



Dear Parent or Guardian,

Thank you for enrolling your child/children in Day Camp at Circus Center. Please read through this information thoroughly to answer your questions. If you find you have additional questions, please call us at (415) 759-8123.

Attached you will find your enrollment information about Camp. To expedite check-in on the first day of camp, please bring the completed emergency form and signed release form with your child. You will be required to fill out these forms for each week your child participates in camp. Additional forms will be available on site if you are unable to fill them out ahead of time.

### **Dropping Off**

**On the first day of camp (each week) you must enter the building, and confirm registration (forms and payment) with camp staff members.** Thereafter, campers may be dropped off at the curb, in the white zone between 8:30 & 9:00 am. **Students dropped off before 8:30am will not be permitted in the building and will not have supervision.**

### **Picking Up**

For your child's protection, we will not, without written permission, release your child to any person other than an individual you notify us about. Specific arrangements or car pools should be given to the camp instructors in written form. You will also need to notify us if your child is walking home or taking public transportation.

Summer and Winter Camps: End at 3:00pm. Students who are not staying for Aftercare *must* be picked up between 3:00 and 3:20 pm. If you cannot pick up your child by 3:20pm, please sign up for Aftercare in advance. In order to facilitate pickups, the students will be waiting on Frederick Street in front of our building with a camp instructor, so you will not need to park. If for some reason you do not make it by 3:20pm, your child will be taken back into the building to join Aftercare, and we will try to reach you. **If you do not pick up your child by 3:20 pm you will be charged an additional \$20 for Aftercare, regardless of the reason.**

One-Day Camps: End at 3:45pm. Students *must* be picked up between 3:45 and 4:05pm. In order to facilitate pickups, the students will be waiting on Frederick Street in front of our building with a camp instructor, so you will not need to park. **If you do not pick up your child by 4:05pm, you will be charged an additional \$10 per 5 minutes, regardless of the reason.** We need to pay our staff for the additional time to be with your child if you are late.

### **Parking**

Parking in our neighborhood can be difficult, so please allow enough time for the first day. There is two hour parking on the street. We also have a 5 minute white zone in front of our building if you need to park briefly. Please do not leave your car unattended for longer than 5 minutes – we will get complaints and may have to call the Dept. of Parking and Traffic. If you need to park for longer than 5 minutes, or the white zone is full and you cannot find street parking, there is a pay parking lot on the corner of Stanyan and Frederick (the entrance is on Stanyan). **Please never park in the driveway of the housing complex next door to our building!** Our tenancy in this building is due to the generosity of our neighbors. If you park in their driveway, *even for a moment*, you dangerously compromise our agreement with our neighbors. Please respect this situation.

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## **Aftercare**

During Summer and Winter Camps, we have Aftercare available Monday-Friday from 3:00-5:30pm. If you are unable to pick up your child by 3:20pm at the curb, please register for Aftercare. The cost is \$20/day per child for one or more days. If you need to arrange Aftercare by the day, please be prepared to either pre-pay for the days that you will need at the beginning of the week, or bring payment each day that you need Aftercare.

Please note that once purchased, **Aftercare is NON-REFUNDABLE.**

Aftercare is intended to provide busy parents a little extra time to pick up their children. It's not an extension of the camp day, as campers have been moving and training for 6 hours each day, and although they might not be aware of it, they're typically exhausted. Children in aftercare can practice juggling or other hand props once they come back from the park, but activities are restricted in aftercare in order to prevent injuries and give their bodies and brains a little downtime. We have circus videos available for viewing in the library, and campers are encouraged to bring a book, games, or something to work on during aftercare.

On most days, children who are staying for Aftercare will be walking to the children's playground in Golden Gate Park. They will play there until approximately 4:00pm and will return to the building between 4:15pm and 4:30pm. If you need to pick up your child before 4:00pm, you may pick him/her up at the children's playground. The camp instructors or office staff can give you directions. Please let the camp instructors know approximately when you expect to pick up your child, or if they will miss any days of Aftercare. When picking your child up from Aftercare, please park and come into the building to pick up your child.

All Aftercare students must be picked up by 5:30 pm. **If you do not pick up your child by 5:30 pm you will be charged an additional \$10 per 5 minutes, regardless of the reason.** We need to pay our staff for the additional time to be with your child if you are late. .

## **Snacks and Lunch**

Lunch will be from 12:00-1:00 pm everyday. Students must bring their own lunch. Please pack healthy food that will give the student sustained energy throughout the afternoon. We will be going across the street to eat outside at Kezar Stadium as long as weather permits. **Please remember to bring a sweater or jacket since it is sometimes windy.**

Students should also bring snacks for morning snack time and for the afternoon if he/she is staying for Aftercare. Suggested snacks are foods such as fruit, granola bars, juice, crackers and cheese. We are **not** a no-allergen facility. Gum is not allowed. We have water coolers in the various training rooms. **Please have your child/children bring a water bottle with his/her name clearly marked on it.**

## **Clothing**

It is important that campers wear appropriate clothing for circus activities - comfortable garments that the student can easily move in and lightweight sneakers or gymnastic shoes. Layering clothing is recommended. The gym is chilly in the morning and after exercising, it is important that the students stay warm. Students should not wear clothing that is too baggy or loose. It could get in the way or snag. Jewelry is not to be worn, please leave it at home. Students should bring socks and sneakers. Students will not be allowed to participate in certain activities if they do not have proper attire to participate safely. For safety, students with long hair must have it pulled back and fastened so that it stays off their face. No exceptions.

### **Safety, Conduct, and Behavior**

Conduct and behavior of each student is a safety issue. Teachers will take students through the guidelines and rules for the circus equipment. Safety is a priority, and our regulations will be strictly enforced. Students are expected to be respectful of the staff, other campers, and the facility. The instructors of Circus Center Camp will strive to ensure an atmosphere of cooperation, teamwork and support, making camp a safe place for children to learn new skills. Please keep the instructors informed of any problems at home, so we can be sensitive and support you and your child. The staff will keep you informed of any difficulties the student may be having at Camp. Circus Center reserves the right to remove any student from any activity if his/her conduct becomes a danger to anyone's wellbeing.

Physical contact between instructors and students is unavoidable during circus training. Instructors will often have to physically support their students (manual spotting) to avoid injuries and to maximize the students' training experience. If you would like further explanation or a demonstration of the type of manual spotting in use, please feel free to talk to the camp instructors.

### **Communication**

You can get a message to your child or the camp instructors by calling the office at 415-759-8123. If you get the voicemail system, please leave a message. The office staff will call you back to confirm that your message was received. In the event of extreme hazard (e.g., earthquake) we will relocate the children directly across the street at Kezar Stadium and try to contact parents immediately.

### **Sick Children**

If your child is sick, we ask that you keep him/her at home. Please call the office to let us know if your child will not be at camp. If your child becomes ill while attending Camp, the staff will call you to come pick them up.

### **Medical Treatment**

If your child is injured, the staff will take whatever steps are necessary to provide emergency medical care for your child. The staff will attempt to contact a parent or guardian immediately. If they are not available, the staff will proceed to contact the people that you have listed as emergency contacts. It is wise to make sure those people can obtain transportation quickly and understand the responsibilities of their service. Staff will call an ambulance or paramedic if the situation requires it. If the child is taken to a hospital, a staff member will accompany the child. All camp staff have all been certified in CPR & first aid procedures.

### **Medication and Allergies**

If your child has any medication to be administered during camp time, please deliver it directly to the staff. The medication must be in its original prescription container and accompanied with written instructions as to quantity, times needed, and the name and phone number of the prescribing doctor. Please be sure to list any allergies, such as food, nuts, medication, bee stings, etc. on the emergency form. For any specific medical instructions regarding your child's health please speak with a camp instructor in person on the first day of camp.

### **Open House Friday**

During Summer and Winter Camps, Open House will be held on every Friday at 2pm, and every child will have a chance to show off what they've learned for their family and friends. Mark your calendar now so you can come see the sensational skills your young circus star has learned this week!

**Thank you for enrolling your child in Day Camp at Circus Center. We look forward to providing your child with an unforgettable experience!**