Camper Handbook 2019

Cooking up some summer fun!

www.mccc.edu/campcollege
Welcome To Camp College

Your child’s safety while attending camp is a primary concern of the college and, naturally, concerns you as a parent. Our procedures are carefully planned to ensure an enjoyable and safe experience at Camp College. Please familiarize yourself and your child with our procedures and safety issues.

***IMPORTANT NOTE TO PARENTS/GUARDIANS: No child at any time is to be dropped off unattended. If your child is late, parent/guardian must remain with child and follow instructions as relayed in this Handbook. If your child is early, parent/guardian must remain with child until counselors arrive at drop-off location.

General Information for All Camp Programs

Communicating With Us

• For registration or scheduling issues call: (609) 570-3311.
• Our tax ID for childcare deduction is 22-1804242.
• For camp issues June 24 and after: Call (609) 570-3773, or stop by camp office (SC135).
  If you have an emergency and can’t reach us, call our security department at (609) 570-3503.
• For early dismissal: Send a note that day so that your child will be ready when you arrive. **UNDER NO CIRCUMSTANCE MAY A CHILD LEAVE WITHOUT SIGNING OUT IN THE CAMP OFFICE.**
• Important Telephone Numbers:
  • Nurse (SC110) (609) 570-3777
  • Camp Office (SC135) (609) 570-3773
  • Campus Security (SC-Welcome Center) (609) 570-3503
  • Continuing Studies Registration Office (609) 570-3311
• Please keep us informed immediately of any home or work telephone number changes. Call us at (609) 570-3311.

Camp College provides a safe environment for your child to enjoy a summer full of fun and enriching activities. For your peace of mind, in the event of an emergency, the college has an Emergency Management Plan. Extended care for your child will be provided until either we hear from you or you hear from us. In addition to several commercial stations that carry MCCC announcements, the central telephone number (609) 586-4800, our college website www.mccc.edu, cable television channel 26 in Mercer County, and public radio station WWFM 89.1 offer additional communication options.

**NEW TO CAMP COLLEGE - REMIND**
Camp College will be utilizing a staff to parent communication app called REMIND. This is a free, secure app that can be downloaded to any iPhone or Android device that will allow communication between the Camp College staff and parents via text messaging. Go to pages 10 and 11 for instructions on how to sign up.
Hours Of Operation

Campus Kids Sessions I and II (Four-week camps):
- **Session I** (4 weeks) – 6/24-7/19
- **Session II** (4 weeks) – 7/22-8/16
- **Camp College** is in session between 8am and 4pm daily. **Classes begin at 8:30am**

Any campers who arrive after 8:25am will remain at the PE Circle until a counselor is available to take them to class. After 8:45am park and report to Camp office in SC135.

- **Children who are not registered in After-Camp care and are unsupervised may not remain on campus beyond 4:15pm.**

Specialty Camps, Academic Prep Programs and Friday Fun Days:
- Depending upon the program start time, classes generally begin at 8:30am and end at 11:30am. Afternoon classes generally begin at 1pm and end at 4pm.
- **Children who are not registered in After-Camp care may not remain on campus beyond 4:15pm.**
- Children registered for morning and afternoon classes in the same week will participate in supervised lunch and activities at no additional charge.

Drop Off Procedures:

**CAMPUS KIDS SESSIONS I AND II (FOUR-WEEK CAMPS):**

**First Day Only:**
- On the 1st day only of each session (6/24 and 7/22), parents must participate in Camp College check-in outside the Welcome Center/Student Center (quad) except for Early Bird drop off beginning 8am to ensure registration process is complete and correct.
- Campers will report to their 1st period sign in post location (arranged around the quad) and remain there until they are escorted to class at 8:25am. A brief camper orientation and tour will be conducted during recess.
- If you have questions or will be unable to accompany your child for check-in, call us at (609) 570-3773.

**Second Day and Thereafter:**
- Curb service drop off is provided at the PE circle beginning at 8am and ending at 8:25am. **If you expect your child to participate in his/her entire 1st period class, you must drop off your child before 8:25am.**
- Campers must check-in with counselors at the arrival area.
- **After check-in, campers report to their 1st period sign post location (arranged around the quad) and remain there until they are escorted to class at 8:25am.**
- Late arrivals after 8:45am must report to the camp office (SC135) for check-in.

**SPECIALTY CAMPS, ACADEMIC PREP PROGRAMS AND FRIDAY FUN DAYS:**
- Children should be dropped off at **Student Parking West Lot** walkway (see map pg. 12) at 8:15am. Drop off for afternoon classes is 12:45pm. Counselors supervise children and escort them to and from class.
  - You must park your vehicle and sign in your child.

**Pick Up Procedures**

**General Pick Up Information for All Camp Programs:**

Please be patient for camper check out. Campers must check with designated counselors in the departure area before leaving camp.
You must park your vehicle to sign out your child.

**PLEASE BE COURTEOUS TO OTHERS AND DON’T TIE UP TRAFFIC.** Park your car and proceed to the appropriate check out area. Camp staff will direct you to your child’s pick up location. Children must follow directions and remain at the designated areas until they are released. If you arrange for pick up by a designee, please provide written authorization to release your child, or call the camp office to alert us of last minute changes. Include the name and relationship of the designated adult to the camper.
You will receive registration confirmation prior to the start of camp. Each day you must use your picture ID to pick up your child. Staff will request ID to release your child!

Visitors (including parents) are not permitted to pick up or drop off children from a classroom. Please report to the camp office (SC135) and our staff will escort your child to the office.

SESSIONS I AND II (CAMPUS KIDS FOUR-WEEK CAMPS):
- Children should be picked up at EAST STUDENT PARKING AREA (see map on page 12) at 4pm.
- The check out area is arranged in alphabetical order (last name).

ONE WEEK SPECIALTY CAMPS, ACADEMIC PREP PROGRAMS AND FRIDAY FUN DAYS:
- Children should be picked up at the WEST STUDENT PARKING AREA walkway (see map on page 12) at 4pm.

### Drop Off / Pick Up Procedures

#### Fair / Clear Weather Conditions

<table>
<thead>
<tr>
<th>Session I and II (Campus Kids)</th>
<th>Drop Off</th>
<th>Time</th>
<th>Pick Up</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE Circle – Curb Service</td>
<td></td>
<td>8:00 am – 8:25 am</td>
<td>East Student Parking Lot</td>
<td>4:00 pm</td>
</tr>
<tr>
<td><em>First day of each session, park and walk camper to quad area.</em></td>
<td></td>
<td><strong>After 8:45 am</strong> park and report to Camp Office SC135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialty Camp</td>
<td>West Student Parking Lot</td>
<td>AM Class 8:00 am</td>
<td>West Student Parking Lot</td>
<td>AM Class 11:35 am</td>
</tr>
<tr>
<td><em>Park car and walk camper to sign-in area.</em></td>
<td></td>
<td>PM Class 12:45 pm</td>
<td></td>
<td>PM Class 4:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Day 8:00 am</td>
<td>Present a picture ID</td>
<td>Full Day 4:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Supervised lunch and recess if registered for AM &amp; PM class within the same week.</em></td>
<td></td>
</tr>
</tbody>
</table>

#### Severe Weather Drop Off And Pick Up Procedures

- **When severe weather conditions occur before 4pm:** Campers report to CM Lobby, (see map pg 11) for arrival and 11:35 dismissal (am classes) and 4pm dismissal. **Signs will be posted.**
- **Park in either the Kelsey or PE parking lots – NOT ON CAMPUS ROADWAYS.**

### ONE WEEK SPECIALTY CAMPS, ACADEMIC PREP PROGRAMS AND FRIDAY FUN DAYS:

- **Severe weather “threat” before 4pm:** Campers report to CM Lobby (see map pg. 11) for arrival and 4pm dismissal.
- **“CM Drop Off or Pick-up” signs are posted at the West Student Parking lot.**
- Counselors will be available to assist children to and from the building. Park in the Staff Lot adjacent to the Kelsey Theatre.
- **Severe weather after 4pm:** Campers who are registered for After-Camp care activities report to the assigned indoor activity area or to the CM building for those campers assigned to outdoor sports & games or swimming. **No signs are posted.** Depending upon your child’s After-Camp care activity, he/she will be brought to the CM lobby.
Drop Off / Pick Up Procedures
Rainy Day / Severe Weather Conditions

<table>
<thead>
<tr>
<th>Drop Off</th>
<th>Time</th>
<th>Pick Up</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I and Session II (Campus Kids)</td>
<td>PE Circle – Curb Service • First day of each session, park in Kelsey or PE lot and walk to CM building. • After 8:45 am Park and Report to Camp Office SC135</td>
<td>Park car at Kelsey or PE lot and walk to CM Building.</td>
<td>4:00 pm Look for Rainy Day lawn signs at entrances.</td>
</tr>
<tr>
<td>Specialty Camp</td>
<td>AM Class PE circle curb service. PM Class Park at Kelsey lot and walk to CM Building</td>
<td>AM Class 8:00 am PM Class 12:45 pm Full Day 8:00 am</td>
<td>AM Class 11:35 am PM Class 4:00 pm Full Day 4:00 pm</td>
</tr>
</tbody>
</table>

Before-Camp Care (For All Camp Programs)

- Only campers enrolled in Before-Camp care may arrive as early as 7:15am – (all other campers must arrive after 8am for the four-week Campus Kids program or 8am for the one-week specialty camps, accelerated study or Fun Fridays). Early arrivals will be registered and billed for the Before-Camp care.
- Never leave your child unsupervised.
- Drop off for Before-Camp care is at the PE circle between 7:15 and 8am.
- Please wait in your car until a counselor arrives. Children are greeted by a counselor and escorted to the regular sign-in area at the appropriate time.

After-Camp Care (For All Camp Programs)

- After-Camp care hours of operation are 4-6pm.
- Campers who remain on campus after 4:15pm will be registered and billed for the After-Camp care.
- To allow for organized After-Camp care activities, we recommend pick-up at 5:20pm, 5:30pm or 6pm. Swimmers may be delayed. Let your child know when to expect you so he/she is ready to leave when you arrive.
- Camp supervision ends at 6pm. Any child still on campus will remain in the camp office (SC135) to wait for a parent and will be charged a $25 late fee every 15 minutes.
- Children enrolled in After-Camp care will select weekly activities before the start of camp. No swim on Fridays. Campers will participate in other activities.
- Each day the camper must sign-in/sign-out with the same staff member in charge of the option selected.

After-Camp Care Activities

- Swim* – from 4-5:15pm (No six-year-olds). NOTE: No early dismissal from the pool is permitted. Based on its popularity, spaces may be filled on a rotational basis. Children must bring a bathing suit, towel, and plastic bag. For the 5:20pm pick up only: Report to sign out table in front of PE building.
- Outdoor sports and games – activities until departure.
- Movies – age appropriate selection changes each day.
- Library – summer reading fun for every grade.
- Board game – group challenges.
- Computer Games – individual and group games. (No six-year-olds)

*This activity ends at 5:15pm and campers will participate in other activities.
**All after campers report to movies at 5:30pm.
NO Swim on Fridays.
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### Before and After Care Drop Off / Pick Up Schedule

#### Fair / Clear Weather Procedures

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</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria opens at 7:30am for campers who wish to purchase breakfast.</td>
<td></td>
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</tbody>
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<tr>
<th>Drop Off</th>
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</table>

<table>
<thead>
<tr>
<th>Pick Up</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
</table>
| PE Building | Swim 4:15 to 5:15 pm | Must present picture ID
| No early dismissal from pool 5:20 pm |
| Outdoor Sports Movies Library Board Games Computer Games | |

#### Rainy / Severe Weather Procedures

<table>
<thead>
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<table>
<thead>
<tr>
<th>Pick Up</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM Building</td>
<td>All swim and Outdoor Sports are cancelled Movies Library Board Games Computer Games</td>
<td>Must present picture ID</td>
</tr>
</tbody>
</table>
Visitors

- Campers are NOT permitted to bring friends to camp as “visitors”.
- Visitors (including parents) are not permitted to pick up children from a classroom. Please report to the camp office (SC135) and our staff will escort your child to the office.
- Our counselors are posted throughout the campus to assist campers and enforce our safety and security procedures.

For your peace of mind, we will not release your child from camp without proper identification. (See Pick Up Procedures for more details.)

Discipline And Camper Code Of Conduct

- With the full cooperation of parents, we look forward to an exciting, safe summer in which campers respect rules and regulations. College is in session and administrative offices are open for business, so it's especially important that campers show respect for others and demonstrate appropriate behavior and language. Our staff always uses positive techniques to guide behavior, but disruptive activities cannot be tolerated and will be subject to the following disciplinary actions:
  - **1st incident**: Verbal warning and parental notification.
  - **2nd incident**: A two-day suspension from camp. (*Please note that the director may require a parent conference before continued attendance is permitted.*)
  - **3rd incident** or at discretion of the director: Expulsion from *Camp College, After-Camp* and any programs, trips, or activities associated with *Camp College*.

- **No refunds are issued for suspension or expulsion.** On the first day of camp, staff will review expected behavior. Parents are expected to review the information with their child. **No camper will be admitted without a signed agreement.**

Getting Around Campus

- Children are encouraged to develop self-assurance to follow their individual schedules, but we always supervise them carefully. Campers may not wander and are never left unattended. Our trained staff will guide your child to each of his/her classes throughout the day.
- Campers should always carry camp ID card or schedule.
- Classes are dismissed as a group and are led with an instructor or counselor who will escort them to a centralized location for their next class.
- Counselors, clearly identified by staff T-shirts and name tags, are stationed around the campus to add an additional level of safety awareness.
- Attendance is taken immediately as each class begins to ensure everyone is present.

Supplies

- Generally, all supplies are provided but specific materials may be requested for certain projects. Instructors will send a notice regarding any special materials.
- Children registered for swim class must bring a bathing suit, towel, and plastic bag.
- Label camper belongings and discourage bringing valuables to camp.
Schedule Changes
- Two course changes may be made on a space available basis before camp begins or during the first week of our four-week camp sessions.
- Schedule Change Request Form (see form on page 9): A $20 change fee must accompany the request (cash or check made out to MCCC with camper’s name). No fee will be charged for a registration error.
- A revised schedule will be provided and the camper will attend new classes on the following day.

Guidelines for Off-Campus Trips

Drop Off Procedures
- All trips depart from the West Student Parking lot. 
- We count on your promptness! Arrive by scheduled check-in time; we will NOT wait. If your child misses the bus, no refund will be issued.
- Parents are prohibited from dropping off or picking up campers at off site locations without contacting the camp office at 570-3773

Pick Up Procedures
- Parents should report to the designated drop off location for the expected arrival time. It will be a long day for both the campers and chaperones, so – please be prompt.

Medications
THERE IS NO CAMP NURSE TO DISPENSE MEDICATION FOR ANY OFF-CAMPUS PROGRAM OR TRIP.

Bus Rules
- Everyone must remain seated and seat belts must be worn. Excessive noise or chanting is not permitted. Chaperone and bus driver’s instructions must be obeyed. Remind your child to gather personal belongings before leaving the bus.
- An emergency evacuation drill will be conducted and your child is expected to listen and participate as instructed.
- Eating or drinking is not permitted.

Behavior
- Child must remain with the group and assigned chaperone and follow all instructions.
- Bullying, disrespectful language and failure to follow instruction are not tolerated. Inappropriate behavior any time during the camp season may prevent the camper from participating in a specific trip activity.
- Disruptive behavior puts others at risk and may prevent child from participation in future trips.

Lunch & Snacks
- Lunch is scheduled from 11:30am to 12:50pm for our Campus Kids four-week camp sessions. Campers are divided into supervised groups by age; 40 minutes each are reserved for eating and relaxation.
- For those campers enrolled in our one-week camps, Academic Prep and Friday Fun Day camps and who remain on campus for a full day, supervised lunch and recess are scheduled from 11:30am-12:50pm.
- Send meals that don’t require refrigeration or heating. Your child can also purchase hot/cold items from our cafeteria.
- See sample menu (pg 10) or visit our website at www.mccc.edu/campcollege for weekly menu updates.
- No snacks are provided. A break period is provided for our half-day camps and you may send a peanut-free snack to eat or provide money to purchase a snack.
- For children with food allergies please pack a lunch.
- Cafeteria accepts cash, credit or debit cards.
I request Camp College staff to administer the medication described below to my child:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
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Name of medication:

<table>
<thead>
<tr>
<th>Amount to be administered:</th>
<th>Time(s) to be given:</th>
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<tbody>
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Reason:

<table>
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<tr>
<th>________________________________________________________________________________________________________________________________________________</th>
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Side effects:

<table>
<thead>
<tr>
<th>Parent/Guardian Phone Number:</th>
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</table>

Parent/Guardian Signature: __________________________ Date: ___________________

**IMPORTANT – PLEASE READ:** Administering medication is discouraged; however, some children with various illnesses and disabilities will require medication during camp hours. If medication must be administered, please complete and sign this form for each medication, including over-the-counter drugs. INCOMPLETE REQUEST WILL BE REFUSED BY NURSE. Notify the camp nurse in writing if there is a change in the medication, or if it should be discontinued. Medication must be delivered in the original container, appropriately labeled by the pharmacy or physician, and handed to a camp administrator or nurse with a completed and signed copy of this form and a recent photo of your child. The medication will be held in the health office and must be taken by the camper under staff supervision. (Medications that a child must carry throughout the day for self-administration must have a completed Camper Self-Medication Permission.)

**PHYSICIAN SIGNATURE REQUIRED**

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**CAMP COLLEGE SELF-MEDICATION PERMISSION**

***PLEASE ATTACH A RECENT PHOTO OF YOUR CHILD***

Complete this section only if self-medication is required

<table>
<thead>
<tr>
<th>Camper’s Name:</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Camp Session or Program: ________________________________

**PARENT/GUARDIAN AUTHORIZATION**

My child has a physical condition which requires him/her to receive medication as quickly as possible in order to avoid a medical crisis. In the interest of his/her personal well being, I hereby grant my child the authority to carry his/her medication and self-administer it as directed by the prescribing physician when needed.

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Dose/Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Condition requiring self-medication:

In granting this permission for my child to self-medicate, I hereby absolve Mercer County Community College and all its employees from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

<table>
<thead>
<tr>
<th>Parent/Guardian Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A parent’s signature alone is not sufficient. Doctor’s signature MUST be submitted also.

**PHYSICIAN’S AUTHORIZATION-REQUIRED**

The above-named patient must use _______________________ by self-administration. He/she has been instructed in its proper use.

<table>
<thead>
<tr>
<th>Physician’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Note:** A completed and signed copy of this form must be given to the camp director or nurse no later than the first day of camp or the first day that the child brings the medication to camp. (609)570-3777.
Schedule Changes (Campus Kids 4-Week Sessions)

- Only 2 course changes are permitted per student.
- Changes will not be honored without this form, signed by a parent, and accompanied by a check made payable to MCCC or cash.
- Deadline for class changes are 6/27/19 for Session I and 7/25/19 for Session II

My child, _______________________________________________________________.
(Please Print)

has my permission to change his/her Four-week Camp College schedule.

He/she has my permission to drop the following course(s):

<table>
<thead>
<tr>
<th>Course:</th>
<th>Period #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

and to add the following course(s): (Please include at least two alternate choices for each desired addition.)

<table>
<thead>
<tr>
<th>Course:</th>
<th>Period #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Signature ______________________________________________
Daytime Phone__________________________________________________________

PLEASE NOTE: There is a $20 fee for schedule changes. All requests for schedule changes must be accompanied by cash or a check made payable to MCCC in the amount of $20. Please print your child’s name on the check.
Camp Combos 2019

**Chicken Combos**
$5.95
- Chicken Tenders & Fries
- Chicken Patty & Fries
- Chicken Nuggets & Fries

**Deli Combos**
$5.25
- Turkey or Ham & Cheese w/ Chips
- Tuna Salad w/ Chips
- 2 Slices of Cheese Pizza $4.60
- Mozzarella Sticks & Sauce $3.90

**Grill Combos**
- Hamburger or Cheeseburger & Fries $4.90
- Grilled Cheese & Fries $4.90
- Hot Dog & Fries $3.65

**Beverages & Snacks**
- Water - $1.15
- Juice - $2.15
- Half Pint Milk - $.85
- 12 oz. Fountain Drink - $1.40
- Whole Fruit - $1.10
- Cookie - $1.75
- Chips - $1.35
****Revised****

- **Sea Camp Drop Off/Pick Up:**
  West Student Parking Lot
- **Before Camp Drop Off:**
  PE Circle

- **Camp College (4 wk)**
  - Drop Off
- **Camp College (4 wk)**
  - Pick Up
- **Nurse**
  - Before + After Care Pick Up
- **Specialty Camp (1 wk) / Academic Camp (4 wk)**
  - Sea Camp Drop Off & Pick Up
  - Rainy Day Pick Up
- **Fun Fridays Drop Off & Pick Up**