Welcome to Chatham’s 59th year of summer day camp. I am excited to continue our paperless campaign that significantly reduced the amount of paper usage in 2014. Your welcome packet, along with medical forms and parent handbook are all (or will be shortly) accessible online through our registered camper tools page. http://www.chatham.edu/daycamp/madc/tools.cfm

From a planning stand point, I have been working to enhance our curriculum across the board in 2015 and look forward to all of the experiences that your camper’s will bring home. Throughout this welcome packet you will find helpful hints for new and returning campers that will make our summer a successful one.

I am confident that the staff will be able to communicate and execute the Chatham Music and Arts Day Camp with poise and professionalism and as always, ask for your patience throughout the first few days of camp as we adapt to new policies that keep your children safe during drop off, pick up, and throughout the camp day.

Here’s to Summer 2015!
Alicia Danenberg
Director of Camps and Special Programming
Chatham University
Attending Camper Orientation?

June 7, 1-4 pm
6-week and Session A campers
(Campers must be accompanied by adult)

June 30, 5-7 pm
Session B, Kiddie Cougar Camp, Cougar Basketball Camp, Cougar Soccer Camp

What to expect from orientation:
- Guided tour of Chatham’s campus
- Meet other campers!
- Meet and Greet with camp staff
- Pick up your camper t-shirt

Theme Day Schedule
Friday, June 19: Pittsburgh Sports Day
Friday, June 26: Superhero Day
Friday, July 3: Red, White & Blue Day
Friday, July 10: Mustache Day
Friday, July 17: Workout Gear Day
Friday, July 24: Tie Dye Day

Important Dates

June 10, 2015
Optional Parent Meeting from 6:30-7:30 PM in the Chapel Basement (New and returning families welcome)

June 13, 2015
Celebrity Scoop at Rita’s Italian Ice in Squirrel Hill from 1-3pm. (Portion of proceeds support the CMADC scholarship fund)

June 15, 2015
First Day of Chatham Music and Arts Day Camp! (Drop off is extended, starting at 8:30)

July 3, 2015
4th of July cookout at 12pm on the quad for campers and parents ($7.25 parent lunch cash only)

July 6, 2015
First Day of Session B

July 15, 2015
Camper and parent Zumba class benefiting the CMADC scholarship fund (Suggested $5 donation)

July 20-23, 2015
Camper performance week (See page 6 for details)

For a complete calendar visit:
http://www.chatham.edu/daycamp/madc/tools.cfm
Camp Expectations

Drop off and Pick up Procedures/ Expectations:
Please view the traffic pattern based off your campers division. (At the end of this packet)

Division 1 and 2 are dropped off at the Chapel while, Divisions 3, 4, 5 are dropped off at the Eddy Theater.

NOTE: The Eddy Theater drop off location will have Chatham Police representation and direction, along with a ‘loop’ similar to the Chapel drop off. All parents must drop off and pick up their children through this loop (unless you walk to campus) and we ask for your patience and cooperation during this time.

If you would like your child to be released at the end of the day and be classified as a ‘Walker’ meaning he or she will check out with the division director and be allowed to walk home, or meet you outside of the ‘loop’. The form is attached and must be returned to the camp office in order to allow for a release. Please refer to the Traffic Pattern Form at the end of the welcome packet.

Siblings: If you are sending multiple children to camp, the elder siblings will meet the younger camper at his/her pick up location.

Carpools & Play dates: Campers going home with different families and friends or babysitters are required to have a note on file that can be turned into the division director. Both parties must have notes sent in by their parent including the day and authorized pick up person. If it will be reoccurring, please include that on the note. This applies to campers in all divisions!

Early Pick Up: If you need to pick your camper up early or, drop him/her off late, please park at the Chapel in visitor parking and walk to the Camp Office located in the Chapel basement. Here, you can sign your camper out or in. Please notify the office of any early dismissals with a note, phone call, or email to daycamp@chatham.edu

Lunch: If you have pre-purchased lunch for your campers online, they will be able to access the dining hall and receive lunch. For those who did not pre-purchase lunch, you will need to pack, or contact the camp office to add lunch onto your account. Any camper that does not have lunch, will go through the lunch line and you will be billed for his/her purchase.

If you’d like to try lunch for a day, simply send $6 in a sealed envelope so the counselor can assist in getting your child lunch. Campers who pack but want to purchase dessert can bring $1.75 for ice cream (only served on Fridays), or the daily dessert offering (.75). (This applies to all divisions)

Campers in division 4/5 may bring additional funds to purchase snacks from Café Rachel at your discretion. Campers in division 1, 2, 3 are allowed to have a snack sent by the parent. Chatham Day Camp will not provide snacks to campers.

Extended Care: is available for campers starting at 7:30AM ($60/week $12/day) and goes from 4-6PM ($70/week $14/day) AM Care drop off is in front of Woodland Hall stairs which is next to the Chapel. There will be a staff member outside to check your child in. To pick up for PM care, you must park your car at the Chapel and walk up the large set of stairs into Woodland Hall. The campers may also be playing on the Quad which is straight ahead from Woodland. A parent signature is required for pick up. If you need extended care last minute, please call the office so we can ensure that your child is escorted at the end of the day. Any late pick-ups will be sent to extended care (any time after 4:15) and accounts will be charged starting at 4:30
Meet the Leadership Team!

Please notice, we share one email account for multiple divisions. If you have a question for a specific division director, please include their name in the subject line. Thank you!

**Day Camp Coordinator:** Amanda Orban  
Amanda’s duties include: Assisting the camp director with daily operations, parent concerns, camper safety, and volunteer supervisor. If you have general Camp questions and concerns pertaining to your account, early dismissals, late arrival, or other Contact Amanda at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)

**Division 1 and Pre-K Half Day Director:** Max Reisman  
Max's duties include: Supervision and management of the campers and counselors in division 1. This includes the pre-k half day program. Max can be reached at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)

**Division 2 Director:** Steve Hartnett  
Steve's duties include: Supervision and management of the campers and counselors in division 2. Steve can be reached at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)

**Division 3 Director:** Julia Aughenbaugh  
Julia’s duties include: Supervision and management of the campers and counselors in division 3. This includes all D3 Specials, and Private Lessons. Julia can be reached at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)

**Division 4 & 5 Director:** Elizabeth Sarraf  
Elizabeth’s duties include: Supervision and management of the campers in division 4&5 this includes all private lessons, and schedules. Elizabeth can be reached at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)

**Camp Nurse:** Eileen Kline  
Eileen’s duties include: Health and safety of all campers and staff. This includes medicine distribution, camper health issues, injuries, and general health of the camp at large. All health and medication questions can be directed to Nurse Eileen at 412-365-1666

**Division Director / Extended Care Director:**  
Brittany Geppert  
Brittany’s duties include: Assisting the division directors with daily duties. Managing the staff and campers participating in extended care. Brittany can be reached at 412-365-1174 or [daycamp@chatham.edu](mailto:daycamp@chatham.edu)
What the Camp Office needs from you BEFORE camp starts!

Your balance paid in full by June 1st 2015. This includes all lunch, extended care, and private lessons. Any transactions processed after June 1st will asked to be paid for upon the time of the add on.

- Your medical forms completed ONLINE. Visit https://chathamdaycamp.mycustomevent.com/ShoppingCart.aspx?com=login and log in as a returning customer. Click the top right corner that has an icon with an "i" inside and edit the “Post Product Form Participant Request” and the “Camper Profile Form”.

- If your camper needs to take medication while at camp, fill out the Parent Request for Medication form or the Physician Request for Medication form. These are paper copy only and must be returned to the camp office.

- If your camper is in Division 4/5 and you want them to be released at the end of the day without a parent signature, please complete the “Walk Home Consent” form and return it to the camp office.

- If your camper is in Division 5 (grades 7-9) and plans on taking climbing wall please complete the Release of Liability Climbing Wall form and return it to the camp office.

The following forms are included at the end of the newsletter in PDF format:

- Traffic Pattern Information
- Parent Consent for Administration of Commercial Medication
- Physician Consent for Administration of Commercial Medication
- Camper Walk Home Consent
- Release of Liability for Chatham Climbing Wall
  (DIVISION 5 ONLY)

All of these forms can also be found on our website. Please return them to the camp office ASAP.

Things the Camp Office will contact YOU about:

When your child’s private lesson is scheduled for (D3, 4/5)
When your preferred private swim lesson day is scheduled for your camper
Tidbits from the Parent Handbook:

- Dessert is included with your purchase of camper lunch. This summer, ice cream will only be served on Friday’s for campers and may be purchased for an additional charge of $1.75 (if your camper packs) on Fridays. Campers packing who wish to buy dessert M-TH (cookies, rice krispies) may send .75.

- All electronics must be stowed away while at camp. Misuse of cell phone and electronics will result in holding the device in the office.

- Drop off is extended on June 15th and July 6th beginning at 8:30AM.

- Please make sure your child wears closed toe shoes and appropriate clothing to camp!

CAMPER PERFORMANCES

Session A Parents:
July 3rd 2015 9:30am at Chapel
Select Session A camper performances
(Only session A parents may attend)
(Select classes will perform TBD)

Session B/6week Parents:
July 20th 6:00pm (call time 5:45pm)
Division 1/2 Performances

July 21st 6:00pm (call time 5:45pm)
Division 3 Performances

July 22nd 6:00pm (call time 5:45pm)
Division 4/5 Performances
(Music, dance, ASL, color guard)

July 23rd 6:00pm (call time 5:30pm)
Division 4/5 Performances
(Drama and Musical theatre)

All Session B/6week performances held at Eddy Theatre.
Remember: Drop off is extended the first day of camp from 8:30-9:15 please have all of your medical forms complete online and payments made to ensure a smooth drop off!

**TRAFFIC PATTERN INFORMATION:**
PLEASE DO NOT EXCEED THE SPEED LIMIT OF 15 MPH ON WOODLAND ROAD.

*It is extremely important* that the traffic regulations be observed in order to avoid congestion or accidents. Please review carefully the traffic information below and the map. Your patience and cooperation is greatly appreciated during the very busy drop-off and pick-up time periods.

**Drop Off and Pick Up Procedures:**
We have created a system to safely get our campers from your car into our care in the morning and vice versa at the end of the camp day. Due to the nature of our campus roads, the fact that we border residential neighborhoods and the volume of children we have to check in each morning and out each afternoon, it is very important that you observe these traffic patterns and drop off and pick up procedures. Your patience and cooperation is greatly appreciated during the very busy drop-off and pick-up time periods. Division 1, and 2 campers will receive their number card either at the Camper Open House prior to the start of their camp session, or the first day of camp. You can also arrange to pick them up in the camp office prior to the start of your camper's session.

**PLEASE DO NOT EXCEED THE SPEED LIMIT OF 15 MPH ON WOODLAND ROAD.**

**DIVISIONS 1 and 2:**
Division 1 (Red Group) drop-off and pick-up will be near the grassy area in between Woodland and Braun Hall, next to the Chapel. Division 2 (Blue Group) drop-off and pick-up will be in front of the Chapel. These two sites are close to one another, so please follow these directions for both groups:

- **Enter campus from Fifth Avenue** and proceed on Woodland Road to the Chapel. Campus police will direct you around the circle where counselors will meet campers. (Woodland Hall is on the other side of the circle.)
- Proceed down Woodland Road and **exit campus onto Fifth Avenue.**
- At the end of the day, please follow the same traffic pattern and pick up your camper in the same area where you dropped them off in the morning. You will be asked to display your number card on the dashboard of your vehicle.

**DIVISIONS 3, 4 and 5:**
Division 3 (Green Group), 4 (Yellow Group) and 5 (Orange Group) drop-off and pick-up will be at the campus entrance on Murray Hill Avenue.

- **Proceed down Murray Hill Avenue from Wilkins Avenue.**
  Pull into the entrance at the Library lot and follow the 'loop' as instructed by Campus Police. All campers will be escorted into the Eddy Theater to meet their counselor or division director.
- **Continue down Murray Hill Avenue to Fifth Avenue.**
  At the end of the day, please follow the same traffic pattern to pick up your camper. Campers in division 3 will have a number card that parents must show for pick up. Campers in division 4/5 will require a signature from an authorized parent/adult for pick up.
Maintain one-way traffic flow downhill from Wilkins Avenue to Fifth Avenue.

Division 3, 4 and 5 campers need to report to the Chapel for their morning assembly by 9:15 AM and **MUST** check in with the Division Director either in the Eddy Theater or if they are late in the Chapel in the morning for attendance.

*If you are picking up multiple children via carpool or playdates there MUST be a note on file from BOTH parties in order for us to release the child to you.*

**DROP-OFF TIME:** No earlier than 8:45 AM.
**PICK-UP TIME:** No earlier than 3:45pm and no later than 4:15 PM.

**ALL CAMPERS NOT PICKED UP BY 4:15 WILL BE ESCORTED TO EXTENDED CARE FOR PICK UP.**

**CAMPERS IN EXTENDED CARE:**
Extended Care will be located at the Woodland Hall Sun-porch.

Proceed on Woodland Road to the Chapel.

Campers should exit cars in front of the steps by Woodland Hall.

All campers need to sign-in in the morning and sign in and out in the afternoon/evening. As you must leave your car for this purpose in the afternoon, **please turn your blinkers on while you follow this procedure for your camper.** This is to help you avoid receiving a ticket from campus police.

**SPECIAL CIRCUMSTANCES?**

**CAMPERS ARRIVING VIA BUS OR VAN**

All Divisions are dropped off in the small parking lot behind the Athletic and Fitness Center. **If your school district is providing transportation for your camper you must notify the Camp Office ASAP!!** We will also need to know if your camper has a TSS or therapeutic aide meeting the bus or van, and their affiliation.

**Bus Drivers must follow this Traffic Pattern:**

- **Enter campus from Fifth Avenue** and proceed on Woodland Road to the Athletic and Fitness Center Parking Lot/Turn-Around Area (on your right, directly after the second stop sign.)
- **To Exit:** Proceed down Woodland Road and **exit campus onto Fifth Avenue.**
- Please do not attempt to Exit the Campus by making a right onto Woodland Road towards Wilkins!

**More than One Camper?? Campers in Different Divisions?**

If you have an older camper (Division 3, 4 or 5) and a younger camper (Division 1 or 2) please let the Camp Office know ASAP. We will ask that you drop both campers off at the Chapel!
Chatham University Music and Arts Day Camp

CAMPER WALKING HOME CONSENT

CONSENT

I authorize and give consent to the Chatham University Music and Arts Day Camp to release my child from Camp without parental supervision and hereby consent, acknowledge and allow my child to walk home from camp without parental or CMADC supervision. I acknowledge that my child is 11 years of age or older.

RELEASE and WAIVER OF CLAIMS

I, individually and/or on behalf of my minor child(ren), hereby release and hold Chatham University Music and Arts Day Camp and their officers, trustees, employees, directors, volunteers, and/or others acting on their behalf harmless from negligence and any and all claims that I or my child may have arising from walking home from camp.

ASSUMPTION OF RISK

I, individually and/or on behalf of any minor child(ren), expressly and specifically assume any and all risk of injury, illness, death, or property damage resulting from allowing my child to walk home from camp.

YOU ASSUME THE RISKS

I, individually and on behalf of my minor child(ren), understand that walking home unsupervised may be dangerous. Once you sign, you are saying that you understand the risks involved and accept all of the risks.

INDEMNIFICATION

I, individually and on behalf of my minor child(ren) shall hereby defend and indemnify Chatham University Music and Arts Day Camp and their officers, trustees, employees, directors, volunteers, and/or others acting on their behalf from any and all claims arising from allowing my child to walk home from camp.

DURATION

This release will remain in effect for the existing camp season and I agree that I will notify the CMADC in writing if I choose to revoke this authorization.

Camp Year

Child’s Name ___________________________ Child’s Date of Birth ___________________________

Child’s Address ___________________________

Child’s Phone Number ___________________________

Comments (please note year this applies for or specific date this release applies for)

BOTH PARENTS MUST SIGN

Parent or Guardians Printed Name ___________________________ Parent or Guardians Printed Name ___________________________

Parent or Guardian’s Signature __________________ Date __________________

Parent or Guardian’s Daytime Number __________________ Second Phone Number __________________
RELEASE OF LIABILITY- Chatham University Climbing Wall DIVISION 5 ONLY

Warning: There are significant elements of risk in any adventure, sport, or training (referred herein as “activity”).

Acknowledgements of Risks: I recognize the fact that there is an inherent danger in any type of activity. These risks may result in serious injury or death. I also acknowledge that certain foreseeable and unforeseeable events can contribute to the unpredictability of the activity, that personal property may be damaged or lost, and that wearing appropriate clothing and footwear are basic safety precautions.

Express Assumption of Risks and Responsibility: In recognition of the inherent risks of the activity that I will engage in, I affirm that I am physically and mentally capable of participating in the activity and/or using equipment. I realize it is my responsibility to inform my facilitator of any medical condition and/or physical activity concern I may have, and to limit my participation in any way I deem appropriate. I participate willingly and voluntarily and I assume full responsibility for personal injury, accidents or illness, including death, and any expenses as the result of my negligence. I also assume responsibility for damage to or loss of personal property as the result of any accident that may occur.

Covenant of Good Faith: I recognize that you, as provider of services, will operate under a covenant of good faith and fair dealing, but that you may find it necessary to terminate an activity due to forces of nature, medical necessities, or problems in the group; and/or refuse or terminate the participation of any person you judge to be incapable of meeting the rigors or requirements of participating in the activity. I accept your right to take such actions for the safety of myself and/or other participants. I acknowledge that no guarantees have been made with respect to activity objectives.

Authorization: I hereby authorize any medical treatment deemed necessary in the event of any injury or illness while participating in the activity. I either have appropriate insurance or in its absence, agree to pay all costs of rescue and/or medical services as may be incurred on my/our behalf.

Release: In consideration of services or property provided, I, for myself, any heirs, personal representatives or assigns, do hereby release: Chatham University, its principals, directors, officers, agents, employees and volunteers, and each and every land owner, municipal and/or governmental agency upon whose property an activity is conducted, from all liability.

I have read and understand the foregoing acknowledgement of risk, assumption of risk and responsibility, and release of liability. I understand that by signing this form I may be waiving valuable legal rights. My signature on this document is also intended to bind my heirs, representatives, executors, administrators, successors and assigns.

Participants Name: ___________________________________________. Age: _______.

Signature: ___________________________________________. Date: ___________.

Parent/Guardian Signature (if under 18): _____________________________.


PARENT REQUEST FOR
ADMINISTRATION OF COMMERCIAL MEDICATION

Dear Parent:

If it is essential that the camper receive medication during camp hours, please complete the following information:

<table>
<thead>
<tr>
<th>Camper Name</th>
<th>Birth Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Grade:</td>
</tr>
</tbody>
</table>

| Diagnosis (Reason for Medication): |
| Medication and Dosage: |
| Approximate Time of Dosage: |
| Administration instructions for camp: |

| Possible Side Effects: |

<table>
<thead>
<tr>
<th>Parent Name (printed):</th>
<th>Date:  / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Signature:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

We request that camp personnel administer as directed. We acknowledge our awareness that the administration of medication under the anticipated circumstances might pose a substantial risk of injury to, including death of our child. On behalf of ourselves and our child, we hereby exonerate, release and discharge Chatham University Music and Arts Day Camps, its officers, directors, and employees, from any and all claims, causes of action and liability whatsoever in respect of any injury to our child which may result at any time in the future by reason of any action taken in good faith and absent gross negligence, pursuant to the request. We further agree to indemnify, defend and hold harmless Chatham University Music and Arts Day Camps, its officers, directors, and employees from any suit or proceeding brought to enforce any such claim, cause of action or liability.

| Parent Signature: | Date:  / / |

*This document is a contract that affects your and your child’s legal rights. You should read this document carefully. If you do not fully understand, you can contact our office at 412-365-1174 or via email: daycamp@chatham.edu.*
PHYSICIAN’S REQUEST FOR
ADMINISTRATION OF MEDICATION

Dear Doctor:

If it is essential that the camper receive medication during camp hours, please complete the following information:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Age</td>
<td>Grade:</td>
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<td>Approximate Time of Dosage:</td>
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<td>Administration instructions for camp:</td>
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<th>Physician Name (printed):</th>
<th>Date: / /</th>
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<tr>
<td>Physician Signature:</td>
<td>Telephone:</td>
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We request that camp personnel administer as directed. We acknowledge our awareness that the administration of medication under the anticipated circumstances might pose a substantial risk of injury to, including death of our child. On behalf of ourselves and our child, we hereby exonerate, release and discharge Chatham University Music and Arts Day Camps, its officers, directors, and employees, from any and all claims, causes of action and liability whatsoever in respect of any injury to our child which may result at any time in the future by reason of any action taken in good faith and absent gross negligence, pursuant to the request. We further agree to indemnify, defend and hold harmless Chatham University Music and Arts Day Camps, its officers, directors, and employees from any suit or proceeding brought to enforce any such claim, cause of action or liability.

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