

Day Camp Confirmation

ARRIVAL

- **Time:** Please see arrival times in attachment #2 of your confirmation email. Note that the time on Monday is different than the rest of the week.
- In order to assure that we are ready to properly greet you and check in your camper, **please do not arrive early.**
- **Place: Shores parking lot.** Please see link "What to expect upon arrival at camp" in email.
- **Medication Drop-Off:** If you need to drop off your camper's medications, you will be directed to a specified area of the parking lot to see the camp health officer/nurse.
- **Early Drop-off:** If your child signed up for early drop-off, you will see it indicated on the personalized page of your confirmation and info can also be found on our website.
- **Please call our office if you are not able to arrive on time.**

DEPARTURE

- Pick-up will be done in the parking lot, similar to drop-off. **See attachment #2 of your confirmation for the time.**
- **We strongly discourage early departures.** If you must pick up your child early, please contact the office ahead of time.

CHILD CARE CREDIT

- You may be eligible for child and dependent care tax credit for a portion of your day camp fees if both spouses are working, enrolled in school, or disabled. The credit is generally 20% of your day care expenses (registration fees for Day Camp will qualify). Should you claim that credit, you will need GENEVA's federal identification number which is 38-1417381.

LATE ARRIVAL/ABSENCE POLICY

- GENEVA will only accommodate late arrivals or camper absences which are health related or family emergencies.
- We reserve the right to cancel the registrations of children who do not show up and have not notified us by noon on Monday.
- We reserve the right to cancel the registrations of campers who plan to have an absence during their week of camp not related to health or a family emergency.
- Cancellations will be subject to GENEVA's cancellation/refund policy. Additional information on our policy can be found on our website's FAQ section.

CANCELLATION/REFUND POLICY

- Refunds are subject to a \$50 cancellation fee.
- Refunds will be given if requested at least 14 days before your week of camp.
- If you cancel less than 14 days before your week of camp, refunds will be given only for medical reasons or a family emergency.

PACKING LIST

* Items should be labeled with your camper's first and last name.

Must Have Items:

- Bible & Pen
- Clean Face Mask (multi-layer, complying w/ current standards)
- Backpack
- Tennis shoes or sandals with back straps; no flip-flops, please
- Sweatshirt or jacket (it is often cooler by the lake)
- Reusable water bottle
- Swimsuit (**1-piece suits required**- see dress code)
- Beach Towel
- Sunscreen & Bug Spray
- Plastic bag for wet items
- Sack lunch
 - Campers should eat breakfast before arrival each day UNLESS they are signed up for early drop-off.
 - All lunches will be refrigerated.
 - We provide milk at lunch and both a morning and an afternoon snack each day.
 - **Please note: Day Camp is PEANUT FREE so please do not send anything containing peanuts with your child.**

Optional Items:

- Lifejacket, if needed. If a camper comes with a lifejacket, he/she will be required to wear it and stay in the shallow end.

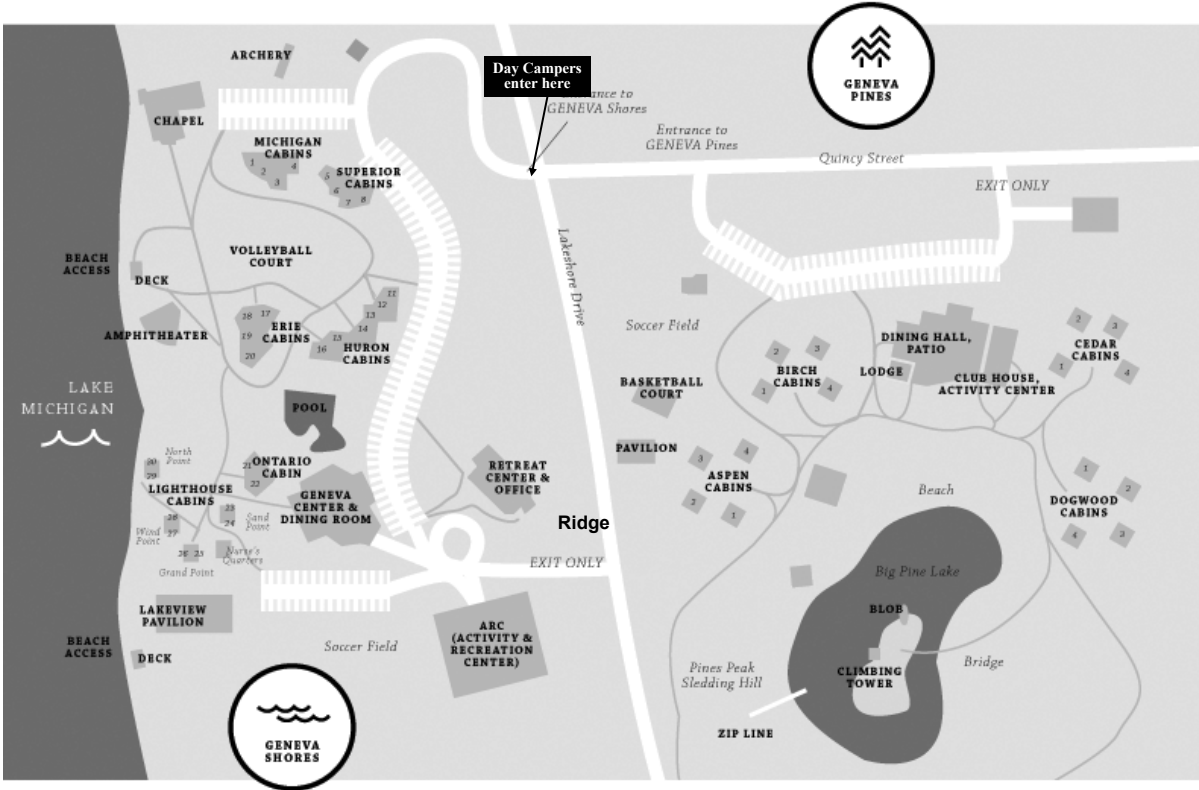
In the event your child forgot an item such as a lunch, sweatshirt, or anything else, you may drop it off at the office on the GENEVA Shores side of camp. Please call when you arrive (616.399.3150) between the hours of 8am-5pm. Be sure the camper's name and group number is on the item.

DRESS CODE

Due to the variety of water activities at camp, including splash pad and pool, we want campers to have swimsuits that are safe and practical. Therefore, we require one-piece swimsuits for campers; no tankinis please. Additionally, clothing with inappropriate images or slogans are not allowed.

LOST & FOUND

- Parents are encouraged to label everything with the camper's full name. If the item has the camper's name on it, we will contact you to pick it up.
- GENEVA is not responsible for items left behind, lost, or stolen.
- If an item is lost, please fill out the Lost and Found form on our website.
- Items will only be held for 14 days. Any items not claimed after 14 days will be given to a charitable organization.
- If you need an item mailed, we require a \$10 check to cover postage.



3995 Lakeshore Dr N, Holland, MI 49424
Phone: 616.399.3150 / Fax: 616.399.5180
email: geneva@campgeneva.org

In case of emergency, you may call the GENEVA office at 616.399.3150. If you call after hours, our voice mail will provide the on call number.

Medications, Supplements, and Essential Oils

The form below must accompany any medications/supplements/essential oils the camper brings

- **All medications must be turned in at check-in.** This includes prescriptions, over-the-counter medications, supplements (including gummies and melatonin), and essential oils.
- All medications must be in the **original container**, be prescribed to the camper, and have clear and current instructions.
- We stock many common over-the-counter medications so we discourage you from leaving these. If you have any questions about which medications we have, the camp health officer is available at check-in.

Medication / Supplement / Essential Oil Instructions

Camper's Name _____ Group # _____

**All medications/supplements/essential oils
MUST be in the original container with the camper's name on it.**

Name of medication	Dosage	To be given at (circle)
_____	_____	B L D Bed Only if needed
_____	_____	B L D Bed Only if needed
_____	_____	B L D Bed Only if needed
_____	_____	B L D Bed Only if needed