

St. Stephen's Episcopal School Summer Camp Policies and Procedures

Please read carefully the information outlined below. If you have any questions regarding our policies or procedures, please ask us during the enrollment process. Please sign and return the last page of this form.

1. **CAMP HOURS:** Camp opens at 7:30 AM and closes at 5:30 PM. Any child still at camp after 5:30 PM (according to the camp clock) will be charged a \$1.00 per minute late fee. The formal camp day is from 9:00 AM-4:00 PM.
2. **DROP OFF AND PICK UP:** All campers must be accompanied into and out of the building each day by a legal adult (age 18 and over) who will sign the child in and out. Failure to do so can result in dismissal from the program. We ask that you notify the staff if anyone other than a parent or legal guardian is picking your child up after camp. We must ask for ID, so please let friends and relatives know that they must bring their ID into the building when they sign your child out.
3. **CAMP FEES:** The cost of SSES Summer Camp varies based upon your child's enrollment at St. Stephen's Episcopal School for the 2017-18 school year:
 - a. There is a \$45 non-refundable registration fee per family.
 - b. SSES student and/or Cathedral member: \$150.00/week; additional child: \$140.00/week
 - c. Non-SSES student: \$170.00/week; additional child: \$140.00/week

Your **\$10.00 per week deposit** has reserved your enrollment in our summer camp program. This fee is **non-transferable and non-refundable**. **The balance for each week must be paid no later than the Wednesday prior to the scheduled week by noon, or your child may not be admitted Monday morning.**

Payments can be made with cash or check during drop off or pick up.

There is a \$30.00 service charge for any returned checks.

4. **CANCELLATION:** Cancellation of any registered must be done in writing by May 1, 2017 or full payment is due. No exceptions. Cancellations must be mailed or handed to Emily Hand, Summer Camp Director, 215 North Front Street, Harrisburg, PA 17101. You will receive a written confirmation of your cancellation. If you do not receive confirmation within five business days, please call 238-8590. You are not officially cancelled unless you receive written confirmation.
5. **WEEKLY ACTIVITIES:** You will be mailed a letter prior to the start of camp giving you a final list of the field trips and weekly schedule. Swimming is programmed at regularly

scheduled days and times and a field trip is scheduled once a week weather permitting. Field trips and swimming may change without advanced notice if weather is inclement. The cost of each field trip is part of your weekly fee.

6. **HEALTH HISTORY, EMERGENCY CARD, AND IMMUNIZATIONS:** All campers are expected to have a current health form on file. The health form is included in the registration packet. The form must include a physician's signature AND an updated immunization record. The emergency card must be completed and submitted during registration.
7. **WHAT TO BRING:** The following is a list of items that children should bring
 - a. Swim suit, towel, and change of underwear in a separate bag for swim days.
 - b. Lunch, including a drink. No refrigeration or heating of food is available. Please pack a morning and afternoon snack.
 - c. Sunscreen if your child is prone to sunburn.
 - d. Children must wear comfortable shoes with backs every day.
 - e. A book or magazine for **Drop Everything And Read**. This activity occurs every day.

Please be sure to label all bags, lunchboxes, towels, etc.

8. **LOST AND FOUND:** SSES Summer Camp is not responsible for damages to or loss of students' personal belongings. We will keep a lost and found box for those items we find and cannot place with an owner.
9. **AGE REQUIREMENTS:** All campers must be three (3) and potty trained prior to the first day of camp, Monday, June 5, 2017. If a child is two (2), enrolled in SSES preschool for the 2017-18 year, and potty trained, your child may be enrolled in summer camp. A camper may be as old as a student entering fifth (5th) grade for the 2017-18 school year.
10. **CONDUCT:** The camp reserves the unconditional right to suspend or dismiss any camper whose progress or conduct is unsatisfactory, and consistently unable to participate as part of the group. Please refer to SSES Summer Camp Behavior Policy. There will be no refunds given for a child who has been suspended or terminated by SSES Summer Camp.
11. **ELECTRONICS POLICY:** Electronics (including phones and tablets) may not be used at any time during the camp day. Please do not allow your child to bring them to camp.

CAMP IS CLOSED ON TUESDAY, JULY 4, 2017.

Please keep the Camp Policies and Procedures for your records. Detach and return this signed page with your camp paperwork.

I have read the St. Stephen's Episcopal Day Camp's policies and procedures listed above. I give permission for my child to participate in all swim and field trip activities. I understand that:

1. The \$10.00 deposit for each week is non-transferable and non-refundable. It is a deposit and is credited to your weekly fee. For example: If your camper is a SSES student, after you pay your deposit, your balance due on Wednesday is \$140.00.
2. Written cancellation of any registered week must be done in writing by May 1, 2017, or full payment is due for the week.
- 3. All forms must be completed and returned no later than March 31, 2017 in order to start the first week of camp.**

(Parent's Signature)

(Date)

(Child's Name)