

# Discovery Day Camp

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April 8, 2011

Dear Discovery Day Camp Families,

Summer is almost here!

Attached you will find a lot of important information. All of this information can also be found on the website. (<http://www.campdiscovery.com/PA-2-forms.html>) **All forms are due by May 15, 2011.**

There are three types of information included in this mailing. You will find forms that can be completed on your computer and emailed back to us, forms that must be printed, signed, and returned, and information about optional items you may want to order.

## EMAIL FORMS

The following forms can be completed on your computer and emailed back to us. Please return everything to us by May 15<sup>th</sup>, 2011. Here are the directions on how to do it.

1. Open the document and complete it.
2. Select "Save as". I recommend saving it with your child's first name and last name and the name of the form (e.g., Ajax Schwartzwald Intake). This way if you have two campers, you can save the form with each of their names. Family forms (bus & carpool forms) can just include your last name.
3. Attach it to an email and return it to [ibs@campdiscovery.com](mailto:ibs@campdiscovery.com)
4. If you don't finish it in one sitting, it will ask you to give it a new name when you resave it. You can request to save it as the same name and it will save the newer version.
5. If you don't have a digital signature, you can still save and return via email all of the forms except the medical form and permission slips. The medical form and permission slips need to be signed.

## CAMPER INFORMATION FORM

We would appreciate you bringing us up to date about your child's life and providing current information. The Camper Information Form is used for group placement; we cannot honor grouping requests received after May 15.

## PICTURE

Please email a current picture of your camper to [ibs@campdiscovery.com](mailto:ibs@campdiscovery.com). The best pictures are ones where we can clearly see the child's face.

## BUS/CARPOOL/EXTENDED DAY FORMS

You should find the appropriate form attached. This gives camp personnel details on who has permission to meet/pick up your child and helps us plan accordingly.

## CATERED LUNCH INFORMATION

The menu for this year's catered lunch is included. To enroll, complete the form and return it. Lunches are offered by the day as well as by the week. Please refer to the catered lunch form for information on when lunches must be ordered and how to start or stop catered lunch service.

## SWIM CAMP AND POST CAMP

Discovery is offering a week of camp before the start of first session (June 13-17) and another week after the 8<sup>th</sup> week (August 15-19). The programs have some openings. Please call for more information or return the enclosed forms (if you haven't already signed up).

## FORMS TO BE COMPLETED AND RETURNED

The following forms require an actual signature, so need to be printed and returned. If you prefer us to mail them to you, just let us know.

### HEALTH HISTORY FORM

Discovery Day Camp is required to have a Health History Form for all campers. Forms are to be completed and signed by a parent and doctor. If you have a recent printout from your doctor including current vaccination information and results from a physical it can be attached to the medical form in lieu of the doctor's portion. Families who are sending an Epi-Pen, insulin, or an inhaler to camp need to call or email for an Allergy Action Plan form.

### SENIOR CAMP FORMS

Campers entering third grade and up are considered Senior Campers. If your child is a Senior Camper, please find permission slips attached. Unless you have an e-signature, all forms must be printed, signed, and returned by mail or FAX. Explorer and Future Leaders' permission forms will be sent later.

## ADDITIONAL INFORMATION

The following is information on products that some families find helpful. Everything in this section is completely optional and ordered through a third party.

### CLOTHING

Discovery Day Camp's camp store opens on April 15 and closes on May 23<sup>rd</sup>. The website information will be emailed when the store opens. As in the past, we will still be giving each camper 2 Discovery Day Camp shirts. The site offers fun additional clothing. Clothing purchased will be available for pick-up at our Open Camp on June 17<sup>th</sup> or on your camper's first day of camp.

### SWIM SHIRTS

As a camp, we try to be cautious in regards to the sun. We encourage campers and staff to wear swim shirts (with UV protection). Swim shirts can be found at a variety of stores. DDC swim shirts may be purchased at (<http://discovery.gruvywear.com>) but we can't guarantee these shirts because of the frequency of drying them.

### MARKING EQUIPMENT

Please remember that all of your camper's belongings should be properly labeled! We have found that *Stuck on You* labels stayed on difficult to label items such as goggles, water bottles, & sunscreen. Names written with permanent markers tend to fade or smear on these items. While pricey, *Stuck on You* helps children keep track of his/her belongings and helps staff return the belongings to the appropriate place. Please check out the website for more information: [www.stuckonyou.biz/discoverydc](http://www.stuckonyou.biz/discoverydc)

### CAMP INSURANCE

Please remember that we are offering camp insurance to families this summer. If you haven't already done so, please check out the camp insurance information from our website to see if it a good option for your family. <http://www.campdiscovery.com/EN-2-CamperInsurance.html>

Thanks for taking the time to complete this information. Please call if you want the forms mailed to you or if you have questions. All forms can be returned to:

Email: [ibs@campdiscovery.com](mailto:ibs@campdiscovery.com)

Mailing address: PO BOX 753, Lincolnshire IL 60069

Fax: 847-367-4202

Warmly,

David, Karen, and Ilise