



Middlesex County Foundation, Inc.



4-H Camp Middlesex

1031 Erickson Road • P.O. Box 185
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Dear Day Camp Family:

Welcome to the day camp program 4-H Camp Middlesex. We are excited about the start of another great season! The following information is to help you understand our check-in and checkout procedure. Please read through it carefully.

Day Camp Times

Drop Off:

Regular: 8:15-8:30

Extended: 7:30

Pick Up:

Regular: 5:30-5:45

Extended: 6:30

Day Camp Camper Check-In:

Day campers are encouraged to check in on **Sunday between 4:00 - 4:30** or on **Monday morning at 8:00**. Day campers that have signed up for more than one session need only to attend the Sunday check-in for their 1st session.

Sunday Check-In:

1. Day camp parents are allowed to enter camp after 4:00 pm. Please try not to come to camp before this, as our staff need to get the last minute preparations together for your child's arrival.
2. Campers will be greeted at the bridge where they will receive a checklist for the registration process.
3. Families that still owe a balance are asked to proceed to Erickson Hall. **WE WILL NOT ACCEPT PERSONAL CHECKS DURING SUNDAY REGISTRATION.** You will need to pay with a credit card or cash.
4. Once in the Recreation Hall, you will check in with the Office Manager, and complete any last minute paperwork.
5. From the recreation hall, you will proceed to the camp store, where you will deposit money for the camp store, Wednesday night's band concert, and purchase a group photo, if desired. Families may do this ahead of time using the *Camp Store Deposit Form*, and only need to check in to verify.

6. Your next stop will be the infirmary. You will check-in with the nurse, who will do a head and foot check and review medications/health procedures as needed. Families that have registered for more than one week of camp only need to check-in with the nurse during their first week registered, unless there is a change of medical condition or are dropping off meds for the week. Also, in order to accommodate the large number of families that need to see the nurse, we will be placing more staff at the infirmary to ensure that check-in runs as quick as possible.
7. Registration ends promptly at 4:30 pm.

Morning Check-In:

1. For extended day campers, drop off time is at 7:30 am. At this time, a counselor will greet you at the bridge. If you arrive after this time, please check-in at the Dining Hall, as the Extended Day Campers will be eating breakfast at this time.
2. For regular day campers, drop off time is between 8:15 and 8:45 am. There will be a counselor at the bridge to check you in during these times. If you arrive later, please check your child in at Erickson Lodge (main office).
3. Day campers are invited to stay for Wednesday night's band concert and Friday's Candlelight Ceremony for an additional \$6 for dinner. You will be asked to pick your child up at the band concert or Candlelight Ceremony.

Day Camper Check-Out:

1. **Check-out for regular day campers is between 5:30 and 5:45 pm.** It is at **6:30 for extended day campers.** If you plan to pick up your child earlier, please report to Erickson Lodge (main office) to sign them out.
2. When signing your child out, please be prepared to show some form of ID. **WE WILL NOT RELEASE CAMPERS TO ANYONE OTHER THAN TO WHOM IS STATED ON THE RELEASE FORM.**
3. **Wednesday Nights** - Campers that choose to go to the band concert on Wednesday nights will need to be picked up before 8:00 in the town common (we usually arrive around 7:00).
4. **Friday Nights** - On Friday night, campers staying for the candlelight ceremony will need to be picked up at 7:00. Parents are invited to attend the theater show and candlelight ceremony that begins in the rec. hall at 6:00.

If you have any questions or need additional information, don't hesitate to call the camp office at (978) 386-7704 or e-mail us at: office@campmiddlesex.com.

Thanks,
4-H Camp Middlesex