

ST. PHILIP NERI
Summer
CampTastic!




LIVE THE ADVENTURE

Dear Parents,

Welcome to Saint Philip Neri's CampTastic!!

The following pages contain a list of rules and regulations which have been established to insure your camper's stay at CampTastic is a safe and happy one.

Please take a few minutes and review this handbook with your camper(s). If you have any questions, comments or concerns, please call or email Christine Grote (421-9392, cgrote@stphilipneri.org).

We look forward to a fun, safe summer!!!!!!!

General Rules:

- Camp hours are from 9:00a.m. until 3:00p.m., Monday through Friday.
- All campers must report to the Parishioner Center immediately after arrival at camp in the morning. Please do not go into any classroom without a counselor.
- If campers arrive at camp after 9:00a.m., a parent must check the child in with camp staff in the Parishioner Center.
- Bikers must walk their bikes on school grounds and are responsible for locking them up appropriately. Saint Philip Neri will not be responsible for damaged or stolen bikes.
- Campers are not allowed to touch any television sets, VCRs, computers, fans, shades, thermostats, blinds or bookcases in any of the classrooms. Any willful destruction or damage to school property will result in dismissal from the camp without a refund of any tuition and the parents must pay for the damages.
- Please do not allow your child(ren) to bring toys, trading cards, tapes, electronic equipment, CDS and CD players, etc from home. Saint Philip Neri will not be responsible for any lost or damaged items brought from home.
- Lost and found is located in the Parishioner Center.
- All medication is kept and dispensed in the school office. Parents must fill out a request to administer medication form and have it signed by their doctor. This form must be returned to the camp office with instructions as to proper dosages. All medications, both prescription and over-the-counter require an accompanying medication form. This form can be found at www.stphilipneri.org.
- If you need to pick up your child(ren) early from camp, please write a note and give it to camp administration. Campers must be dismissed from the Parishioner Center.

Tuition:

- Weekly tuition payments must be received by 3:00p.m. on the Monday of the week the child will be attending camp. A \$20 late fee will be assessed for payments not received by 3:00p.m. on Monday. If the tuition payment is not made on Monday, the child(ren) will not be allowed back on campus until the tuition is paid. Payments can be made via cash, check, Visa or MasterCard. Automatic drafts using debit/credit cards may be arranged through Christine Grote in the office.
- There will be a \$30 charge for any NSF check. In the event of a NSF check, a cash payment must be made to replace the check and pay the fee. In addition, all future payments will have to be made via cash or credit card (Visa or MasterCard only).
- There will be no refunds of tuition, registration fees, apparel, or pre-paid lunch.

--All accounts, including after care, must be current in order for a camper to continue attending camp.

--Tuition is not refundable when a camper is expelled from camp due to continuing behavior problems.

--Weekly rates are Monday through Friday only.

Before Camp Child Care:

--Before camp child care begins at 7:00a.m. and is located in the Parishioner Center. There is not charge for this service.

--Breakfast may be purchased or brought from home. Breakfast will not be sold after 8:30am. This ensures the camper has enough time to finish eating before camp activities begin.

After Camp Child Care:

--After camp care is available from 3:30p.m. until 6:00p.m. at a rate of \$7 per day.

--After 6:00p.m., there will be an additional charge of \$2 per minute per child.

--Snacks may be purchased from the after care staff using the prepaid food account or brought from home.

--You will be invoiced for after care services on the last day of the week. Payment can be made by calling or emailing Christine Grote (421-9392 or cgrote@stphilipneri.org).

Dismissal:

--Christine Grote, in the camp office, must be notified by a parent if someone other than the parent will be picking up your child(ren). The person picking up the child must have proper identification. Parents may receive a phone call to verify.

--Campers will be brought to the Parishioner Center for dismissal. Beginning at 3:00p.m., camp staff will open doors at the Parishioner Center and parents will be asked to enter with their identifying placard. When picking up your camper, please be sure camp staff acknowledges the dismissal. As a courtesy to you, if you are detained and cannot pick up your child(ren) by 3:30p.m., he/she will be taken to after care. You are then responsible for any charges.

Schedules:

--As a courtesy to parents, a schedule will be emailed to you each week. Please read it carefully so that your camper can bring the proper equipment, ie, bathing suit, towels, etc.

--All off campus field trips are listed on each weekly schedule. If you do not want your child to leave the camp for an event, please notify the camp office via note. Please be aware that times listed on the schedules do not include travel times. Example: Your camper is scheduled to play a game from 9:15 until 10:00 (which is period 1). He is scheduled to have a swim lesson from 10:00 until 10:45 (which is period 2). He will not play the game scheduled for period 1 for the entire 45 minute period. He will have to leave to get on the bus and travel to the pool in order to arrive there by 10:00. Therefore, the activity prior to leaving campus may be only 20 minutes in length and the activity scheduled after the off campus trip may be shorter than the scheduled 45 minutes.

--Three and four year old campers will follow a schedule of on-campus activities only. They will never leave campus for activities.

-- Please be aware that activities may be cancelled or changed without notice.

Swimming and Field Trips:

--Campers are not allowed to bring money on field trips nor are they allowed to play video games at skating rinks, etc.

--From time to time, campers entering kindergarten and older may go off campus for swimming. Saint Philip Neri offers life-guard supervised, structured pool games for all campers who are able to swim. Campers who are not able to swim will participate in a structured swim skills program.

Conduct:

--All campers are expected to obey all camp rules. CampTastic staff reserves the right to move campers to different groups due to discipline issues.

--Bad language, hitting, biting, stealing, destruction of property and vandalism are serious infractions and will not be tolerated. These infractions may result in the camper being suspended or expelled from camp without any refund of funds previously paid.

--All campers must follow their counselor's instructions, stay with their groups at all times, including field trips and swimming lessons.

--Office staff will notify parents of continuing behavior problems and may request a conference with parents.

--Any damage done to school property or to property belonging to another camper will result in the parents paying for repairs or a replacement. CampTastic will not be responsible.

Group Behavior and Rules:

--In addition to the previously mentioned general rules, campers should:

Always follow counselor's directions
Store all personal belongings in designated spaces
Not sit on top of desks or tables
Be kind, share and take turns
Never throw objects

Discipline Plan and Consequences:

--Verbal warning and/or conference with counselor

--Time out

--Not allowed to participate on specific field trip

--Conference with camp staff and parent and/or suspension from camp without any refund issued

--Expulsion from camp without any refund issued

Insurance:

--All campers are insured in the event of an injury during camp. Saint Philip Neri's accident insurance will serve as the secondary insurance. Parents must first file with their insurance, then with Saint Philip Neri's insurance. Please check with Christine Grote in the camp office if a claim needs to be made.

Clothing:

--**CampTastic shirts must be worn every day!!!** There is no exception to this rule unless a day is noted on your schedule as a costume day, etc. If a camper comes to camp without the proper t-shirt, the camper must purchase a shirt in order to remain in camp that day. The parent also has the option to bring a proper shirt to camp.

--Please label all shirts, shorts, shoes, towels, and lunch kits.

--Camp T-shirts may be purchased at any time.

--For safety purposes, campers must wear tennis shoes to camp. Campers may NOT wear flip-flops, crocs, or sandals to camp.

Lunch:

--Campers may bring their lunch or set up a pre-paid food account. Campers will not be allowed to pay cash for breakfast, lunch, or snack items purchased at camp. Campers will only be allowed to purchase food and drinks at camp if they have money available in their pre-paid account. A minimum of \$5 is required to open a pre-paid account.

--For safety reasons, do not bring glass bottled drinks. Box and canned drinks as well as thermos containers are acceptable.

--Campers must dispose of their trash properly.

--If a camper forgets his lunch or has no money left in his pre-paid account, the camp office will issue a lunch ticket which must be repaid the following day. This privilege should not be abused.

--Please note that there will be no refunds of pre-paid accounts.

Please sign, date and return this page indicating you have received a copy of the CampTastic handbook.

Thank you.

Parent's Name

Date

Camper's Name