



# Camp Handbook

The Camp Handbook provides important information for parents of Germantown Academy summer campers. If the information you are seeking is not listed here, please contact the GA Summer Programs Office at 267-405-7321 or [summer@gacamp.org](mailto:summer@gacamp.org).

## **Attendance**

All late arrivals, early dismissals, and absences should be reported to the Summer Programs Office by phone or email.

## **Carpools and Multi-Camper Pick Up**

Families who need to pick up multiple campers in multiple locations (3 or more!) may request to arrange a carpool. Please call or email the Summer Programs Office to make arrangements. A web form is also available under the “For Parents” section or on your mobile device. Campers will be available for pick up at the carpool location at 4pm. Please refer to our campus maps for our current carpool location.

## **Clothing**

All clothing and equipment must be labeled with your camper’s full name. Please make sure to pack clothing that is weather appropriate.

Every camper should wear clothes that are comfortable and appropriate for their program, including shoes that are comfortable and safe for walking. Flip-flops, sandals, and “croc” are not recommended. Campers wearing this type of footwear are not allowed to participate in many of our outdoor activities for safety reasons.

## **Confidentiality**

The names, addresses, and phone numbers of our campers and staff are confidential. We are not at liberty to share this information.

## **Communication**

Our number one priority is assuring a safe and enriching experience for children. If you need to speak to someone regarding your child, please call or email the Summer Programs Office. Please keep in mind that counselors and coaches who are responsible for the direct care of children generally do not have time to speak with parents during the camp day. However, we are happy to arrange a conversation with the appropriate administrator or make a phone appointment for a more convenient time. To ensure our email messages are delivered properly to your inbox (not bulk or junk folders), add [summer@gacamp.org](mailto:summer@gacamp.org) to your Address Book or Safe List.

## **Discounts**

The Early Bird discount is a 10% reduction in camp fees for families who register prior to March 1<sup>st</sup>. We do not offer sibling or multiple week discounts.

## **Transferring Camps**

Due to a number of factors, discounts are non-transferrable after March 1st and families are responsible for the difference in price at the time of their request.

## **Early Pick-Up**

Parents who wish to pick up their campers early must make arrangements through the mobile web form or the Summer Programs Office. We ask that you do not request to pick up your child within a 30-minute window of their standard dismissal time. Parents or approved guardians must walk inside the Welcome Center to sign their campers out.

## **Extended Day**

GA Summer Camps offers an Extended Day option for families who wish to drop off early or pick up late.

- The fee for AM Extended Day is \$50 a week, \$11 per day.
- The fee for PM Extended Day is \$70 a week, \$16 per day.
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All arrivals and dismissals are checked in and out via sign in and out sheets. Parents are asked to sign out their child daily.

Campers whose parents are more than 10 minutes late from their scheduled dismissal are automatically taken to Extended Day and charged the daily PM rate. Extended Day hours are 7:30–9:00am and 3:30–6:00pm.

Any campers picked up after 6:00pm are charged a late fee of \$15 plus an additional dollar for every minute after 6:15pm.

### **Financial Policy**

All camp tuitions must be paid in full by May 1. Partial payments are accepted until May 1. On May 1, families will automatically be charged for any outstanding balance. Campers whose tuition is not paid in full by May 1 forfeit their place in the camp and may be replaced by a camper on the waiting list when applicable. If you cancel your enrollment prior to May 1, Germantown Academy will return camp fees minus the \$150 deposit. Incidental charges will be charged to the card on file. Any past due payments must be paid by the time your camper begins their first day. If payment is not made by that date, Germantown Academy reserves the right to forfeit your position and keep the funds that have already been paid towards that particular program.

**There are no refunds after May 1, with the exception of families who purchase the Refund Protection plan and meet the requirements to qualify for a refund.**

### **Gratuities**

Our high school and college-age staffers choose to work at summer programs for the joy of being with children and the love of sharing their skills with others. They perform this work because they enjoy the rewards inherent with developing relationships and fostering growth in children. We welcome you to express your appreciation for your child's caregivers by presenting them with gifts or monetary tips at the end of your child's program. Since many families do choose to show their appreciation in this manner, we ask that you clearly mark your gratuities with the counselors name and camp. Gratuities may also be delivered to the Summer Programs Office rather than placing valuables in your camper's bag.

### **Group Assignments**

Day Camp troops are determined by age and gender. Sports campers are grouped by age and ability. Special requests for group placement can be made by emailing the office. When there is a significant difference in age or ability, these requests cannot be honored.

### **Health And Welfare**

Medical information is collected at the time of registration. Families will not be able to advance through the registration process without completing the medical section.

An on-site nurse is available to administer first aid in the event of an injury. All of our camp employees are CPR certified, and trained in AED and Epi-Pen administration. In the event of illness or injury you will be contacted by the nurse via the phone numbers that you provide at the time of registration.

If your child requires any type of medication to be administered during camp, an additional medical form is required. All medications should be labeled with your child's name and sent to the nurse's office for storage and dispensing. Please do not give the medication directly to your child.

If your campers need to withdraw from camp due to a medical emergency or illness, please contact the Summer Programs Office.

### **Insurance and Dependent Care Forms**

Dependent care forms or any other childcare reimbursement forms should be submitted to the Summer Programs Office via email. We cannot make alternations to our Billing Statements. Please remember that the office cannot simply sign-off on a form without checking our records. Due to the nature of this process, it may take up to a week to complete and return your form.

### **Late Arrivals**

If you arrive late to camp, please bring your camper to the Welcome Center, located in the Pavilion, for security and attendance purposes. The Welcome Center staff will take your child to his or her camp location.

### **Lost And Found**

Camp is a fun and exciting place, where items always seem to be left behind. Please make sure you label all of your child's clothing and anything else that they bring to camp (e.g. water bottles, goggles, lunch boxes, etc.) At the end of each day, we try to reunite campers with their lost items if they are clearly labeled. If we cannot immediately return the items, or the items are found later, they are collected and stored in the Day Camp Office. If you discover that your camper is missing something, please call the Summer Programs Office and we will do our best to track down the missing

item. We will keep any unclaimed lost and found items until September when they are donated to a local charity. Please remember that Gameboys, iPods, Pokémon Cards, and other collectable items or items of particular value are not permitted at camp. Campers may bring a cell phone, but it should be out of sight. Germantown Academy is not responsible should these items be lost, damaged, or stolen.

### **Lunch And Hydration**

Germantown Academy Summer Programs offers a weekly lunch program for an additional fee of \$35. On Monday, campers receive a wristband that allows them access to the cafeteria. Each day, campers enrolled in the lunch program are able to make their own selections from a list of choices. If a camper forgets their lunch, we will provide them with an Emergency Lunch for a fee of \$8.

In order to assure that everyone stays hydrated and healthy, all campers should bring a labeled water bottle to camp each day. Water coolers are located throughout the campus. In the interest of conserving natural resources, we generally do not provide cups for water; campers are expected to use their water bottles.

### **Parental Concerns**

As many families know, camp is full of new and exciting experiences, which often require an adjustment period. We encourage parents to come forward with any concerns in a timely manner so that we can do our best to address the situation immediately. We have found that this approach is best for the campers and for our staff.

### **Camper Grades**

Germantown Academy goes by the grade the camper is entering in the fall of the next year, e.g. they are currently in first grade, so they will be in the second grade program for the summer. However, with a note from a current teacher, a camper is able to move to the appropriate age group or class that will most benefit his/her learning and social and emotional growth.

### **Pictures**

At the time of registration, parents are asked to initial our picture policy. The policy states, "I consent to allow Germantown Academy the use of photographs and videos of my child for the purpose of advertising with the understanding that at no time will my camper's name appear in association

with said photographs and/or video.” Troop pictures are taken weekly, and a roaming camp photographer will snap pictures of every camp throughout the course of the summer. All pictures are uploaded to Germantown Academy’s SmugMug account, and a link to the photos can be found on the camp homepage.

### **Rainy Days**

Camper safety is always our highest priority, and Germantown Academy offers ample indoor space for activities. Whenever possible, we carry on with our activities as scheduled rather than moving everyone indoors. For this reason, it is important that campers come prepared for the day’s weather conditions.

### **Releasing Campers And Carpool**

If you wish your camper to go home with someone who is not indicated on your registration form, please contact the Summer Programs Office so that we may notify the counselors that we have approval to release your camper. Each driver will need to present a photo ID when picking up campers.

### **Rules**

Campers are expected to demonstrate respect and good behavior. Failure to follow the rules may result in dismissal from camp without a refund. Please read and review the Camp Rules document with your child before camp starts.

### **School Closing And Emergencies**

In the event of an emergency school closing, we will send an email to all camp families and post information on the GA Day Camp & Summer Programs website. If the closing occurs after camp is in session for the day, we will contact all camper families by telephone to make necessary dismissal arrangements. In case of an emergency involving your camper, we will contact you using the emergency contact information you provided when you registered. Please check your online account for accuracy and inform the Summer Programs Office of any changes.

### **Sunscreen**

Families should apply sunscreen before leaving for camp each morning. A supply of sunscreen should also be sent with your camper. Campers

should not share sunscreen due to the growing risk of allergic reaction. Campers must be taught to apply their own sunscreen. It is virtually impossible for a counselor to apply lotion to a group of children multiple times per day. However, if your camper needs assistance, we encourage them to ask their counselors.

### **Swimming**

All campers enrolled in Day Camp and Sports Camps will have the opportunity to swim. These campers are evaluated on the first day, and based on this evaluation, they will receive a swim band that denotes the area where they may swim. Our pool is staffed by certified lifeguards and instructors. We encourage all of our campers to swim every day but we never force a camper to swim. Please speak with your children about swimming and your expectations for them. We find that a camper who arrives prepared to swim each day benefits most from our swim program.

### **Visiting**

Many of our programs will invite parents and families for special events on campus such as Carnival Day, the Theatre Performance, and Art Show. However, outside of these events, we follow a strict no visitation policy. For the safety of our campers, it is the policy of Germantown Academy Summer Programs to limit visitation to our campus. The wellness and safety of our campers is our highest priority. Our counselors and staff undergo extensive Background Clearance checks as part of our hiring process. Please be advised that we cannot honor all visitation requests, but will review them on a case-by-case basis. Please call the Summer Programs Office if you would like to request a visit.