Summer Place
Change in Daily Routine Form

In order to ensure 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 sending an email to splace@hartford.edu, calling the office (860-768-4432) 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.hartford.edu/summerplace, or at the Watkinson School gym.

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 ___________________________.

from ___________________________.

person picking up child ___________________________ day/date ___________________________ time ___________________________.

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

□ Will not ride on **a.m.** Bus # _____________ from ___________________________, on _____________.

1, 2, 3, or Door-to-door bus stop ___________________________ day/date ___________________________.

□ Will not ride on **p.m.** Bus # _____________ to ___________________________, on _____________.

1, 2, 3, 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.