



Department of Recreation  
17 North Main Street  
Medford, NJ 08055

609-654-2512  
FAX 609-654-6536

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**PRESCHOOL SUMMER CAMP AT KIRBY'S MILL ELEMENTARY SCHOOL  
JUNE 29 – AUGUST 5, 2010**

Dear Parents:

This letter confirms your child's participation in Medford Township's Department of Recreation Summer Preschool Camp being held at Kirby's Mill Elementary School. Please read this information carefully. If you have questions, please call the Recreation Department at 609-654-2512. Camp begins on Tuesday, June 29th.

*We welcome your child to this year's program!!!*

**DAYS AND DATES: Tuesdays, Wednesdays, & Thursdays – June 29 – August 5, 2010**

**\*\*\*PLEASE ENTER THROUGH THE FIRST PARKING LOT TO THE LEFT  
(BUS/CAFETERIA) ENTRANCE OF KIRBY'S MILL ELEMENTARY SCHOOL\*\*\***

The program begins promptly at 9:15 am. THE TEACHERS WILL GREET THE CHILDREN IN THE CAFETERIA BETWEEN 9:00 AND 9:15 AM, AND THEN THEY WILL MOVE ON TO THEIR FIRST ACTIVITY AT 9:15 AM. NO ONE MAY ENTER THE BUILDING BEFORE 9:00 AM. The program ends promptly at 11:45 am which is the time you may begin to pick up your child. **REMEMBER: The program is held rain or shine!**

1. On the first day, and continuing through the program, parents must escort their children to the cafeteria. You will be directed to your color group and can meet your child's teacher. Please make certain to complete and bring the enclosed form which identifies your child's emergency information and his/her color group.
2. Be sure your child gets a good night's sleep, eats a hearty breakfast, and arrives on time.
3. Dress your child appropriately for playing outside and working with craft materials. Children do get dirty, so no dress clothes please. All children should wear closed shoes or sneakers and socks (no jellies, flip flops, or sandals). A hat may be helpful for outdoor play.
4. Please be on time when picking up your child. If you are changing your usual pick up, make sure to send a note to camp and that your child knows with whom he/she is riding. A sign out sheet is at each pick-up station.
5. **All children MUST BE POTTY TRAINED.** There are **NO EXCEPTIONS!** Children may NOT wear "pull ups" and you will be called to pick up your child if he/she is wearing them. If your child is asked to leave the program for this reason, no refund will be given.
6. If you expect your child to miss the program for any extended length of time, please notify your child's teacher.
7. Do not call the school telephone in case of an EMERGENCY message! School office personnel are not affiliated with our program and can not help you. The Recreation Department (609-654-2512) will receive emergency messages concerning delayed pickups or problems with carpooling, etc, and will pass on the message to the camp director.
8. **Please provide a snack and drink for your child each day** (i.e. gold fish or pretzels and a juice box). We have had a growing number of peanut allergies, etc. Therefore we do not allow any peanut products to be eaten at camp or to be used in craft projects. **See the camp director for extreme allergies.** All drinks and snacks should be in a lunch box or bag clearly labeled with the child's name. If your child is not using a lunch box, please send in only items that are safe disposables (no bottles).
9. If your child should begin to cry when dropped off, comfort him/her and then leave. This is a very common problem among preschoolers and our staff is trained to handle it.
10. On the first day of the program, please send in a smock (preferably an old shirt) labeled with your child's name.

*We look forward to seeing you at camp on Tuesday, June 29th!*