should NOT be brought or worn to camp:

- Toys (this includes CD players, skateboards, action figures, make-up, portable game players)
- No flip flips or sandals (flip-flops and sandals allowed in pool area)
- Lunches that need to be heated
- Fishing Knives
- Cards (playing cards, Pokemon Cards, or other trading cards, etc.)
- Cell Phones (see policy under discipline below)

W. Electronic Communication

The Alamance YMCA Summer Camp has gone mobile! This summer parents and camper will have the opportunity to follow daily activities, field trips and other non-stop fun moments at camp by following the YMCA Facebook page and by following us on our new Twitter feed. We will be updating these with up to the minute information regarding schedule changes, weather situations, and other important information. Simply log on using the information below to begin the excitement.

www.facebook.com/ACYMCA Twitter: @acycamp

X. Cell Phones:

Recently, we have seen a rise in campers bringing their cell phones to summer camp. While we understand the need for emergency situations when children may wish to contact their parents, we also expect cell phones to be used appropriately and not to be a distraction to regular camp activities. If your child chooses to bring a cell phone to camp, the phone must be kept in their personal belongings. Cell phones are not permitted to be out for texting, listening to music or playing games. If a camper wishes to make a phone call to their parents, they must first inform their counselor of their intention. The counselor will make the decision as to whether this is an emergency situation that warrants cell phone use. Should campers have cell phones out without permission; the phone will be confiscated and returned to the parent at the end of the day.

Y. Discipline Policy

Discipline is a necessary part of an effective program. The philosophy of our program is respect for all. Praise and positive reinforcement are used to establish an environment of good will. Should a discipline issue arise; the child will be spoken to in hopes that the problem can be corrected. If it cannot, time-out will be used. Time-out is not a punishment, but a discipline technique that is a calming device and a method to help children gain self-control. If behavior does not improve after time-out and appropriate attention, then counseling with the Camp Directors and Counselors will follow. If the child continues to exhibit inappropriate behavior, then a conference with the parents will take place. The YMCA reserves the right to dismiss any child whose behavior is unacceptable, without refund of camp fees. A copy of our discipline policy is included in this handbook.

At the Y, we have no tolerance for name-calling or bullying. The YMCA promotes an atmosphere of respect; from staff to camper, camper to staff and camper to camper. There are also several words and phrases that may seem commonplace these days but are not allowed at YMCA Summer Camps. Anything that can be interpreted as bullying or inappropriate language will result in disciplinary action. An example of this is saying "shut up" versus "be quiet please". If there are any questions about what is and is not tolerated at camp, please call our Summer Camp Directors.

YMCA Summer Camp Discipline Policy

We believe children learn self-control when adults treat them with dignity and use techniques such as:

- Guiding children by setting clear consistent limits for group behavior. Older children should help set their own limits.
- Visualizing mistakes as learning opportunities.
- Re-directing children to a more acceptable behavior or activity.
- Listening to children when they talk about their feelings and frustrations.
- Patiently reminding children of the rules and the rationale as needed.

Corporal punishment or abusive language of any kind is not allowed in any program at the Alamance County Community YMCA. Rules will be consistent based on the understanding of individual needs and development, and will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the children. If necessary, a time-out period will be used to help regain control. If a discipline problem continues to persist, parents and the Directors will work together to resolve the conflict.

To ensure the uniform handling of discipline problems and corrective discipline procedures, the following quidelines have been established:

Minor Offenses

Back talking to a counselor Not listening to directions

Leaving the group Being disruptive / loud

Antagonizing / starting trouble

Play fighting or wrestling

Rummaging through other people's belonging

Major Offenses

Fighting/Kicking Foul language

Going to unauthorized areas of camp Throwing restrictive objects (sticks, rocks) Destroying YMCA equipment or property

Lying and deceiving

Endangering the safety of others

Name calling / teasing

The corrective procedure for each category is as follows:

Minor Offenses

Oral Warning

Time – out

1st - Written Warning & Time - Out

2^{nd -} Written Warning

 3^{rd} – Parent Conference

4th – 1 day suspension *

5th – 3 day suspension *

6th - Expulsion from the Program **

Major Offenses

1st - Written Warning

2nd - Written Warning/ Director & Parent Conference

 3^{rd} - 1 day suspension

4th - 3 day suspension *

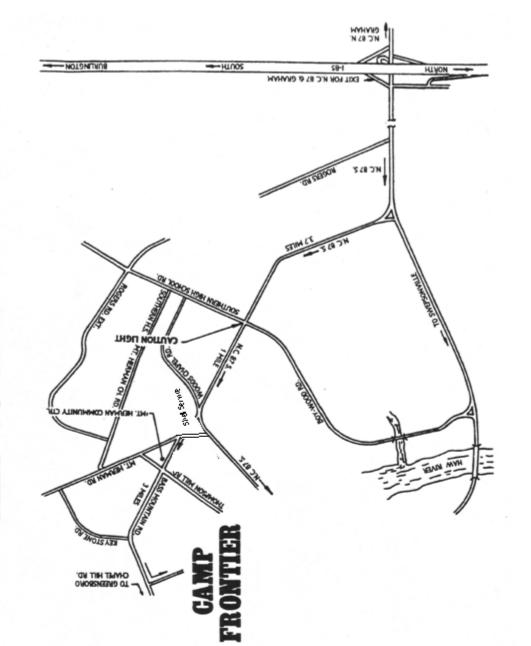
5th Expulsion from the Program **

- * Suspension is for program days (weekends and holidays do not count).
- ** Expulsion from the program is for the remainder of the summer break. There will be no refund of program fees paid. A child who has been expelled from the program may request to be allowed back into the program. This request must be approved by the Executive Director and, if granted, the child will be on a 90 day probation period.

LOCATION

Camp Frontier's 65 acres are nestled in the southern part of Alamance County. Our setting is located at the very heart of nature for a truly delightful camping experience. Just take Hwy. 87 South from I-85 in Graham. Travel 3.7 miles past Southern High School Road (stop light) to Mt. Hermon-Rock Creek Road (right turn behind Shell Gas Station). Take the first left onto Bass Mountain Road. Travel 3 miles and there on the left marked with a towering triangle which symbolizes spirit, mind, and body is the entrance to Camp Frontier.

MAP TO CAMP FRONTIER



Medication Consent Form

Child's Name	
Medicine	No. Given
Time of Day	Special Instructions
Parent's Signature	

DATE	TIME OF DAY	NO. GIVEN	STAFF INITIALS
*Dl			

^{*}Please provide a picture of your child for security purposes