

West Chester University Camp is being held at the Business & Public Management Building located at the corner of Sharpless Street and Church Street, directly across the street from the parking garage.

Greetings –

Thank you for registering your child for the Young Writers/Young Readers Class at West Chester University. Our team of experienced and motivated teachers are looking forward to creating an enjoyable experience that combines both education and enrichment.

We include information regarding the first day and subsequent days below. Please read carefully.

### **FIRST DAY PARKING**

You may park in the Sharpless Parking Garage, 15 Sharpless Street, West Chester, PA. Parking in the garage is free from noon to 5:00 p.m. on the **first day** of camp. All other days you may park in the garage at no charge from 12:30 – 1:30 and 3:30 – 4:30 p.m. If you choose to park on the street, please be aware that you will need to feed the parking meters.

### **FIRST DAY CLASS Information**

The class is scheduled to begin on July 9, 2018.

Classes will meet in the Business & Public Management Building. Look for staff in Orange shirts to assist with directions to the parking garage and building. On the first day, plan to arrive early and walk your child to class by 12:50. Parents should plan to stay for a brief informational meeting in Room 101 in the same Business Building after dropping their students off on the first day.

[Click here](#) for a campus map.

### **DAILY Class Times/Snacks/Safety**

The class meets daily from July 9 – 19, 2018 with no class on Friday's. We will use classrooms in the Business & Public Management Building, located at 50 Sharpless Street, West Chester, PA 19383. Class lists and room assignments will be posted in the Business Building and teachers will be waiting in the classrooms (on the 1<sup>st</sup> floor). Additionally, there will be signs and staff present to assist you in finding the classrooms.

Please walk your students to the classroom each day at 12:55 and pick them up promptly at the classroom at 4:00. Everyday a parent must sign in/sign out their student. *Please do not leave your child unattended if the teacher is not in the room.*

If someone other than a parent will pick up your child, please send a permission form stating who may pick up your child and give it to your child's teacher on the first day.

Please send a snack and drink with your child each day. (***No nut products please!***)

Children should not bring iPods or other electrical devices. Cell phones may only be used to contact a parent in case of emergency.

We look forward to meeting you and your child.