



Thank you for enrolling in the Olympia Community School (OCS) Summer Camp. This letter contains the information you need to know for the first day of camp.

Camp activities begin at 9 a.m. Unless your child is enrolled in before care, you may drop off your child after 8:50 a.m. Pick up is 3 p.m. If you pick your child up later than 3:10 p.m., your child will be enrolled in after care at a fee of \$7 per hour.

If you registered for a full day, you may drop your child off at 7:30 a.m. and must pick your child up by 5:30 p.m. Please contact camp staff if you are running late.

Drop off

Drop off will occur upstairs in the school space. Please enter through the main church doors from the parking lot. Go straight, past the church kitchen, turn right, and go up the stairs. Please have your child select a coat hook and place belongings on the coat hook.

If you need to drop of your child earlier that 8:50, we have an early drop off option. It is \$5 to drop off from 8:30-8:50 or the full morning drop in rate is \$10 for drop off before 8:30.

Summer Camp staff will monitor attendance.

Pick up

Please pick your child up upstairs. Only individuals listed on the release form will be authorized to pick up your child. For safety reasons, ID's will be checked until Summer Camp staff are familiar with everyone on this list.

If you pick your child up late, your child will be enrolled in aftercare for a fee of \$10 until 3:30 or the full drop-in-rate of \$20. If you pick up your child later than 5:30, you will be charged the hourly staff rate.

What to bring?

Please bring the following items each day:

- A healthy snack (two snacks if your child(ren) will be in aftercare)
- A lunch that does not need to be refrigerated. We have a microwave to heat meals if needed.
- A full water bottle. Please bring 2 on hot days or if your child drinks a lot of water during the day.

- A full spare change to clothes.
- A hat
- Weather appropriate shoes
- Sunscreen. Please apply sunscreen in the morning. Children will be reminded to reapply at lunch. If you would like Summer Camp to apply sunscreen, please sign the Sunscreen Permission form.

Please do not send candy or sugary foods or drinks to camp with your child.

Who to contact during the day?

Andrea Fercho (Morning Care & Camp Lead) - (509) 322-4090

Cecilia Cortez (Daily support June/July) - (253) 278-8790

EJ Gould (Aftercare) - (414) 801-1135

Willow Nicolaides (Daily support July/August) - (732) 746-8328

Stefanie Hardy (Camp Coordinator) - (360) 704-9454

Charity Atchison (Camp Coordinator) - (360) 701-0662

Payment

Payment for June camps is due June 1, 2019. Payment for July camps is due June 1, 2019.

Payment for August camps is due July 1, 2019. A \$20 late fee will be charged if payment is not received by the due date, and a 1% charge will be assessed on any payments more than one month past due.

Drop-in care

We will announce daily drop in availability each week via email. We may or may not have drop ins available depending on the day. If you need before or after care, please check with staff 24 hours in advance. Before and aftercare may not be available on certain days, depending on enrollment.

June/July Camp Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:50	Welcome!				
9:00	Morning Circle (Mindfulness)	Morning Circle (Singing)	Morning Circle (YOGA)	Morning Circle (Singing)	Morning Circle (Mindfulness)
9:10	Review Daily Schedule, Classroom Agreements and Solution Wheel				
9:20	Group 1: Spanish & Writing Workshop	Group 1: Spanish & Literacy	Group 1: Spanish & Literacy	Group 1: Spanish & Literacy	Literacy & Writing Workshop
	Group 2: Theme Intro & Activity	Group 2: Theme Intro & Activity	Group 2: Theme Intro & Activity	Group 2: Theme Intro & Activity	Theme Activity
10:20	Snack & Outside Play				
11:00	Group 1: Theme Intro & Activity	Group 1: Theme Intro & Activity	Group 1: Theme Intro & Activity	Group 1: Theme Intro & Activity	Special Activity Free Choice Water Play
	Group 2: Spanish & Writing Workshop	Group 2: Spanish & Theme Activity	Group 2: Spanish & Theme Activity	Group 2: Spanish & Theme Activity	
12:00	Lunch				
1:00	Reading Workshop Buddy Reading	Reading Workshop Buddy Reading	Reading Workshop Buddy Reading	Reading Workshop Buddy Reading	Reading Workshop Buddy Reading
1:45	Art or Theme Activity	Art or Theme Activity	Art or Theme Activity	Art or Theme Activity	Art or Theme Activity
2:45	Closing Circle Jobs	Closing Circle Jobs	Closing Circle Jobs	Closing Circle Jobs	Closing Circle Jobs
3:00	Goodbye!				

2019 Summer Camp Weekly Themes

Week 1 – Plane Around

Paper airplanes
Aerodynamics
Wood Airplanes
Thursday 27th – Farmers Market Field Trip

Week 2 - Food Creations

Marshmallow Creatures
Fruit Kabobs
Veggie Something
Baking Day

Week 3 – All About Magnets

Magnetiles
How Magnets work

Week 4 – What's the Patterns

Perler Beads
Making necklaces/bracelets
Pattern Books
Picture Patterns
Sewing Kits

Week 5 – Watts of Fun

Snap Circuits
Project Kits
Electricity Projects
Potato Clock

Week 6 – Make Some Magic

Harry Potter
Spells
Magic Tricks
Making Wands

Week 7 – LEGO Creations

Harry Potter Great Hall
Coloring
Lego Molds
Ice
Cake
Crayons

Week 8 – Slime of Your Life

Play Doh
Slime
Creations
Make your own

Week 9 – So Dramatic

Stop Motion
Dress Up
Play
Team Building



OCS Summer Camp Sunscreen Permission Slip

Name of Child(ren) _____

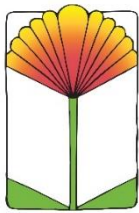
I give permission for the personnel at Olympia Community School to apply a sunscreen product of SPF-15 or higher, as specified below, to the child(ren) listed above. I understand sunscreen may be applied to exposed skin, including but not limited to the face, ears, nose and bare shoulders, arms, legs and feet.

I understand that I am responsible for providing sunscreen with my child's name clearly printed on the bottle. I may apply sunscreen on my child before they come to camp and will inform the staff if this is the case. Camp personnel have my permission to reapply sunscreen as needed throughout the day.

- Please allow my child to apply his/her own sunscreen, as needed.
- Please apply sunscreen on my child as needed.
- My child does not have any known allergies to sunscreen.
- My child is allergic to some sunscreens. Please only use the following brand/type on my child(ren) _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____



**Olympia
Community
School**
Where a Love of Learning Grows

OCS Concern Report

Reported by: _____ Date: _____

One Line Description: _____

1. CONCERN DETAILS

Date & Time: _____ Location: _____

Type of Concern (check as many as apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Aggressive Behavior | <input type="checkbox"/> Volunteer Concern |
| <input type="checkbox"/> Injury | <input type="checkbox"/> Building or Facility Concern | <input type="checkbox"/> Teacher Concern |
| <input type="checkbox"/> Safety Concern | <input type="checkbox"/> Student Concern | <input type="checkbox"/> Coordinator Concern |
| <input type="checkbox"/> Social/Emotional | <input type="checkbox"/> Staff Concern | <input type="checkbox"/> Other _____ |

Who was involved?

_____	_____
_____	_____
_____	_____

What happened? Describe the what happened in detail. Please attach additional pages if needed.

Resolution: Describe any steps you or other people took to address and/or resolve the concern.

- The issue is resolved. No further action needed. If further action is needed, proceed to next page.

Copies given to (check all that apply and write names)

- | | |
|---|--|
| <input type="checkbox"/> School Coordinator (Required for ALL concern reports) | |
| <input type="checkbox"/> Parent/Guardian _____ | <input type="checkbox"/> Teacher(s)/Staff _____ |
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> Others | <input type="checkbox"/> Community Relations Committee |

Parents, if you receive this report **and** no further action is needed, please sign and return a copy to the School Coordinator so we know you are aware of the concern.

Parent Signature: _____ Date: _____

OCS Concern Report cont.

FURTHER ACTION: Please describe desired outcome or steps needed to fully resolve the issue.

Administrative Personnel Assigned (responsible for all follow up communication)

***Required** - Create email thread with all parties involved for to document communication and resolution.

Teachers Staff Coordinator Vice President President Parent Liaison

Action Taken:

The issue is resolved. No further action needed. If further action is needed, proceed to Final Action.

2. FINAL ACTION:

- Forward to Board of Directors
- Forward to Executive Committee (Confidential issues ONLY)
- Request 3rd Party Mediation

Copies given to (check all that apply and write names)

School Coordinator (**Required for ALL concern reports**)

Parent/Guardian _____

Teacher(s)/Staff _____

Others

Community Relations Committee

Administrator Signature: _____ *Date:* _____

Community Relations Committee Review Notes: