

Department of Human Service Programs - City of Cambridge - Community School Division

CAMP K-LO

Summer 2015



Camp K-LO is a 7 week summer camp for children entering junior kindergarten up to entering grade 4 in September 2015.

July 6 – August 21



FRIENDS, FUN AND SUMMER SUN



**Kennedy Longfellow School
158 Spring Street
Cambridge, MA 02141
617-349-6308**



Dear Parents and Guardians,

This is a great summer to discover Camp K-Lo. We appreciate your consideration in enrolling (or re-enrolling) your child at Camp K-LO. Camp K-LO offers children positive developmental experiences, encourages them and is an opportunity to have a fun and engaging summer.

Camp K-LO will provide children with an environment that is safe, creative and fun. Campers can participate in our weekly “Arts in the Park” sessions (outdoor entertainment and crafts (beside the school building). Campers will also have weekly swim instructions as well free-swim (recreational) time at the Gold Star Pool on Cambridge Street. We will explore weekly themes and participate in many activities such as science, arts and crafts, sports, physical play, and local field trips.

We are here to help you select the right camp opportunity for your child. Please let us know how we can help Camp K-Lo become a reality for your family this summer. We welcome you to visit to meet and talk with staff.

Summer Camp Dates – 2015

Week 1	July 6 – July 10
Week 2	July 13 – July 17
Week 3	July 20 – July 24
Week 4	July 27 – July 31
Week 5	August 3 – August 7
Week 6	August 10 – August 14
Week 7	August 17 – August 21* Camp will end 3:00pm on Friday, August 21st.

Program Hours

The program will begin at 8:00am and concludes at 3:30pm, with an extended day option available from 3:30-5:30pm.



More information: contact Shirley Santos, Director at 617-349-6308 or at ssantos@cambridgema.gov

Registration and Payment Information

Registration begins **April 6th** and ends **May 29th**. You may register in person during office hours. You can also register by filling out an application packet and send it along with payment. Early camp registration is suggested and encouraged as space becomes limited.

Required Forms

Please provide the camp with any information that will help give your child a positive camp experience. **The following documents are required to participate in the Camp K-LO program.** Forms are available in the Community School office, Room 111 at the Kennedy Longfellow School or can be mailed to you via request. Not all forms are available electronically.

- DSHP Application for Enrollment form
- Emergency Information card
- Late Pick Up/Penalty Fee Agreement
- Medication Consent Form
- Release Form
- IEP (Individual Education Plan) Information Release Form
- Full payment or written payment plan with dates
- Deposit

Payment Plan and Options

All payments must be made by money order or check payable to Kennedy Community School.

8:00am-3:30pm - \$170 per week
8:00am-5:30pm - \$200 per week

Deposit Fee

A \$50 deposit is required for EACH session at the time of registration. This deposit is applied toward tuition. The deadline for refunds is May 29th.

***There is a \$25.00 non-refundable registration fee at sign up.**

***\$20 fee for returned checks.**

Tuition for each session must be paid in full by the Friday before the session begins. * Wk 1 – due Thursday

Payment Schedule

Wk 1 - payment due: Thursday, July 3

Wk 2 - payment due: Friday, July 10

Wk 3 - payment due: Friday, July 17

Wk 4 - payment due: Friday, July 24

Wk 5 - payment due: Friday, July 31

Wk 6 - payment due: Friday, August 7

Wk 7 - payment due: Friday, August 14

If you are not able to make scheduled payment dates, a written payment plan (with dates) is expected on the same listed due dates. Please adhere to this payment plan or expect delays in the service that your child receives.

Financial Assistance

If financial circumstances prevent your child from participating in our camp, please fill out a financial assistance application and return it **no later than May 15, 2015**. Limited financial aid is available for income eligible families.

- All requests are confidential.
- All required documentation must accompany request. (W-2 or 4 consecutive weekly pay stubs)
- Camp K-Lo welcomes and accepts recipients of Childcare Choices Boston vouchers. Families must secure the vouchers before camp begins.

Staff

Our camp is staffed by counselors who are genuinely interested in working with children. All staff is certified in First Aid and CPR. Each staff member must pass a background check before the start of camp. In addition, camp complies with regulations of the Massachusetts Department of Public Health and Cambridge Board of Health. Camp ratio is 1 adult: 5 children. Children will be grouped by age to allow them to participate in developmentally appropriate activities.

Lunch and Snack

Camp K-LO has applied for the Summer Food Program and if approved, will supply breakfast, lunch and snack. We are requesting your cooperation in helping to provide for the safety and well being of students with severe peanut allergies that could be life threatening. Campers should bring their own lunches if they have unique allergies and unique health needs. Because there may be foods in which a form of peanuts may not be apparent, it will be a rule that children do not share their snacks.

Swim Lessons

Your child will participate in free recreational swim on Wednesdays and swimming lessons on Thursdays. Children should have clean and dry swimming supplies which include swimsuit, towel, sunscreen and goggles, earplugs as needed.



Photo Release

City of Cambridge/City of Cambridge uses photographic and video images of your children for promotional and marketing material. If you do not want your child to be photographed during camp, please let us know or indicate this on the back of the registration form.

Inclusion Policy

The Department of Human Service Programs welcomes individuals with disabilities in all of its Out of School Time Programs. DHSP will provide reasonable accommodations to individuals with disabilities who meet the basic eligibility requirements of the OST programs or who with the provision of reasonable accommodations will be able to meet the basic eligibility requirements, to facilitate equal participation for those individuals in existing OST Programs.