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# 2026 SUMMER DAY CAMP Parent Guide

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# Welcome to Summer Day Camp

Dear Parent or Guardian,

At the Y, our cause is you!

You can feel good about how and where your child spends time during summer vacation. Our experienced staff offers campers a variety of activities that promote **YOUTH DEVELOPMENT**, **HEALTHY LIVING**, and **SOCIAL RESPONSIBILITY**.

At our summer day camp, we are here to make your kids feel welcome. We are here to help them quickly realize this is a place where they belong and can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, give them opportunities to reach levels they never imagined, and gain new skills and new experiences.

We're here to surround every child with support, guidance, and chances to discover and learn. A chance to try until they succeed. A chance to explore new talents and interests. We are here to foster their curiosity to encourage them to expand their comfort zones in what they do, who they know, and what they believe. To discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment.

We're here to create experiences that immerse them in an atmosphere that inspires and guides them to live healthy lives, help others, work together, and make strong friendships that last a lifetime. Thank you for trusting and sharing your campers with us. We hope you have a safe and enjoyable summer.

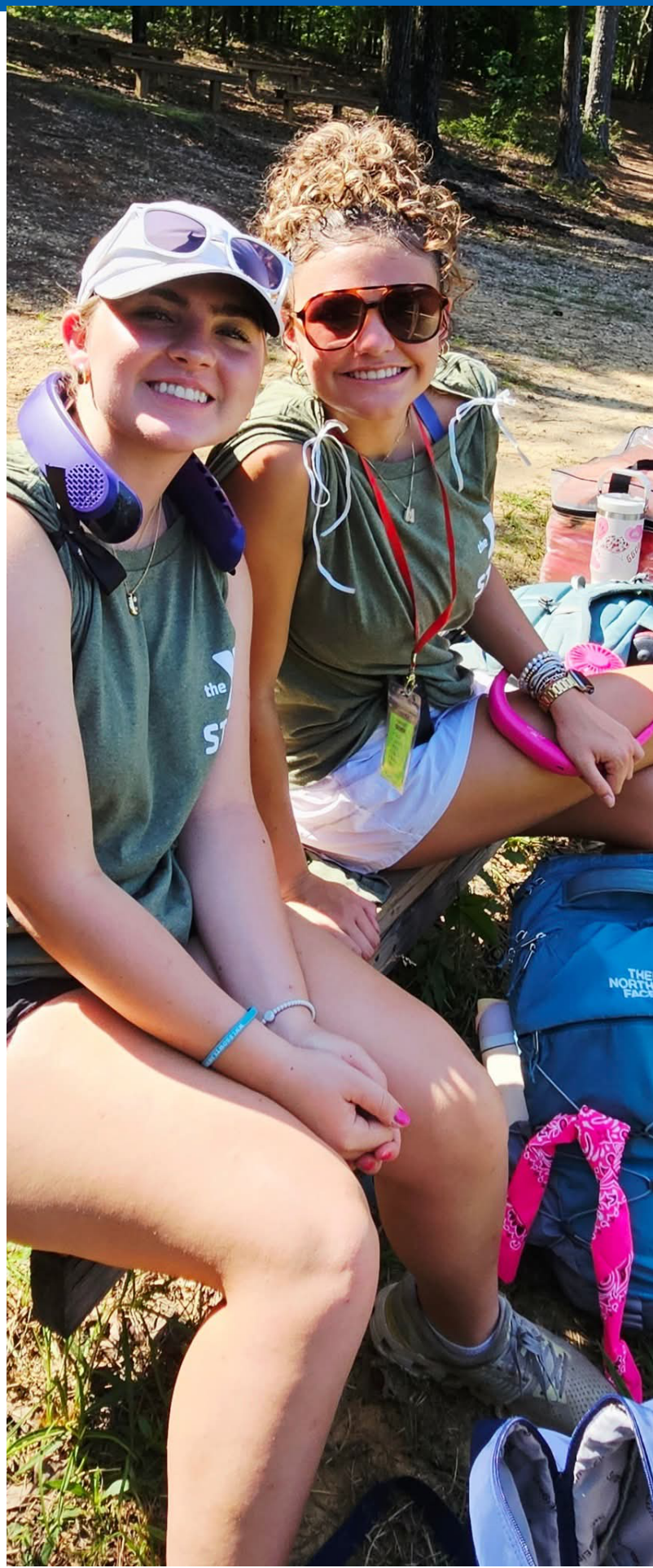
For any questions or concerns, please don't hesitate to reach out to us at the emails or number provided on the front of this packet.

Sincerely,

Your YMCA Camp Staff

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# Staff & Camp Overview



## OUR STAFF

We take a great deal of pride in the quality of our staff. Supervision is provided by Site Supervisors, Group Leaders, and Counselors who work with children in small groups, divided according to age. All staff members participate in a series of comprehensive training sessions with emphasis on the YMCA's core values of Respect, Responsibility, Honesty, and Caring. All staff are CPR, AED, and First Aid Certified through the Red Cross and undergo child abuse prevention trainings upon hire as well as annually.

## OUR PROGRAM

The Prattville YMCA Summer Day Camp program is a Christian, family-centered childcare program. We start each day with a devotion and blessing. All children are present during this time and are expected to be respectful but are not forced to participate.

Summer Camp operates from 7:00am – 6:00pm daily.

No child may be signed in before 7:00am.

## WHO TO CONTACT

Each site has a Site Supervisor, and this is the key person to talk with about your concerns and questions. If you need further assistance, contact the Summer Day Camp Leadership team.

At no time should a parent or guardian approach a Counselor or child to discuss any issues. Bring any issues to the attention of your Site Supervisor for discussion.

## STAFF RELATIONSHIPS

### OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, YMCA employees are not permitted to provide individual transportation for any child or to bring or take a child home. YMCA staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families, or contact families by personal phone, email, social media, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.



# Staff & Camp Overview

## SUPERVISION

Every Summer Day Camp location has a morning and afternoon Site Supervisor that provides direct supervision to the Day Camp staff, children, and facility. The Site Supervisor should be your first point of contact for any issues that your child may have. If you don't feel that the Site Supervisor handled the situation properly, or if your issue is with the Site Supervisor, please contact the Summer Day Camp leadership listed on the front page.

## SPECIAL NEEDS

At the Y, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, and educational environment. At Y camp locations campers participate in highly active games, hikes, and other physical activities. We are unable to meet the needs of a child who requires a greater ratio than one staff to fifteen campers. Camp Able is available for those that require special needs which include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis.

## EQUAL ACCESS

The Prattville YMCA, in keeping with its mission to help all people realize their fullest potential, encourages, and supports the participation of all children in Summer Day Camp. We serve children in groups regardless of gender, race, color, nationality, religion, or ethnicity. Our day camp ratio is one staff to 15 campers. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

## SNACKS AND LUNCH

We serve a morning and afternoon snack and water daily. You must provide a lunch for your child. Please put lunches in a thermal lunchbox with a cold pack. We are not able to provide refrigerated storage for children's lunches.

## FIELD TRIPS AND TRANSPORTATION

Transportation to field trips is provided on either YMCA owned buses or Autauga County School Board buses by licensed CDL drivers. Staff to Child ratios are maintained during bus rides and all activities during the field trip. Once we start loading buses, no child will be allowed to join a group or attend the field trip and no refunds will be given for missed field trips. Parents are not allowed to attend field trips with their child. All children and staff are required to wear their current year camp shirt on the field trip for easy identification. Children must ride to and from the location. No drop offs or pick-ups will be allowed at field trip locations. Exceptions must be cleared by Camp Leadership in advance. If your child is not at camp by the time noted on the "Field Trip Information" page, your child will not be able to be placed in a group.

# What to Bring to Camp

## CAMP DRESS CODE

Please have campers dress appropriately for the weather. Keep in mind that campers are active and may get dirty. Campers must wear tennis shoes to camp. Campers wear their camp shirt on field trip days and bring their swimsuits on swim days. Campers should not wear flip flops except to and from the pool.

## LABEL ALL PERSONAL BELONGINGS

Please ensure that all camper's possessions are labeled, preferably on the tag at the neck or waist with permanent marker. Label sun block & bug spray.

## PERSONAL BELONGINGS

Campers are responsible for their own belongings including backpacks, books, clothing, and other personal items. We do not allow campers to bring their own electronic devices, phones, other special toys, books, or money. If these items are brought, the YMCA staff collect them and return them when the child is picked up at the end of the day. The YMCA is not responsible for lost items. Money is allowed for special treats, such as Kona Ice.

## DANGEROUS ITEMS & CONTROLLED SUBSTANCES NOT ALLOWED AT CAMP

Illegal drugs, controlled substances and alcohol are not permitted on any property where a YMCA program is operated or visits. Every property where the YMCA operates a Summer Day camp site is a tobacco free facility. This includes vapes. Pets or other animals are not allowed and are not to be brought to YMCA programs. No children, staff, parents, or visitors are permitted to bring or possess weapons.

## LOST AND FOUND

Campers are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon as possible if they are labeled with the child's name. The YMCA does not take responsibility or replace any items lost, broken, or misplaced. Unclaimed items are donated to charity at the end of each week.

## SUNSCREEN

All sunscreen must be spray on only. Staff are not allowed to apply lotion sunscreen to children. Please ensure that your child's sunscreen is labeled with their name. It is the parent's/guardian's responsibility to provide sunscreen for their child(ren) daily.



# Communication

We strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, newsletters, and daily informal communication. Anticipate daily communication at drop off or pick up times. We are happy to meet with you. Please contact your Site Supervisor or send a note to schedule a meeting with Summer Day Camp Leadership.

To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn.

## REMIND

Our main form of communication is Remind. You can get Remind messages through text message or app notification (requires app download). To receive messages via text message, text the class code for your site to 81010. To receive messages through the app, tap on "Join a class" in the menu and enter the code for your site.

Site Class Codes:

Daniel Pratt: @dpsummer

Main: @mainsummer

Pine Level: @plsummer

We strongly encourage every parent/guardian to join Remind. We use this as our primary form of communication. If you are not part of Remind, you will miss a lot of information and we will not be responsible for information that was missed if you choose not to join Remind. We will add at least one parent for every child to our Remind classes. If you receive a text message asking you to accept an invitation to join, please accept this invitation.

## IMPORTANT PHONE NUMBERS

Please save your child's Summer Day Camp locations phone number to your phone's contacts. Your Site Supervisors, Group Leaders, and other staff will utilize YMCA provided phones to communicate with you in the event of an emergency with your child or if there are issues during the day.

Daniel Pratt: (334) 799-3044

Main: (334) 361-0394 (landline) or (334)799-3050 (cell)

Pine Level: (334) 799-3051

# Communication

## INCLEMENT WEATHER

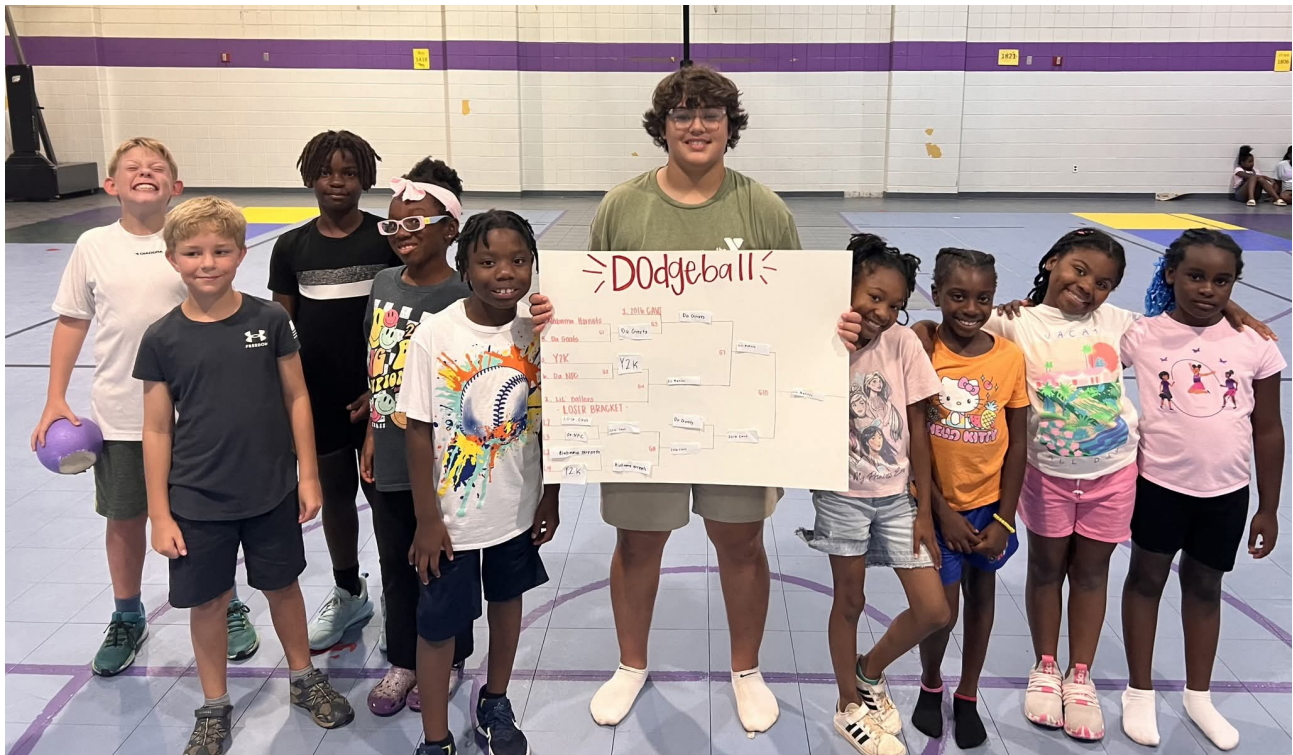
We have your child and family's best interest in mind as it relates to weather. If there is a warning issued before we open, we will not open until the warning has been lifted. Should a warning or alert sound after our doors open, we will take the children to their safe area. We will not be able to sign in or release during an active warning that causes our staff and children to seek shelter. If you choose to leave with your child during a warning anyway, the YMCA will be released from liability.

Watch for announcements on WSFA, the Prattville YMCA Facebook page, Prattville YMCA Childcare Facebook page, the YMCA constant contact e-mails, Remind notifications, and our website ([www.prattvilleymca.org](http://www.prattvilleymca.org)).

If inclement weather has caused damage or road closures, YMCA leadership will evaluate the situation and make determinations on if it is safe to open. Any changes to opening times, or if a closure is deemed necessary, will be communicated via Remind and Facebook.

## EMERGENCY ACTION PROCEDURES

In the event of an emergency, we will follow assigned emergency action plans that are specific to each location. We will send a Remind message out to the site affected by the emergency with what the emergency is, what steps have been taken, and what happens next (if applicable). Please note that in the event of an evacuation we will not release any children until everyone is accounted for in our safe locations.





# Drop off & Pick Up

## DROP OFF & PICK UP INFORMATION

We utilize a “drive through” style drop off and pick up for Daniel Pratt and Main. Our staff will be outside to greet you during drop off and pick up times and to help get your child out of the car. We ask that parents do not exit their vehicles to help keep our carline moving. At Pine Level, drop off and pick up is located inside the lunchroom. You will be required to walk your child into Pine Level every day. At Daniel Pratt and Main: If the Site Supervisor or a member of the Camp Leadership needs to speak with you, they will ask you to pull up to keep the line moving. If you need to speak to the Site Supervisor or Camp Leadership, if they are present at the site, please let the staff member know and they will have them come to your vehicle. At Pine Level, there will be a staff member available to speak to you if needed during drop off and pick up. We are not responsible for your child(ren) unless they are signed in.

## WHO IS AUTHORIZED TO PICK UP MY CHILD?

Only persons listed as guardian or authorized pick-up list are allowed to sign a child out, provided they have proper picture I.D. The staff will question those with whom they are unfamiliar with by checking picture ID. In an emergency, the parent must contact the Site Supervisor that someone else will be picking up the child. You **MUST** provide your child’s PIN number if calling to make pickup changes over the phone.

Divorced parents must provide court documentation showing custody. If documentation shows joint custody, both parents have the right to list who can pick up the child on their days unless it states otherwise in the court documents. If a parent has full custody, the parent who has full custody must approve all persons on the pick-up list unless it states in the court documents otherwise. We must have court order forms on file in the Childcare Office. The YMCA cannot deny access to a child by either parent without legal documentation.

## WHERE DO I PICK UP MY CHILD?

Main – You will pick up your child at the Day Camp Building downtown. This is the third building located below the Fitness Center. If there is bad weather coming in and warnings are expected, and we have time, we will transport your children to the Don M. Smith Branch and go to our safe place until you can plan to pick your child up.

Daniel Pratt – You will pick up your child from the gym end of the school. You enter from Sheila Blvd. onto Jay Street and follow this road around to the gym. You can also enter off McQueen Smith Rd. where they are building the new school. If there is bad weather coming in and warnings are expected, we will go to our safe place in the school until you can plan to pick your child up.

Pine Level Summer Camp – This site meets in the Pine Level lunchroom. Use the 3rd drive and follow the road behind the school to the lunchroom. **DO NOT** enter through the front of the school. If there is bad weather coming in and warnings are expected, we will go to our safe place in the school until you can plan to pick your child up.

## LATE PICK UP

All children must be picked up by 6:00pm. If you are LATE in picking up your child, you will be charged \$10.00 per child for the first ten minutes (6:01-6:10) and an additional \$2.00 per minute per child after 6:10, which will be drafted following day. If we have not contacted anyone on the pick-up list by 6:30 PM, then we will contact local law enforcement and will sign your child(ren) out to them. **NOTE: Repeated late pickups may result in your child(ren) being removed from our program.**

# Financial Information

The Prattville YMCA requires all deposits, registration, lunch, field trip, and weekly fees to be paid by either EFT or Credit/Debit card draft.

## WEEKLY FEES

Parents pay camp fees of reserved weeks regardless of attendance or absences. Parents have the responsibility to ensure that funds are available for selected payment method. Parents DO NOT receive an invoice for payments due. Weekly fees are eligible for childcare tax credit. Our federal childcare tax ID # is provided on each receipt and the year-end tax statement provided in your online account with the Prattville YMCA.

## RETURNED DRAFTS

You will be notified by the YMCA if your draft is returned. You will be charged a \$40.00 service charge for all returned drafts. You must contact Kerry Jones to take care of this immediately. If the returned payment is not resolved within 2 weeks of notification, your child will not be allowed to return to Summer Day Camp.

## REFUNDS & CANCELLATIONS

Once fees are drafted no refund will be issued. If you wish to cancel a week of camp, a written notice must be submitted at least one week in advance of the Friday draft date. Cancellations can be emailed to [kjones2@prattvilleymca.org](mailto:kjones2@prattvilleymca.org) or you can fill out a cancellation form at your site. Please be sure to indicate the week(s) that you wish to cancel. Please note that registration fees, deposits, and field trips are paid in advance and are non-refundable, even in the event of a cancellation.

## ABSENCES

The YMCA does not deduct missed days from your fee. Your fee pays for direct operational costs, such as staffing, snacks, crafts, and program supplies. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he or she attends or not.

If your child has a doctor's excuse and is absent for 3 or more days, we will apply a half weeks credit for the next week your child attends, or a system credit will be applied to your YMCA account to use for future programs if your child is not registered for any further weeks of camp.

## FINANCIAL ASSISTANCE

Parents can apply for financial assistance to help offset the cost of Summer Day Camp. Financial Assistance is provided through the generous support of our Coach-A-Child fund donors. Financial Assistance applications can be completed online at the Prattville YMCA website or can be obtained from the Member Services Desk of the Bradford Branch on McQueen Smith Road. If approved, the registration fee will be reduced by half and weekly fees reduced by a percentage based on income and household size. Deposits and half of the registration fee will be due at the time of registration.

Deposits and field trip fees are not eligible for financial assistance.



# Sick Child & Medication

The YMCA cannot accept children for camp when they are ill. Staff observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for his or her care. If your child develops these symptoms after drop-off, parents are contacted and expected to pick-up their child.

We separate your child from other children until you can pick them up if they are experiencing the following:

- ▮ Too tired or sick to participate in daily activities
- ▮ Fever of 100.4°F or higher
- ▮ Vomiting on 2 or more occasions within the past 24 hours
- ▮ Draining Rashes, Eye Discharge or Pink Eye, Diarrhea
- ▮ Lice or Nits- If your child had lice or nits, he/she must be free of lice and nits to be able to return to the camp.

The Y notifies other parents of communicable diseases so they can take appropriate action to protect their families. If your child becomes ill, you will be called and asked to come pick your child up in a timely manner. If you do not pick your child up after one hour from being contacted, you will be charged an additional fee of \$2 per minute after the first hour after contact is made.

## MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he or she is in our care, please give the medication directly to a staff member when you sign in your child. Parents need to complete the “Medication Authorization Form” obtained from the Site Supervisor. The written parental consent is required for our staff to administer any medication. Medications will be stored out of reach to children. We will maintain a record of administration on the authorization form. The Site Supervisor or Designee will be responsible for administering the medication per the instruction of a doctor. Any changes in dosage will need to be done in writing from the prescribing doctor.

### All prescription and over the counter medications:

- ▮ Must be in its original container and properly labeled to identify the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- ▮ Must include your child's full name, date prescription was filled, medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label.
- ▮ Will be returned at the end of each week.

We are unable to administer over the counter medication, including ear drops, without written instructions from your child's doctor.

## MEDICAL EMERGENCIES

In the case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid, CPR, and AED usage as needed, and notify you as quickly as possible. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and stay with him or her until you arrive. All staff are trained in the usage of our AEDs.

For minor injuries our staff is trained in First Aid. We administer first aid as needed. A written report will be available within 24 hours of the incident, explaining what happened and how the situation was treated. Incident reports are completed for our records.

# Behavior at Camp

## BEHAVIOR ISSUES AT CAMP

The goal of Summer Day Camp is to provide a healthy, safe, and secure environment for its campers. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

### ▶ BEHAVIOR GUIDELINES

- ® Campers are **Responsible** for their actions.
- ® Campers must **Respect** each other and the environment.
- ® **Honesty** will be the basis for all relationships and interactions.
- ® Campers will **Care** for themselves and those around them.

### ▶ THE PROCESS

- ® In cases of negative or inappropriate behavior, the following process will be employed.
  1. Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior.
  2. Removal from the Specific Activity: When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary.
  3. Child/Leadership Conference: When the staff is not successful in correcting behavior, the Camp Leadership will be consulted and may decide on longer or stricter consequences if necessary.
  4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences.

### ▶ WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA Summer Day Camp rules, and a discussion will take place.
3. If the behavior continues, a parent will be notified of the problem. The parent will be told what the behavior problem is, what provoked the problem, and the corrective action that was taken.
4. If the behavior persists, staff will schedule a conference that includes the parent, child, staff, and Day Camp Leadership.
5. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to immediately pick up the child.
6. If the problem persists and the child continues to disrupt the YMCA Summer Day Camp Program, the YMCA reserves the right to suspend or expel the child from the program.

# Behavior at Camp

## ZERO-TOLERANCE POLICY

The Prattville YMCA has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from camp for the remainder of the day, and additional days as deemed necessary by Camp Leadership. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- ▷ Any kind of physical assault, such as hitting, kicking, pushing, or biting
- ▷ Endangering the health and safety of children and/or staff, members, and volunteers
- ▷ Inappropriate touching of other campers or sexual misconduct
- ▷ Theft, damaging, or destruction of YMCA or personal property
- ▷ Leaving the YMCA Summer Day Camp Program without permission
- ▷ Using profanity, vulgarity, or obscenity frequently
- ▷ Acts or threats of physical harm, mental harm, or bullying
- ▷ Possession of tobacco, alcohol, drugs, knives, firecrackers, firearms, or explosives

No refunds will be given for children who are removed from camp for behavior issues.

## BEHAVIOR REPORTS

When a behavior that falls outside of the YMCA values and behavior guidelines, the Prattville YMCA Summer Day Camp utilizes a “Behavior Report”. This is written documentation of the behavior that occurred, what corrective action was taken place, and, if necessary, if a suspension from the program was issued.

Upon three (3) behavior reports, the child will be suspended from the program for 1 – 5 days, depending on the infractions. Upon return to the program, a subsequent infraction will result in an immediate five (5) day suspension. If after return to the program another infraction occurs, the child will be expelled from the program. Suspensions and expulsions are handled on a case-by-case basis, based on the severity of the infraction(s), and are at the sole excretion of Summer Day Camp Leadership.



# Field Trip Information

The last day to register for field trips is May 15<sup>th</sup>!

\*\*The field trips days will be different this year from years past. Please make sure you pay attention to the dates!

**Unless otherwise stated under the specific field trip, all campers should be at camp no later than 7:30 to ensure they are placed in a group.**

**Montgomery Zoo** | \$25 | All sites June 3<sup>rd</sup>

Arrive by 7:30. We will return by 1:00pm. WILL NOT INCLUDE LUNCH! We will eat lunch when we return. Train ride is included. Field trip shirt will be provided on this day.

**Newtopia Fun Park** | \$20 | Pine Level June 9<sup>th</sup> | Daniel Pratt: June 10<sup>th</sup> | Main June 11<sup>th</sup>

Arrive by 8. LUNCH NOT INCLUDED! We will eat lunch when we return. **MUST WEAR SOCKS!**

**Bama Lanes Prattville** | \$20 | Daniel Pratt: June 17<sup>th</sup> | Pine Level/Main: June 19<sup>th</sup> |

Arrive by 8:00 AM. We will be bowling 2 games. A hamburger lunch is included. **Must wear socks and sneakers (shoes that have a black or dark sole will not be allowed).**

**Camp Tukabatchee** | \$35 | Pine Level: June 23<sup>rd</sup> | Daniel Pratt: June 24<sup>th</sup> | Main: June 25<sup>th</sup>

Will return by 4pm. Lunch is provided for everyone! **Wear your swimsuit with your 2026 field trip shirt, swim shoes (or flip flops/sandals/Chacos), and a towel.** Apply sunscreen at home.

**Launch** | \$30 | Pine Level: July 7<sup>th</sup> | Daniel Pratt: July 8<sup>th</sup> | Main: July 9<sup>th</sup>

**Wear Launch socks if you have them.** We will provide them if you don't. LUNCH NOT INCLUDED! We will eat when we return. We will jump for 2 hours. Will return by 1.

**McWane Center** | \$35 | All sites July 15

Arrive at camp by 6:45. We will load the buses at 7:15. LUNCH IS INCLUDED. We will return by 5:30

**2026 FIELD TRIP SHIRT MUST BE WORN ON ALL FIELD TRIPS OR YOUR CHILD WILL NOT BE ABLE TO ATTEND.**

**\*\*\*Please note that there will not be a field trip the week of June 29<sup>th</sup>**