



## SUMMER DAY CAMP PROGRAM INFORMATION

### PICK-UP AND DROP-OFF TIMES

#### AGES 5 - 12

DROP-OFF: 9:00 AM  
PICK-UP: 3:00 PM

#### AGES 13 - 22

DROP-OFF: 9:15 AM  
PICK-UP: 3:15 PM

Please respect pick-up and drop-off times. Early and late arrivals will not be permitted.  
The driveway gate will close at 9:45 am.

### DRIVEWAY PROCEDURES

Our circle driveway will have two lanes for pick-up and drop-off, marked with orange cones and signs. Please be attentive and drive slowly. For safety, no cellphone usage during drop-off and pick-up.

#### DROP-OFF:

- Have card with participant's name prominently displayed on dashboard.
- Once situated in a lane, staff will greet you to take your participant out of the vehicle.
- MAR & Meds will be given to staff.
- Caregiver remains in car as staff member unloads the participant

#### PICK-UP:

- Have card with participant's name prominently displayed on dashboard.
- Driver's name must be on the approved pick-up list located on the program application.
- As with drop-off, pull into a driveway lane.
- A staff member will bring the participant to the vehicle while driver remains in the car.

### WHAT TO BRING:

- Wear casual, comfortable clothes
- Backpack
- Face mask (Optional)
- A full change of clothes
- Swimsuit, towel and disposable bag for wet items
- Packed lunch that does not require refrigeration or microwave
- Refillable water bottle
- If incontinent, bring at least 4 standard and 1 pool-appropriate Pull-Up
- MAR & Meds, if needed, for nurse
- If prescribed, Epi-Pen, Glucagon or Diastat must be with camper to attend program. Expired medications not permitted.

*Label all items with first & last name.*

### WHAT NOT TO BRING

- Cellphones
- Other Electronics (iPads, cameras, etc.)
- Toy weapons of any kind (knives, swords, guns)
- Jewelry, fine clothes or items of sentimental value
- Money

*Stepping Stones is not responsible for lost, stolen, damaged or broken items.*

### CONTACT INFORMATION

#### CLIENT SERVICES

Jeannie Ludwig  
(513) 965-5108  
Jeannie.Ludwig@SteppingStonesOhio.org

#### ATTENDANCE HOTLINE

Please report any necessary absence to the Attendance Hotline at (513) 965-2465. If notification is not made ahead of time, campers routinely absent may have an impact on services.

#### NURSING QUESTIONS

(513) 965-5150

#### PROGRAM INFO:

Rec & Leisure Manager  
EJ Bachman  
(513) 965-2464  
Edward.Bachman@SteppingStonesOhio.org

## GENERAL HEALTH

If your participant isn't feeling well, please keep them home and call the attendance hotline.

## BEHAVIOR CHALLENGES & SAFETY CONCERNS

Stepping Stones reserves the right to send a participant home if his/her behavior becomes unmanageable disruptive or endangers participants and staff. For safety, Stepping Stones also reserves the right to send a participant home if they are unable to stay with their assigned group.

## LOST & FOUND

Camp staff make every effort possible to see that personal belongings are taken care of and returned home at the end of the program session.

If you receive the wrong item in your camper's belongings, please return it to Stepping Stones with a note. If an item is missing, email the Rec & Leisure Manager, EJ Bachman [Edward.Bachman@steppingstonesohio.org](mailto:Edward.Bachman@steppingstonesohio.org) with a detailed description.

## A TECHNOLOGY FREE ZONE

To help us maintain a digital free campus, please refrain from bringing cellphones, cameras, hand-held games, iPads, iPods, laptops or other electronics as they distract from programming.

## SUNSCREEN & BUG SPRAY ARE PROVIDED

If a participant requires a specific sunscreen or bug spray due to an allergy, please send to program in its original packaging and label with both first and last name.

All other participants will be provided with SPF 30 as needed.

## PROGRAM CANCELLATIONS

Any necessary program cancellations will be announced via text messaging.