Summer Place
Change in Daily Routine Form

In order to promote the safety and appropriate supervision of your child, please keep the Summer Place staff informed of any change in your child's daily routine by doing one of the following:

- Email splace@hartford.edu
- Call the Summer Place office (860.768.4432) by 10 a.m.
- Provide written notice to your child's counselor upon arrival to camp
- Complete the form below and hand to your child's counselor upon arrival to camp

Please note that children may not be picked up between 4 p.m. and 4:30 p.m. If you need to pick up your child early, you must do so before 4 p.m. by going to the appropriate class location at that day and time.

Thank you for your cooperation!

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(Please print in ink)

Child's Name:__________________________________Name of Parent:_________________________________

Daytime Phone:____________________________Class:_____________________________Grade: 1-4 ☐ 5-9 ☐

Will be picked up by______________________________________on_________________at___________________
Person picking up child Date Time

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

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