

MAKOTO

Parent Handbook 2017

The staff at Makoto would like to take this opportunity to thank you for choosing Makoto as your 2017 Summer Camp destination. We are looking forward to another EXCITING...STIMULATING...and BRILLIANTLY FUN summer of camp. We are also very excited to introduce new field trips into the curriculum this summer

- Spirit of Philadelphia Cruise
- Bubble Soccer
- Litiz Wolf Sanctuary
- Wilderness Survival Skills at Awbury Arboretum
- Paintball at Outdoor Extreme
- And much, much MORE!

Please take this opportunity to read the information following this letter. It is a great resource for answering such pesky questions as “What’s your Drop Off Policy”... “What do I need to bring with my camper every day?”... “What happens if my campers get ill during camp?”

All these questions and more will be answered by reading on.

If you still have questions after reading this document, please feel free to contact the Makoto (and Martial Arts Studio) staff at (610) 280-0873 or masdojo@gmail.com. We look forward to seeing you this summer.

Sincerely,

Mrs. Sarah La France
Makoto & The Martial Arts Studio
www.martialartspa.com
www.makotoway.com
(610) 280-0873
masdojo@gmail.com

General Information

The following information will provide you with answers to ALL your camp questions. If you still have questions after reading this document, please contact us at: (610) 280-0873 or masdojo@gmail.com.

Additional Weeks:

Additional weeks of camp may be added at anytime providing space is available.

Attendance:

If your child will be absent from camp due to illness or an unexpected issue, please call (610) 280-0873 prior to 8:00am the day of illness.

Birthdays:

Campers having birthdays during the camp season are allowed to bring in a special treat to share if they wish. Please check with the staff about possible allergies with the other campers.

Camp Deposit:

A \$37.00 registration fee *per child* is required to reserve your weeks of camp. This fee is... (1) non-refundable and (2) not applied to your camper's first week of camp.

Camp Fees:

The balance of camp fees are due one (1) week prior to the beginning of your camper's session. If a camper's camp fee is not paid by the first day of camp, the child will not be permitted to attend.

Cell Phone & Electronics Policy:

The use of iPads, handheld gaming systems, tablets, etc. is NOT permitted during the camp day. So please DO NOT send electronics to camp with your son or daughter. Cameras may be allowed for specific field trips.

We realize that some of the older campers may have a cell phone. Their cell phone is allowed at camp but must be kept in his or her bag and turned off. They may use them only if allowed by a Camp Counselor. If a camper needs to contact a parent or emergency contact, the Camp Counselors will do so. Also, if pick up times change or a parent needs to get in contact with his or her child, the parent MUST call the camp. We are the ones responsible for your child and need to know what is happening.

Discipline:

It is our policy to work directly with a camper when any issues arise. We encourage self-control, self-direction, and responsibility. However, when appropriate a Camp Counselor may present a camper with such re-direction opportunities as push-ups... laps... or time to "find their way" again.

Aggressive behavior and bullying will not be tolerated... EVER. If this behavior occurs a camper may lose all privileges and his or her parents will then be called for pick up.

Drop Off & Pick Ups:

DROPPING OFF...

- Drop off time is between 8:00-9:00am. **Please DO NOT drop off after 9:00am** as planned camp events begin at that time.
- We do not need to sign your camper IN each day. You must however, walk him or her into the lobby.

PICKING UP...

- Pick up is at 4:15pm if your camper is NOT taking the BONUS martial arts class from 4:15-5:00pm.
- Pick up is by 5:10pm if you are NOT selecting Extended Care.
- Pick up is by 6:00pm if you use our Extended Care option.

Camp Counselors will NOT release a camper until a parent (or authorized adult) has...

- Parked the car and walked inside.
- Signed out the camper on the "Sign Out" Sheet.

If an adult arrives who is not authorized to pick up the camper, the child will NOT be permitted to leave until verbal permission is granted by the parent.

You can authorize adults for pick up on your Makoto Summer Camp Registration Form.

Email:

Most of the communication between Makoto Summer Camp and parents will be in the form of email. Please put the email addresses you check most often on your enrollment forms. More than one email address can be entered on the form.

Extended Hours:

Extended hours begin at 5:10 pm and end at 6:00 pm. The fee for an extended day is \$27.00 per week and must be paid for prior to the camper attending camp. Activities during extended hours may include martial arts classes, sports/games, and quiet time.

Field Trips:

Makoto campers will participate in at least three (3) field trips per week. Field trip destinations are listed on the Summer Camp Calendar. Transportation on all field trips is provided by Makoto. A Transportation Waiver is required in order to take your camper to and from the field trip and included in the enrollment form.

Health Forms:

Each camper will need a health form on file. Please let us know about any issues that your camper may have. The health form is part of your Enrollment Packet and does not require a physician's signature.

Illness and/or Injuries:

In the event that your child becomes ill or injured at camp, a Staff Member will contact the parents and/or emergency numbers listed on your registration form.

For illness, campers will be removed from the camp population and will wait with a staff member until an authorized adult arrives to take them home.

Minor injuries - bruises, scratches, etc. - will be taken care of immediately and parent will be notified when he or she comes to pick up the camper.

Communicable diseases (i.e. head lice, ringworm, pink eye) must be treated fully before a child is permitted to return to camp.

Fever: Your child must be fever free for 24 hrs before returning to camp.

In the event that emergency personnel need to be called, Makoto staff will first call emergency personnel and then the parent. Makoto staff will then adhere to the procedures suggested by the emergency personnel.

Lost and Found:

In order to keep lost and found items to a minimum, we request that all belongings must be labeled with your child's name. In the event something is lost, please give us a call and we will do our best to find the item.

At the end of the day, camp staff will survey the field/surface where the camp was held and if any equipment or clothes are left behind, we will keep it and return it the next day. A few more tips about lost and found:

- iPads, tablets, handheld gaming systems, and cell phones are not allowed during Makoto Summer Camp.
- Call immediately when you discover something is missing.
- Lost items will be kept until the first week of school and then donated to Goodwill.

Medication:

If your child needs any type of medication while at camp, a parent's note must accompany the medication and indicate: (1) permission to dispense the medicine... (2) the dosage amount... and (3) a specific time to dispense the medicine. All medication **MUST** be labeled with your child's name. If your child is able to take the medicine him or herself, a Camp Counselor must be notified of the situation.

Notes from Parents:

Any notes from parents can be left with the Staff Member at the front desk of your respective camp location.

Personal Property:

Makoto and the Summer Camp staff are not responsible for the loss of a camper's personal property or equipment. Remember, electronics such as iPads, tablets, and personal gaming systems are not allowed at Makoto camp. Phones are allowed on a limited basis. And at times, campers may bring cameras.

Cancellations, Refunds, Credits:

When you sign up for the Makoto Camp you may switch weeks around (if there is room) up until May 1, 2017. After that your camp schedule is set in stone. You are responsible for payment of each week in which you have enrolled.

Refunds will only be given if a Makoto camp is cancelled or if a child cannot attend a full week of camp due to injury or family emergency. In the event injury doctor's note must be submitted with the refund request.

No allowance or refund or credits are given for any absences, illness, missed or partial days, late arrival/dismissal, partial weeks or early withdrawal of a camper during the week, except as noted above.

Tax ID Number:

For those who need this information, our Tax ID number is #23-2956972.

What to Bring to Camp:

Campers should bring the following to camp DAILY, all labeled with their name:

- Lunch (small coolers, lunch boxes, and plastic/paper bags are allowed).
- Lots of drinks (Soda is not allowed).
- Closed toe shoes
- Sunscreen
- Hat