



# KUEI LUCK SUMMER — CAMP —



## Summer Welcome Packet

July 2nd – August 17th, 2018

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## **Message from the Camp Director**

Dear Parents,

Thank you for choosing Kuei Luck Summer Camp. This will be our 17<sup>th</sup> summer and we have many exciting activities planned for your children. This summer, we have made the conscious decision to make camp technology free. We want campers to make friends and play with each other as much as possible. We have noticed in the past that cell phones and portable gaming devices have taken away from the camp experience. During the camp day, we want children to be unplugged in order to be engaged in all camp activities. As such, we will be asking children to keep their cell phones at home or in their book bags. If campers continue to use electronics, after they have been asked to put them away, cell phones and portable devices will be confiscated and kept in the office. We will contact parents in order to make arrangements for the device to be returned. If you need to communicate with your children, please call the office or email us. We are here to help.

As summer camp is rapidly approaching, please take some time to review all the information in this packet. We take the safety and well-being of your children very seriously. It is very important that we are on the same page in terms of camp policies and procedures. If you have any questions about this packet or camp in general, please feel free to contact us.

Our Kuei Luck family is looking forward to another exciting summer!

Kevin Kung

Kuei Luck Summer Camp

**Contact Information**

If you need assistance, for any reason, please feel free to call our office. Our phone systems are all connected together. If you try to call the school (P.S. 173) directly, they will be unable to transfer the phone call to us as our phone systems are separate. Please call the number below for any issues or questions regarding Kuei Luck Enrichment Center & Camp.

Kuei Luck Enrichment Center.....718.679.9908

**Administration**

**Camp Dates**

Dates: July 2<sup>nd</sup> – August 17<sup>th</sup>, 2018 (No camp on July 4<sup>th</sup>)

Camp Performance: Thursday, August 16<sup>th</sup>, 2018

**Camp Site**

Our primary camp is located at P.S. 173, 174-10 67<sup>th</sup> Ave, Fresh Meadows, NY 11365. Please note that this summer, some 7<sup>th</sup> – 8<sup>th</sup> grade morning classes will be held at our office with the SHSAT and Pre-SHSAT classes. All afternoon activities are held at our PS 173 location. Please refer to the addresses below.

Free shuttle service is provided from P.S. 173 to our Central Office. Please see the Drop-Off section for more information.

<p><b>Kindergarten - 7th Grade</b>  P.S. 173  174-10 67th Avenue  Fresh Meadows, NY 11365</p>	<p><b>7<sup>th</sup> Grade Pre-SHSAT &amp; 8th Grade</b>  Kuei Luck Enrichment Center  Central Office  195-05 69th Avenue  Fresh Meadows, NY 11365</p>
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**Health Form**

New York State law requires that each camper have a Health Form on file completed by a licensed physician no earlier than one year before the last day of camp. A copy of this form can be downloaded from our website ([www.kueiluck.com](http://www.kueiluck.com)).

If a medical form is not submitted before the first day of camp, your child will NOT be allowed to participate in camp. This is the law. The NYC Department of Health and Mental Hygiene will not allow the camp to operate if it falls out of compliance with state laws.

**Medication**

The Camp Office must have, in its possession, on the first day of camp, any sort of medication your child may need including Epi-pens and Inhalers. All medicine is locked and kept in the camp office. If you have any medication, please drop it off with the camp’s medic who will be at our camp entrance on the first day. A receipt will be provided for all medical equipment that is collected.

## Camper Information

### **Camper Rules and Regulations**

It is Kuei Luck Enrichment Center's goal to ensure that each camper enjoys every moment he or she has at camp. Therefore, there are a couple of simple rules that campers are required to follow. We ask that the parents to go over these rules with their child(ren) so that they are aware of our expectations.

1. Campers are required to follow directions at all times.
2. Campers are not permitted to leave camp without a parent or guardian.
3. Pets are not permitted in camp.
4. Campers should use caution when bringing valuables (jewelry, camera, cell phones, gaming devices, Pokémon cards, etc.) to camp. We will not be responsible for any articles brought to camp.
5. Camp will be technology free. The use of cell phones and gaming devices will be prohibited on camp grounds.
6. The use, consumption, or possession of alcoholic beverages (liquor and beer, including non-intoxicating beer) and unlawful items, such as illegal non-prescription drugs, are not permitted during camp/event.
7. Campers who observe any non-campers on the camp grounds should immediately report this to an adult camp staff member.
8. Campers are strictly prohibited from going anywhere unsupervised.
9. Campers will be responsible for the cost of damages that is caused to the facility.
10. The only sports equipment permitted on site are balls. Campers wishing to bring any equipment must have a bag to carry it. Equipment taken out at times other than when campers are allowed to play with them will be confiscated.
11. Running in the hallways is strictly prohibited.
12. Campers are required to wear their IDs at all times. Campers will not be allowed to attend recess in the yard without their IDs.
13. Campers are STRICTLY prohibited from touching other campers. Furthermore, bullying will not be tolerated.

### **First Day Reminders**

Enclosed in this packet is your child's camp schedule. Please bring the schedule on the first day of camp.

### **General Supply List**

One book bag  
One composition notebook  
One folder  
Ten sharpened pencils  
One pencil sharpener  
Two erasers  
One box of crayons or markers  
One water bottle – labeled with camper's name  
Sunscreen

**Camp T-shirt**

Each camper will be given an orange camp-shirt during the first week of camp. Campers are required to wear their orange shirts every Friday.

**Dress Code**

Despite the hot weather, campers are expected to dress appropriately as they would for regular school. Furthermore, campers are strictly prohibited from wearing strapless footwear (e.g. flip-flops and sandals). Campers wearing Crocs must have the back-strap worn on the heel.

**Student ID**

Every camper will be issued a camp ID card. These cards help camp staff identify your children. They further provide information on where your child is supposed to be at any given time and alerts camp staff if your child has any allergies or other vital information that is necessary to ensure your child's well-being. As such, please ensure that your child wears his or her ID every single day during camp.

**Sunscreen**

During the afternoon, the summer sun can be particularly damaging to campers' skin. We recommend campers who participate in outdoor activities such as Sports and Chinese Yo-Yo to bring sunscreen. They will have to apply the sunscreen themselves. Camp will not be providing sunscreens.

**Bug Repellent**

In addition to sunscreen, campers should also bring bug repellent. Spray-on bug repellent is prohibited on site, please spray your camper before arrival. However, repellent in the form of clip-ons, bracelets, or lotions/creams are allowed.

**Snack**

Campers will have snack daily. Campers will be able to go to the K-Cash store to purchase a snack using only their K-Cash. Please feel free to provide your child with a healthy snack as well. Only nut-free snacks are allowed.

**Breakfast**

All campers can enjoy free breakfast daily. Breakfast starts at 8:30 am. Please note that children will have to get breakfast on their own. The camp does not ensure that children eat breakfast, unless they are part of our early drop off program.

**Lunch**

Lunch will be provided by New York City School Foods. If your child has an allergy, we strongly urge that you pack his/her lunch. If your child has a nut allergy, please be aware that he/she will be seated at our allergy table where our medics will monitor campers with allergies. This is done to ensure that campers are not sitting next to another camper who may be consuming nuts.

## Academics

### **Homework**

Homework is assigned Monday – Thursday. Campers should complete their homework every day. Campers are also expected to get their score cards signed by parents daily. Parents must provide a note in the event that a camper needs to be excused from homework. There will be a reward system for campers who complete all their homework assignments with an average of 85 and above. Campers will be given “K Cash” which they can use to redeem for prizes. Campers who consistently do not complete their homework will have their parents called.

### **Score Card**

Campers are given a score card which is used to inform parents on a daily basis of their child’s homework grades and progress. There is an area where academic teachers can provide additional comments. Parents can also attach notes to this score card, as it is checked every day.

### **Weekly Test**

A weekly exam is administered every Friday morning. This exam is meant to assess what campers have learned during the week and retained from weeks prior. There is no testing on the last Friday of camp.

### **Drop-Off and Pick-up Logistics**

*Pick-up and Drop-off time can be quite hectic – especially during the first few days. We ask parents to park their cars and walk their children to the school. It is not safe when parents double park in the middle of the road. We want all our campers to arrive and go home safely every day.*

### **Daily Drop-Off (Regular Time)**

Where: Back-Entrance located at 68<sup>th</sup> Avenue and 174<sup>th</sup> street. Follow the signs!

Time: 8:30 am

*Shuttle service is provided for our campers, Pre-SHSAT, and SHSAT students to our Central Office. The last shuttle leaves PS 173 at 8:45 am*

*Please note that campers will be turned away if they are dropped off earlier unless they have signed up for early arrival.*

### **Daily Drop-Off (Early Drop-off 7:30 am)**

Where: Front-Entrance located at 67<sup>th</sup> Avenue between Fresh Meadows Lane and 173<sup>rd</sup> Street.

Time: 7:30 am

*Please note that this is for campers who have signed up for this service. All other campers will be turned away.*

### **Daily Pick-Up (Regular Time 3:00 pm)**

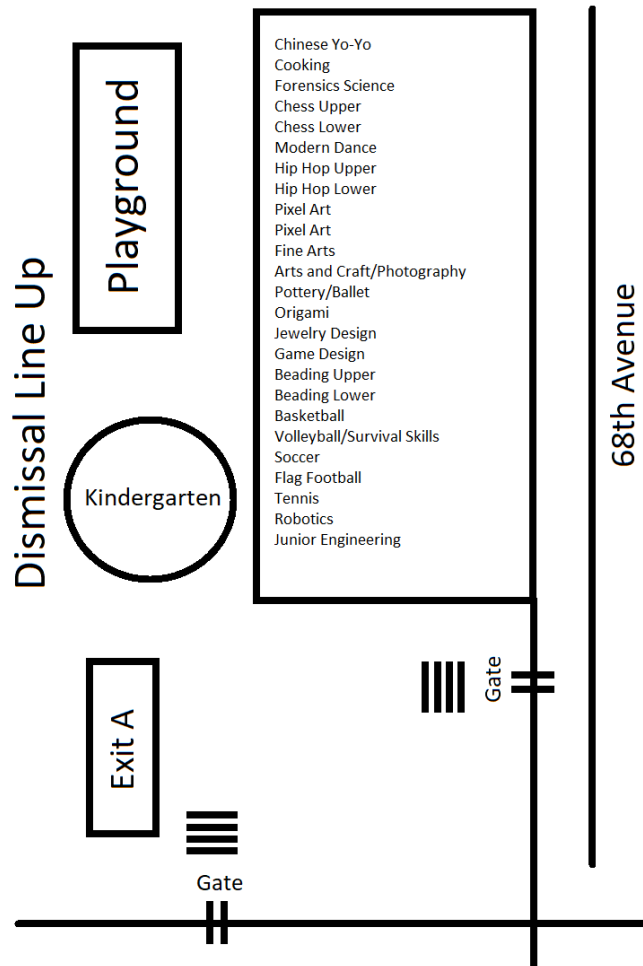
Where: Back-Entrance located at 68<sup>th</sup> Avenue and 174<sup>th</sup> street.

Time: 2:45 pm- 3:00pm

## Dismissal Policy

At 2:30PM, the gates to the dismissal yard will be closed. The counselors who are assigned to oversee these gates are instructed to NOT open these gates until all students are dismissed from the building. We are asking parents to relay this message to any other party that may be picking up campers. Under no circumstances can the gates be opened earlier.

Below is a chart of the dismissal line up order by class. We try our best to keep the line up orders consistent so that you know which section of the yard your child will be throughout the week.



## Late

We will wait 15 minutes before closing the dismissal door, at which point parents need to go to the front door to pick up their child(ren). Please note that chronically late parents will be charged a fee of \$5 for every 15 minutes past 3 PM and after 6PM for extended day campers.

## Daily Pick-Up (Half-Day 12:00 pm)

Where: Front-Entrance located at 67<sup>th</sup> Avenue between Fresh Meadows Lane and 173<sup>rd</sup> Street.

Time: 12:00 pm

If you would like your child to eat lunch at school, please come 15 minutes later to pick up your child.



### **Extended Day Pick-Up (3:00 pm – 6:00 pm)**

Where: Front-Entrance located at 67<sup>th</sup> Avenue between Fresh Meadows Lane and 173<sup>rd</sup> Street.

Time: 3:00 pm – 6:00pm

*Please note that this is for campers who have signed up for this service. All other campers will be turned away.*

### **Early Pick Up**

Parents who wish to pick up campers earlier than usual are required to call at least 1 hour beforehand or send a note. Otherwise, we are unable to pull your child out 30 minutes before dismissal or lunch.

### **Inclement Weather (Rain/Lightning) Procedure**

In the event that weather prohibits dismissal from taking place outside, campers in grades 3-8 will be dismissed from the gym. Campers in grades K, 1 and 2 will be dismissed from the Cafeteria. Parents will be allowed to enter the building through Exit A. This is the normal entrance the camp uses daily. Please refer to the map above. Parents must follow the signs to exit the building. We ask that parents cooperate with the directions provided. Campers will be lined up according to their grades. **PLEASE NOTE THAT PARENTS WILL NOT BE ALLOWED INTO THE BUILDING UNTIL ALL CAMPERS HAVE BEEN MOVED TO THE GYM/CAFETERIA. PARENTS MUST WAIT OUTSIDE UNTIL THIS IS DONE DESPITE THE WEATHER.**

### **Homework Program**

Students who receive an average of 85 or above on their daily homework assignment will receive 1 K-Cash.

Children who do not complete their homework will not be penalized, but they will not receive any K-Cash.

### **Spirit Days**

Please join us in celebrating camp spirit. Every Wednesday, starting from week two, campers will have the opportunity to show their camp spirit by dressing for the following themes:

July 3<sup>rd</sup> – Red/White/Blue Day

July 11<sup>th</sup> -- Sports Day

July 18<sup>th</sup> – Wacky Wednesday

July 25<sup>th</sup> – Career Day

August 1<sup>st</sup> – Hawaiian Day

August 8<sup>th</sup> – Disney Day

August 15<sup>th</sup> – Decades Day (50's, 60's, etc)