



Summer Half Day Camp Confirmation

Thank you for registering your child for a half- day camp program at Rutledge-Wilson Farm Park. The camp will begin promptly at **9:00 a.m.** and ends at **12:00 p.m.**

Pick-Up/Drop-Off Participants can be dropped NO EARLIER than 8:45 a.m. (6:45 a.m. for Half Day Before Care Programs) and must be picked up NO LATER than 12:00 p.m. (2:30 p.m. for Half Day After Care Programs). Please note, the Before & Care Program times only apply to those who **preregistered** for the Before & After Care Program. Every child must be signed in & out of camp. Any parent arriving late will be charged \$5.00 for each 15 minutes he or she is late. Participants will not be allowed to return to the camp until this fee is paid. If a parent is late more than three times, the child will not be allowed to return to the summer camp. Authorities will be notified if children are not picked-up by 1:00 p.m. Every child must be signed in & out by a person listed on the child's pick-up authorization form.

We are very excited for all the fun activities we have planned for the week! However, children should dress appropriately for the outdoors in clothing that is comfortable and allowed to get messy. We recommend tennis shoes (or other closed-toed shoes) and athletic wear. Some of these activities will involve working directly with animals, but an adult will always be present. **Campers are required to bring a non-refrigerated lunch each day.**

To create a smoother end to the summer camp day, we will have a routine pick-up procedure. On the first day of camp, parents will be asked to fill out a form listing any adults (18 yrs. and older) that are approved to pick up your child during the week of camp. At the end of camp each day a staff member will meet parents/guardians outside of the classroom to check a picture ID, so please have one ready. Only individuals on the approved pick-up list provided on the first day of camp will be permitted to leave with a child. Once the adult is verified, RW staff will help the child gather all their things and then lead them outside to where the approved adult is waiting. Please feel free to arrive early for pick-up and thank you for your understanding on this matter.

SICK CHILD

Please do not send your child with a fever or an illness. If your child exhibits symptoms of illness or fever, you will be called to pick up your child. We ask that you make every effort to pick up the child as quickly as possible.

EMERGENCY SITUATIONS

If you have an emergency and need to contact your child during program hours, please call Sabrina @ **(417)353-3417**.

CANCELLATION POLICY

Registration fees offset the cost to plan and schedule the program(s). Program success depends on the planned enrollment. We are not responsible for personal circumstances (e.g. illness, schedule changes, etc.). Cancellation requests must be submitted in writing fourteen (14) business days before the program begins. Online registration convenience fees are non-refundable. ALL cancellation requests will be charged a \$10.00 processing fee. Cancellations requested fourteen (14) days or less, prior to the activity start date will result in the forfeit of 100% of the program fee.

If you have any questions or concerns, please call Sabrina at (417)874-2920.

Thanks, and have a great day!

Sabrina Huett
Rutledge-Wilson Farm Park Supervisor
Office: (417)874-2920
Email: sabrina.huett@springfieldmo.gov

Rutledge-Wilson Farm Park

3825 West Farm Road 146
Springfield, MO 65802

