

## **ALL CAMPS POLICIES & PROCEDURES**

### **Transfer Policy: There is an opportunity to transfer camps if:**

- Transfer is done prior to the camp start date
- The camp you are transferring to must have open enrollment
- \$30 transfer fee will be assessed per child
- If transferring from General Camp to Specialty Camp, \$30 transfer fee assessed, as well as the additional cost of camp
- If transferring to a less expensive camp, there is still a \$30 transfer fee, and no refunds will be given

### **Late Pick Up Fees:**

- \$40 late pick up fee: Camps are over at 12:00, 12:30, or 3:00 depending on the camp enrolled. If you are past 10 minutes later than scheduled pick-up time, there will automatically be a \$40 late pick up fee assessed.
- \$25 late pick up fee for extended care: If you are past 5:35, there will be an automatic \$25 late pick up fee assessed.
- You may not drop off before 7:30am if enrolled in extended care.
- You may not drop off before your scheduled camp time if not enrolled in extended care
- Extended Care is a down time where campers can play with electronics, color, or draw, play board games, or other activities. We may go out on the equipment from time to time, but generally we will be in the lobby at tables or on the gymnastics floor playing games during this time.

### **Extended Care 7:30am - 5:30pm**

- No refunds, credits, or transfers on extended care for any reason.
- Single Day Extended Care: \$22.00 flat fee  
Weekly Extended Care: \$78/\$68 short week
- Extended Care Snack will be at 3:30pm. We will provide goldfish, pretzels, or animal crackers. If you have any food allergy to any of these products, you need to bring your own snack or purchase a different snack at the snack counter with cash or a snack card.

### **Drop off procedure for ALL Camps (except soccer camp):**

- Parents Park, get out of the car, and go to the table that matches your last name.
- Camp coaches will be at tables checking off rolls & giving wrists bands. After they have checked in & gave wrists bands, they go inside to the "sorters" in the vestibule & lobby.
- The sorters in the vestibule & lobby will tell them where to put their belongings and direct them to sit on the floor in front of their color. They should not be waiting in the lobby here.
- DROP OFF FOR SOCCER CAMP IS IN FRONT OF THE GLASS DOORS AT THE BRICK FRONT BUILDING (GYM A)

### **Pick Up Procedures: Pull up to the car line, like school. YOU MUST HAVE YOUR CAR TAG TO PICK UP**

- All non-aftercare campers are sitting in the gym with their belongings ready to go
- Coaches outside are radioing into the coaches inside to call kids out to the cars
- Transporter coaches get campers to the vestibule & out the door to the camp coach outside
- IF YOU DO NOT HAVE YOUR CAR TAG, YOU WILL BE DIRECTED TO PARK AND WAIT FOR THE CARLINE TO FINISH BEFORE YOU MAY COME IN TO PICK UP YOUR CHILD
- WE WILL ASK FOR YOUR ID TO MATCH TO YOUR PARENT PORTAL
- YOU MUST ADD ANY PICK UP PERSON AS A GUARDIAN IN YOUR PARENT PORTAL
- The kids left at 3:10p, will be assessed the \$40 late fee, and grouped with the aftercare kids
- **AFTER CARE PICK UP:** walk in & head to the front desk, with your car tag to pick up your child. If you do not have your car tag, you will be asked to show your id that must match the name in your parent portal or listed on your authorized pick up in your parent portal.
- **YOU MAY NOT PICK UP EARLY AFTER 2:30, YOU MUST ENTER THE CARLINE**

## **Food**

- Bring your own lunch, drinks.
- You can purchase snack & drink punch cards through your parent portal for \$10 or \$20. You can send cash however, we are not responsible if it is lost, given away or used all at one time.
- Punch cards are best if you are sending money for the week.
- We will not monitor what they buy or set limits per day.
- We will not hold on to your campers cash. Each camper must be responsible for their own belonging and cash for snacks.
- No refunds, transfers or credits will be given for snack cards.
- We do not have a place to refrigerate or heat up food.
- On Fridays we will have pizza and a drink for \$10 per child. You must sign up for pizza through your parent portal.
- Pizza must be signed up & paid for by 6:00pm Thursday night.
- No refunds, credits or transfers on pizza for any reason once it is paid.
- If you are enrolled in Extended Care, snack will be at 3:30pm. We will provide gold fish, pretzels, or animal crackers. If you have any food allergy to any of these products, you need to bring your own snack.

## **Lunch Process**

- Lunch is from 11:00am- 1:00pm: we will go in 30 minute groups to your assigned lunch time
- Coaches will ask if anyone has allergies and sit kids in a separate area, if needed. Please have your child pay attention to their coaches at lunch time during this process if they have an allergy needing special attention
- After sitting down, the coaches will ask for anyone with a punch card or cash to come up and make 2 lines.
- We are not able to heat up food or keep lunches in a fridge
- Label all personal items
- On Fridays: Those that are on the Pizza roll will be called out.
  - If any child says they are supposed to have pizza, we will check your account then ask the child if they have lunch. IF they do not have a lunch and, we will call you before giving them pizza and charging your card.
  - In the event we do not have extra pizza, we will call you to bring lunch to your child.

## **Behavior**

Our staff will make the rules very clear each morning to all campers. The gym is a very fun place, but it can also be dangerous when rules are not followed. We will take the following action when rules are broken:

- 1<sup>st</sup> warning: Time Out in Lobby
- 2<sup>nd</sup> warning: Time Out in Lobby (longer time)
- No more warnings:
  - Parents are called for a discussion.
  - Parents are called to pick up immediately.
  - If the problem persists, your child will not be allowed back to camp for that week & no refunds will be given.
  - If the problem persists past that week of camp, we will communicate with the parent about further enrollment for the summer.
  - Depending on the severity of the rule violation, we may jump straight to calling the parent.

All campers must be able to use the bathroom completely unassisted. If accidents happen, the parent will be called immediately to bring and assist in change of clothes. Child must sit out in the lobby until the parent arrives. They cannot be out on the equipment with wet or soiled clothes.

## **Special Needs:**

- If your child has any special needs, please call Lisa at 931-581-6149 or email her at [Carleigh@summitsportscenter.com](mailto:Carleigh@summitsportscenter.com) to discuss if this camp will be a good fit.