



### **Camp Contact Info**

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### **Wake Forest Innovation Quarter**

## **CAMP POLICIES & PROCEDURES**

### **Camp Structure**

SciTech Summer Camp is comprised of two week long sessions. While each session has its own theme, the summer camp follows a similar structure each week in order to provide a consistent experience for each camper regardless of the week they attend. Some activities will occur in multiple sessions but may have a unique adaptation to fit the theme of a particular week. Each week will have a mix of activities to provide a variety of exciting experiences for the campers.

### **Camper Eligibility**

The SciTech Summer Camp is available to, and designed for, children in current 4<sup>th</sup> – 7<sup>th</sup> grades. In general, the campers will be separated by grade for the majority of the camp activities, but some activities do require bringing the campers together. If this is the case campers may also be grouped primarily according to age, but physical, emotional, and social maturity may also be considered when grouping campers. Campers will be grouped as deemed appropriate by the Program Leader and Camp Director.

There is a Leaders In Training (L.I.T.) program available for youth in grades 10<sup>th</sup> – 12<sup>th</sup>. The L.I.T. program is intended for those past campers who have aged out of camp but wish to still be a part of SciTech Summer Camp. The L.I.T.s are directly involved with the daily activities of camp and will learn leadership skills and responsibility by helping the counselors and camp staff throughout the summer. The L.I.T.s are typically not in direct contact with program participants without the direction and supervision of a group leader.

### **Registration Policies**

Parents may enroll their child(ren) from the beginning of registration (typically in March) until the deadline (typically Mid May), or until all sessions are filled. Reservations are accepted on a first-come first-serve basis with a payment required (per child), to secure a space for their child(ren) in camp. All enrollments are on a first-come first-serve basis until maximum enrollment is met.

It is requested that all required forms be submitted at the time during the registration period. Payment is due at registration. Registration received without payment is automatically waitlisted. Registration is not accepted until payment is made. Registration and payments received (before the deadline and before full enrollment) will receive an acceptance email typically within 72 hours. A final confirmation must be made by the registration deadline.

### **Payment Policies**

Full payments for reserved spaces are due at the time of registration. Registration confirmation is not made until we have a completed registration and payment on file. Payments toward registration can be made until the registration deadline or enrollment is full. Payments made after June 1 will be subject to a \$10 late fee making total fees owed \$20.00.

## Enrollment & Fees (Fees are for two-week session)

<b>Regular Camp Registration</b>	\$10.00
<b>Late Registration and Payment</b>	\$20.00
<b>Late Pick-up Fee</b>	\$1.00 per minute

### Daily Camp Times

Each session will run from 9:00 am through 5:00 pm, Monday through Friday. Advanced notification will be sent home for the occasional days that require late pick-up times.

### Check-in/Check-out

Each child's safety is the top priority for the SciTech Summer Camp; therefore, policies that have been established are not subject to change unless the Camp Director has made prior arrangements with the parent or guardian of the child.

It is important to our camp's success that campers are here no earlier than 8:15am and no later than 8:45am daily. Our activity sessions cannot begin until we have all staff and campers present. Staff are unable to join late participants with their group once buses have left for the day. In addition, many off-site activities begin at 9:00am, therefore, buses often leave after participants have arrived. Participants that arrive after 8:45pm will not be allowed to stay for the day's activities. Consequently, early pick-up can only be made between 3:15-3:45pm. We ask that parents/guardians understand that early pick-up means that the participants are pulled from activities and not allowed to travel with his/her group as well as staff are pulled to supervise participants waiting for parents. All early pickups must be submitted on the required form at least 24 hours in advance. If the required pick-up times are inconvenient, parents/guardians should consider allowing the participant to join us on the following day.

### Late Pick Up

A late pick-up fee will be assessed to parents who do not pick their child up by the designated time. The fees for late pickup are as follows: \$1 per minute after 5:30pm. All fees are due and payable at the time the child is picked up. Parents must drop their children off at the designated areas and check their child into camp. Any authorized person that picks up the child must be on the camper enrollment form; otherwise the camper may not be released to the individual.

### Daily Camper Supplies

Each day, the child should bring the following items to camp (please label all items sent to camp with your child's full first and last name):

- Swimsuit & Towel (for swim days)
- Water bottle
- Prescribed medication in original packing
- Non-refrigerated lunch (if not eating camp lunch)
- Closed toed shoes
- String Backpacks(to store items not being used)

The camp staff requests that you do not send any toys, electronics (i.e. ipods, tablets, etc.) or additional money with your child when they come to camp. Toys from home may tend to provide an unnecessary distraction for the other campers when the staff is trying to implement activity. In addition, we do not want a child to misplace or lose these belongings. Cell phones are permitted, however they can only be used during designated times. The camp will not be held responsible for lost or stolen items. Parents and/or guardians will be notified should the child need to bring other items to camp.

Parents are strongly encouraged to help the child pack for camp daily to ensure that inappropriate items are **not** brought to camp. All items should be clearly labeled with full first and last name.

### Camper Illness/Accidents

While all SciTech staff are trained in CPR/First Aid, there will be no medical staff regularly on site. In the event the camper becomes ill or has an accident, the Program Leader and/or Camp Director will notify the parent or guardian. Due to the large concentration of children, there are circumstances when the Program Leader and/or Camp Director will ask that children do not attend or must be

picked up early from camp. These instances will include, but are not limited to; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who has thrown up, or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid and provide the parent/guardian with a copy of the accident/injury report form.

### **Camper Emergencies**

For camper emergencies, the Camp Director or Program Leader (in the absence of the Camp Director) will notify the parent or guardian of the situation. If the parent/guardian is unavailable, or cannot be reached, the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child's Health History Form. If the parent or guardian is still unable to be reached, the camp staff will notify the authorized emergency contact.

If the parent or guardian has an emergency and needs to contact their child or camp staff member, the parent/guardian should call the SciTech Office at (336) 750-8698.

### **Camper Safety**

In the best interests of safety, all campers will be under supervision of the camp staff at all times during camp activity. SciTech Summer Camp maintains a 15:1 camper to staff ratio to provide optimal supervision throughout the program.

### **Parental Concerns**

If the parent/guardian has a concern, suggestion, or complaint, please complete a Parent concern form and submit it to a Tier Leader or Assistant Director. The form will be given to the Camp Director and will be addressed as soon as possible.

### **Hold Harmless (Liability) Agreement**

The parent/guardian will be responsible for signing a Hold Harmless (Liability) Agreement for each child that they enroll in camp. This form notifies the parent of the hazards and inherent risks of participating in a summer day camp. The form also notifies parents that the SciTech Summer Camp does not provide insurance for the campers. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

### **Camper Discipline**

There will be times during camp when it becomes necessary to administer discipline to a camper. The methods of discipline used by this camp are to:

- a. Speak individually with the camper,
- b. Remove the camper from the activity for a short period of time,
- c. Time-Out, and/or
- d. Have the Program Leader speak with the camper, and/or
- e. Have the Camp Director call parents to come pick up the participant/expulsion

If the child meets with either the Camp Director or Program Leader, a Discipline Report will be filed and must be signed by the parent at the end of the day. If any child accrues two Discipline Reports in the same week of SciTech, the participant will be dismissed from the camp. Camp success is dependent upon the cooperation of both participants and staff. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. If a child is sent home early from camp there will be no refund of enrollment fees for the camper. This camp will be a community of many people working together. If a child threatens the safety or wellbeing of other campers, the child will not be allowed to return to the SciTech program.

### **Camper Medication**

If a camper is required to take any form of medication during the day, prescribed or not, it should be noted on the Health History form. The parent /guardian is required to submit the Camper Medication Form prior to any medication being given to a camper. The medication must be provided by the parent/guardian of the camper and should be given to the Camp Director in the original, clearly labeled container with exact directions for administration. When administering medication, the directions on the Health History Form and Camper Medication Form should be followed. If these directions conflict with those on the medicine container, the parent should clearly identify this on the Health History and Camper Medication Form.

Participants with Severe Allergies or Asthma will be required to complete a Severe Allergy form with instructions on how to dispense medicine in case of an emergency. This form must be submitted at the Parent Meeting. Asthma inhalers and injectable medication must be provided by the parent/guardian. For safety reasons, campers may not maintain possession of injectable or pill medication while in camp; the Tier counselor will maintain possession and assume responsibility for the medication. Camper medication will be under the direct supervision of the child's counselor until the need arises. The camper will self-administer any inhalers and injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Camp Director. Only the camp staff, Program Leader, or Camp Director may administer all other medication. Campers are not allowed to share any medication with other campers, whether prescription or over-the-counter. Tier leaders will have a copy of each child's medical needs as noted in the Health History Form. Children will apply their own lotion before proceeding outside. If the child is using spray on sun block, then the counselor may assist the camper with application of the product. However, the Tier Leader will not be held responsible for missed application