

MAKOTO

Parent Handbook

The staff at Makoto would like to take this opportunity to thank you for choosing Makoto as your 2012 Summer Camp destination. We are looking forward to another EXCITING... STIMULATING... and BRILLIANTLY FUN summer of camp. We are also very excited to introduce new field trips into the curriculum this summer...

- Circus Training
- LaserTag Paintball
- The Insectarium
- FarmLand Apprentice Training
- And much, much MORE!

Please take this opportunity to read the information following this letter. It is a great resource for answering such pesky questions as... "What is your Drop Off policy?"... "What do I need to send with my camper every day?"... and "What happens if my camper gets ill during the day?"

All these questions and more will be answered by reading on.

If you still have questions after reading this document, please feel free to contact Sarah La France at (610) 280-0873 or masdojo@gmail.com. We look forward to seeing you this summer.

Sincerely,

Sarah La France
Owner, Makoto

Sensei La France
Owner, Makoto

Mrs. Jen Borcky
Camp Counselor

Mrs. Nicole Lang
Camp Counselor

Mr. Daniel Foltz
Jr. Counselor

Ms. Natasha Tripp
Jr. Counselor

Sensei Murphy Owner,
Makoto

Mr. Voorhees
Head Camp Counselor

Mrs. Jen Fox
Camp Counselor

Mrs. Quinn Luciano
Camp Counselor

Ms. Kim Hutchison
Jr. Counselor

General Information

The following information will provide you with answers to ALL your camp questions. If you still have questions after reading this document, please contact Mrs. La France at: (610) 280-0873 or masdojo@gmail.com.

Additional Weeks

Additional weeks of camp may be added at anytime providing space is available

Attendance:

If your child will be absent from camp due to illness or an unexpected issue, please call Makoto at (610) 280-0873 prior to 8:00am.

Birthdays:

Campers having birthdays during the camp season are allowed to bring in a special treat to share if they wish. Please check with the staff about possible allergies with the other campers.

Camp Deposit:

A \$50.00 deposit per child is required to reserve a space in camp. *Only ONE deposit is required to reserve all your weeks of camp.* This deposit will be applied to your camper's first week of camp.

Camp Fees:

The balance of camp fees are due one (1) week prior to the beginning of your campers's session. If a camper's camp fee is not paid by the first day of camp, the child will not be permitted to attend.

Cell Phone Policy:

The use of cell phones is not permitted during the camp day. If a camper needs to contact a parent or emergency contact, he or she can use the dojo phone or a counselor's phone if needed.

Discipline:

It is our policy to work directly with a camper when any issues arise. We encourage self-control, self-direction, and responsibility. However, when appropriate a Staff Member may present a camper with such discipline opportunities as push ups... laps... or a time out.

Aggressive behavior and bullying will not be tolerated ever. If this behavior occurs a camper may lose all privileges and his or her parents will then be called.

Drop Off & Pick Ups:

DROPPING OFF... Each day you must walk your camper into the Makoto lobby. You may leave once you have signed your camper in and he or she has been seen by Camp Counselor.

PICKING UP... Staff members will NOT release a camper until a parent (or authorized adult) has...

- Parked his or her car and come inside.
- Signed the "Sign Out" sheet for his or her camper.

If an adult arrives who is not authorized to pick up the camper, the child will not be permitted to leave until verbal permission/confirmation is granted by the parent. You can list adults authorized for pick up on your enrollment form.

Email:

Most of the communication between Makoto and parents will be in the form of email. On your enrollment forms, please be sure to put the email address you check most often.

Extended Hours:

Extended hours begin at 5:15 pm and ends at 6:00 pm. The fee for an extended day is \$27.00 per week and must be paid for prior to the camper attending camp. Activities during extended hours may include martial arts classes, sports/games, and quiet time.

Field Trips:

Makoto campers will participate in at least three (3) field trips per week. Field trip destinations are listed on the Summer Camp Monthly Schedules. Transportation on all field trips is provided by Makoto. A Transportation Waiver is required by the Makoto Summer Camp in order to take your camper to and from the field trip.

Health Forms:

Each camper will need a health form on file. The form is part of your Enrollment Packet and does not require a physician's signature.

Illness and/or Injuries:

In the event that your child becomes ill or injured at camp, a Staff Member will contact the parents and/or emergency numbers listed on your registration form.

For illness, campers will be removed from the camp population and will wait with a staff member until an authorized adult arrives to take them home.

Minor injuries - bruises, scratches, etc. - will be taken care of immediately and parent will be notified when he or she comes to pick up the camper.

Communicable diseases (i.e. head lice, ringworm, pink eye) must be treated fully before a child is permitted to return to camp. **Fever:** Your child must be fever free for 24 hrs before returning to camp.

In the event that emergency personnel need to be called, Makoto staff will first call emergency personnel and then the parent. Makoto staff will then adhere to the procedures suggested by the emergency personnel.

Lost and Found :

In order to keep lost and found items to a minimum, we request that all belongings are labeled with your child's name. In the event something is lost, please give us a call and we will do our best to find the item.

At the end of the day, camp staff will survey the field/surface where the camp was held and if any equipment or clothes are left behind, we will keep it and return it the next day. A few more tips about lost and found:

- iPods, iTouches, DS games, and cell phones are not allowed during Makoto Summer Camp.
- Call immediately when you discover something is missing.
- Lost items will be kept until August 31 and then donated to a local charity.

Medication:

If your child needs any type of medication while at camp, a parent's note must accompany the medication and indicate... (1) permission to dispense the medicine... (2) the dosage amount... and (3) a specific time to dispense the medicine. All medication **MUST** be labeled with your child's name and be given to a Camp Counselor only. **DO NOT** give the medication directly to your child to take.

Notes from Parents:

Any notes from parents should be delivered directly to any of these staff members...

- Mr. Voorhees
- Mrs. La France
- Sensei Murphy
- Sensei La France

Personal Property:

Makoto is not responsible for the loss of a camper's personal property or equipment. Therefore, the following items are NOT ALLOWED during Makoto Summer Camp: music players, phones, cameras, and collectible cards.

Cancellations, Refunds, Credits:

When you sign up for the Makoto Camp you may switch weeks around (if there is room) up until May 1, 2012. After that your camp schedule is set in stone. You are responsible for each week of camp that you signed up for.

Refunds will only be given if a Makoto camp is cancelled or if a child cannot attend a full week of camp due to injury. In the event injury doctor's note must be submitted with the refund request.

There is no allowance or refund or credit for any absences, illness, missed or partial days, late arrival, dismissal, partial weeks or early withdrawal of a camper during the week, except as noted above.

Tax ID Number:

For those who need this information, our Tax ID number is #23-2956972.

What to Bring to Camp:

Campers should bring the following to camp DAILY, all labeled with their name:

- Lunch (small coolers, lunch boxes, and plastic/paper bags are allowed).
- Lots of drinks (Soda is not allowed).
- Sneakers
- Sunscreen
- Hat
- Bathing suit and towel