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Rathdrum, ID 83858  
Phone (208) 687-1146  
office@twinlowcamp.org  
www.twinlowcamp.org

## After School Camp: Fall 2011

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Dear Parent,

Welcome to **Twinlow After School Camp**. We are delighted that your child will be with us in our new adventure.

Twinlow Camp has been providing quality summer camp experiences for children since 1928. In 2001, Twinlow started its Summer Day Camp offering exciting programs and activities for working parents and their children. The Twinlow After School Camp (TASC) is starting into its third year and we seek to fulfill our mission of providing safe and educational avenues for children and getting children outdoors.

Twinlow After School Camp primarily serves students 1<sup>st</sup> through 6<sup>th</sup> grade. Program structure and activities for each child will be ongoing as we seek to offer activities that meet your needs. We would like TASC to be an experience that goes beyond “daycare” and provides opportunity for campers to have fun while learning important moral lessons. We like to use the camp location to the fullest to provide a great experience while at Twinlow Camp.

The information that follows will provide you with considerable detail regarding our program and operations. Please read it carefully.

If you would like to enroll your child in TASC please fill out the enclosed forms and return them to us prior to your child’s attendance with us. **Your first week’s payment should accompany the form.**

Call our office if you need further information at 208.687.1146. We're looking forward to a fun and exciting year with your child!

Thank you,

Zam DeShields  
Program Director  
Twinlow Camp  
208.687.1146  
zam@twinlowcamp.org



# Twinlow After School Camp

## GENERAL INFORMATION

### ENROLLMENT AND PROGRAM HOURS

**We operate from school dismissal until 6:00 PM, Monday through Friday.** The cost of TASC is \$50.00 per week, per child. This totals at \$200.00 per month. We will not be open on school holidays or snow days for full-day programming. We will adjust weekly cost according to the school calendar if weeks are shorter than 5 days.

TASC is designed to be a five-day per week program, but variable day options are available. In order to ensure the quality of our program, we ask your child to attend at least two days per week. If your child comes for less than five days during a particular week the charge of \$50 per week will remain the same.

### BILLING

Payment of each month is due on the first of each month for the upcoming month. There is a five day grace period until the 5<sup>th</sup> of each month to make your payment to Twinlow. Cash, checks, and credit cards (Visa and Mastercard) are acceptable forms of payment. You may leave a check with the office, TASC staff, or mail your check to the Twinlow Camp office. Please keep your account current. Failure to keep your account current may result in the dismissal of your child.

### CANCELLATIONS

Two weeks notice is required to permanently withdraw your camper from the program. In the event of an immediate cancellation your account will be billed for two more weeks, at the minimum charge, in accordance with our policy. TASC reserves the right to dismiss a camper at any time, whose conduct or influence is unsatisfactory, or in the opinion of the director, not in the best interest of the program.

### LOCATION OF THE PROGRAM

TASC is based out of Twinlow Camp & Retreat Center, located one mile north of Twin Lakes Elementary School. We will be using the main dining hall for our programs and activities. This is where you will come to sign-out your child, pick-up your weekly information and find out about upcoming camp events. We will also be utilizing the grounds for outdoor activities, depending on the weather and the season. Our site phone number is **687-1146** and will be answered during after school camp hours.

### PICKING UP YOUR CAMPER

**Parents need to pick up their children by 6:00 PM.** There is no "late fee" for arriving after six, but regular issues with on-time arrival for pick-up will be addressed.

### ABSENCES

Please notify the office at Twinlow *before 11:00 AM* if your child is going to be absent. This is in addition to any calls made to the Twin Lakes Elementary School office. Remember that we are responsible for your child beginning at school dismissal and if he/she is not there to sign in,

we spend a considerable amount of time verifying his/her absence. We appreciate your help in this matter.

## COMMUNICATION

- The Program or Camp Director is usually available at Twinlow beginning at 9:00 AM until 6:00 PM. The Program Director, Zam DeShields, and can be reached at the Twinlow Camp office, 687-1146 or at zam@twinlowcamp.org for any questions or concerns regarding the program. Your feedback helps us continue to provide a quality after-school program for your child.
- **Our on-site phone number is 208.687.1146.** Between 9:00 AM and 6:00 PM, this number can be used to leave messages for student pick-up.
- Sign-out is a very important part of ensuring your child's safety. You must sign out indicating the time you picked up your child. If someone other than the parent will be picking up your child, we must be notified in writing or by phone. Your child will not be released to anyone unknown to us.

## ACCIDENTS

In the event a child is hurt at TASC and needs emergency treatment, the staff will immediately try to reach the camper's parents, followed by the alternate contact. **It is important to keep all your work and emergency phone numbers current.** Twinlow Camp's accident insurance covers, up to our policy limits, any injuries received at TASC to the extent that they are not covered by any other health and/or accident insurance covering the child.

## FOOD

We provide a snack at approximately 3:45 PM each afternoon. Please send an extra snack in your camper's lunchbox if you would like more food available to him/her in the late afternoon.

## MEDICATION

If your child needs to take medication while at After School Camp, you must inform the office, bring the medication and give it to the Program Director. There is an accompanying form that must be filled out with the medication. **Do not just send medication with your child.** We keep all medications in a locked area. This is safer not only for your child, but for all others, and is a mandated childcare requirement.

## TOYS AND VALUABLES

Sometimes campers bring cell phones, toys and other valuable items from home (for sharing at school, etc). **We are not responsible for any of these items and campers are discouraged from bringing them to camp.** If your child does bring them to camp we can keep them in our office area (off limits to campers) until a parent comes to claim them. Cell phones and I pods pose a special challenge to our program. We value the personal relationships we build with our campers and feel strongly that the after school camp experience is hampered by cell phone use and personal listening devices. Please encourage your camper to leave these items at home. If there is something you know in advance that you would like to be "guarded," let us know and we will keep it in our office. Also, no wheeled equipment such as "Heelys", skateboards or skates will be allowed at camp.