



Summer at Laurel 2019 Camp Information – Please Read Carefully

Medical Forms

General medical information was collected during the on-line registration process. Additional forms are **ONLY** required if your child has asthma, a severe allergy, diabetes, or will be taking over the counter or prescription medications while at camp. Campers must have all required medical forms on file two weeks prior to the first day of camp.

Any camper who does not have all forms on file will NOT be allowed to attend camp until forms are submitted

- **Prescription Medication Authorization Form** - Required for campers who need prescription medication to be administered during camp.
- **Serious Allergy Care Action Plan** - Required for campers with serious allergies.
- **Asthma Care Action Plan** - Required for campers with asthma.
- **Diabetes Medical Management Plan** - Required for campers with diabetes.

Scan & email completed forms to: summer@laurelschool.org

OR

Fax completed forms to: 216-464-8996 / Attention: Summer at Laurel

For additional assistance, please call 216-455-3065

Two Campuses

Lyman Campus

One Lyman Circle, Shaker Heights, Ohio 44122

Butler Campus

7420 Fairmount Road, Russell Township, OH 44072

Summer at Laurel offers programs at both of our campuses. ***When registering, please note the location of the camp you selected.*** We are pleased to offer an optional shuttle service to our Butler campus for an additional weekly fee. Our shuttle departs daily at 8:30 am sharp. If you miss the shuttle, you will need to drive your camper to the Butler Campus in Russell (*see campus addresses above*).

Hours of Operation

Full-day camps	9:00 a.m. – 4:00 p.m.
Half-day camps	9:00 a.m. – 1:00 p.m.
Before-camp care	7:30 a.m. – 9:00 a.m. Lyman campus only
After-camp care	4:00 p.m. – 5:30 p.m. Lyman campus only
Shuttle Service	8:30 a.m. – 4:15 p.m. Shuttle departs from and returns to Lyman campus each day

*****Summer at Laurel 2019 will not run any camps on July 4 and 5*****

Drop-Off & Pick-Up Locations & Procedures:

Schedule for Shuttle Service to Butler Campus: (*pre-registration is required on-line*)

8:15 a.m. – Drop-off begins at the Lyman Campus in Shaker Heights

8:30 a.m. – Shuttle departs for the Butler Campus

4:15 p.m. - Pick-up at Lyman Campus

*****All campers must check out with a member of our staff when being picked up*****

Campers not picked up by 4:30 p.m. will be charged a late fee of \$25 for each 15-minute increment. Campers who have not been picked up by the time noted above, will be brought to after-camp care where they can be

picked up at the Pre-Primary circle by calling 216-455-0153. After-camp care operates between the hours of 4:00 pm - 5:30 pm daily.

Butler Campus Drop-Off & Pick-Up Procedures:

8:45 a.m. - Drop-off begins at Butler Campus

4:00 p.m. - Pick-up at Butler Campus

****All campers must check out with a member of our staff when being picked up****

Campers not picked up by 4:15 p.m. will be charged a late fee of \$25 for each 15-minute increment. Please note that after-camp care is not offered at the Butler Campus and a Summer at Laurel staff member will need to stay with your child until you arrive.

Lyman Campus Drop-Off & Pick-Up Procedures:

8:45 a.m. - Drop-off begins at Lyman Campus

4:00 p.m. - Pick-up at Lyman Campus

****All campers must check out with a member of our staff when being picked up****

Campers not picked up by 4:15 p.m. will be charged a late fee of \$25 for each 15-minute increment. Campers who have not been picked up by the time noted above, will be brought to after-camp care where they can be picked up at the Pre-Primary circle by calling 216-455-0153. After-camp care operates between the hours of 4:00 pm - 5:30 pm daily.

Before-Camp Care Pick-up Procedures: *(Pre-registration is required on-line)*

7:30 a.m. – 9:00 a.m. – Drop off at **Lyman Campus** Main Entrance (look for the flagpole)

****All campers must be checked in with a member of our staff when being dropped off****

After-Camp Care Pick-up Procedures: *(Pre-registration is required on-line)*

4:00 p.m. - 5:30 p.m. - Pick-up at **Lyman Campus** Pre-Primary Entrance (circle closes to the small playground)

****All campers must check out with a member of our staff when being picked up****

Please call **(216) 455-0153** to arrange to have your child ready for pick-up at the Pre-Primary door.

Campers not picked up by 5:30 p.m. will be charged a late fee of \$25 for each 15-minute increment.

Communication

Thank you for registering for Summer at Laurel 2019! We are so excited to spend the summer with your child. Please be sure to save this information and use it as a reference throughout the summer. You will also receive a weekly email with specific details about each camp the week prior to the start date. If at any point you have questions or concerns regarding Summer at Laurel 2019 don't hesitate to email us at summer@laurelschool.org or call **216-455-3065**. We look forward to seeing you this summer!