



Dear Parent or Guardian,

Thank you for choosing Oglebay Institute Summer Day Camps!

Oglebay Institute requires the health and information forms, located on the Oglebay Institute website (oionline.com/camps), to be completed and returned **2 weeks prior** to the first day of camp. **No child will be admitted to camp without these forms. If a child arrives at camp without completed forms, he/she will be sent home and can return the next day.** The information is needed in order to effectively attend to your child's/children's needs during an emergency, illness, or other circumstance. Please complete each section fully.

Additionally, we ask that you review the Oglebay Institute Summer Camp Handbook located on the Oglebay Institute website (oionline.com/camps). This helpful guide introduces parents and students to summer camp policies and procedure and addresses frequently asked questions such as what to wear, pick up procedures, lunch policies, etc. Please familiarize yourself with this information, review it with your child, and consult it throughout the camping season. If you do not have access to the Internet, you can request a hard copy of this information be mailed to you.

### Camp Sign-in/Sign-out Locations:

Camp Department	Ages/Grades	Drop-off Location	Drop-Off Time	Pick-Up Location	Pick-Up Time
Stifel Center – Visual Arts	Pre-School – Kindergarten	Stifel Center	8:45 – 9:00 a.m.	Stifel Center	Noon
Stifel Center	Grades 1 - 7	Stifel Center	8:45 – 9:00 a.m.	Mon & Fri: Stifel Center Tues & Thurs. : Wheeling Park Pool	3 p.m.
Stifel Center	Grades 8 – 12	Stifel Center	8:45 – 9:00 a.m.	Stifel Center	3 p.m.
Towngate Theatre – Performing Arts	All	Towngate Theatre	8:45 – 9:00 a.m.	Towngate Theatre	3 p.m.
Dance	All	Dance Studios	Varies by camp. Please consult camps guide or receipt.	Dance Studios	Varies by camp. Please consult camps guide or receipt.
Schrader Center – Nature	Tadpoles – Kindergarten	Lower Level Schrader Center	8:45 – 9:00 a.m.	Lower Level Schrader Center	3 p.m.
Schrader Center – Nature	Minnows – 1 <sup>st</sup> - 3 <sup>rd</sup> Grade	Lower Level Schrader Center	8:45 – 9:00 a.m.	Lower Level Schrader Center	3 p.m.
Schrader Center – Nature	Salamanders – 4 <sup>th</sup> – 7 <sup>th</sup>	Lower Level Schrader Center	8:45 – 9:00 a.m.	Lower Level Schrader Center	3 p.m.

Should it become necessary to pick up your child before the end of camp, please notify the camp staff in advance if possible. *You must report to camp staff before removing your child from the premises.*

*Any person picking up your child will need to show photo identification.*

**Please notify the camp staff if your child will be arriving late for camp.**

#### **For Schrader Center Camps ONLY:**

Post-Care is available daily at the cost of \$6.00 per half hour per child. It is available from 3:00 pm until 5:00 pm. Payment can be made in advance, or at the end of each camp week.

## WHAT TO BRING:

-A non-perishable lunch should be sent each day unless otherwise specified. Please clearly label the lunch with the camper's name. \*Many camps have a cookout on Fridays, typical cookout includes hot dogs, chips, fruit, vegetables, and drinks. If you do not want your camper to have cookout food, please notify camp staff. Accommodation for food allergies and special diet may be available.

-A water bottle should be sent each day, clearly labeled with the camper's name.

-Please apply sunscreen before sending your child to camp. Please send spray on sunscreen and bug spray labeled with the child's name. Camp staff will remind campers to reapply as needed.

-Tennis shoes or hiking boots (nature camps) are required. Children should wear comfortable play clothes. A jacket or sweatshirt may be necessary in the morning.

-For campers attending the pool, on pool days, please bring a clean towel and swimsuit. Flip flops or water shoes aren't required but are nice to have. Suits and towels will go home each pool day with the campers. Please put items in a bag or backpack. \*Oglebay Pool camps, for safety reasons, campers are not permitted on Rockwall, Inflatables, or Splash Pad.

-No toys, snacks or miscellaneous items may be sent with the children unless cleared with the camp staff. If you have questions, please contact camp staff.

-Pre-school/Kindergarten camps will be provided a snack and will NOT be going to the pool. All activities will take place at specified camp location. \*All campers must be able to use the restroom independently. NO EXCEPTIONS!