In order to insure the safety and appropriate supervision of your child, please keep the Summer Place staff informed of any change in his/her daily routine, either by calling the office (768-4432) by 10:00 a.m. or by giving written notice to your child’s home group counselor upon arrival to camp. We encourage you to use this easy-to-complete form whenever you need to notify us of a change. Additional copies are available on the Summer Place Website www.summerplaceprograms.com, or at the University of Hartford Sports Center.

Please note that children may not be picked up between 4:00 p.m. and 4:30 p.m. If you need to pick up your child early, you must therefore do so before the end of his/her last class. For information on class location, you can call the office.

Thank you for your cooperation!

(Please print in ink)

Child’s Name __________________________ Name of Parent __________________________

Daytime Phone________________________

Unit Color:  Red □  Light Blue □  Green □  Royal □

☐ Will be picked up by __________________________ on __________ at __________

person picking up child __________________________

day/date time __________________________

from __________________________.

name of class or sport activity (call office for specific class location)

☐ Will not ride on a.m. Bus # ___________ from __________________________, on ____________.

1, 2, or Door-to-door bus stop ____________

day/date ____________

☐ Will not ride on p.m. Bus # ___________ to __________________________, on ____________.

1, 2, or Door-to-door bus stop ____________

day/date ____________

☐ Will not attend a.m. Extended Hours on __________________________.

day/date __________________________

☐ Will not attend p.m. Extended Hours on __________________________.

day/date __________________________

Please use the space below for further explanation or to indicate changes other than those listed above.