



# The Summer Experience at Park Tudor

## POLICIES AND PROCEDURES

### **CANCELLATION AND REFUND POLICY**

Parents/guardians who wish to cancel their student's enrollment in a summer camp or Upper School Course must complete the [Summer Experience Cancellation Request](#). Registration deposits for each enrolled summer camp or course are non-refundable, typically set at \$55 per camp. However, please note that deposits may vary depending on the overall cost of the camp. Upper School Courses for credit require a deposit of \$100.

Refunds for the full camp registration fee (minus the deposit) will be provided with 4 weeks' notice, and a 50% refund will be issued with 3-2 weeks' notice. No refunds will be granted for cancellations made after the 2-week mark. Additionally, please be aware that weekly camp fees will not be prorated.

It's crucial to acknowledge that Summer Experience retains the authority to cancel a camp due to low enrollment. If Park Tudor must cancel a camp, additional options will be provided to facilitate the transfer of your student's enrollment. A refund will not be issued. However, if a camper opts to switch from a camp with a lower cost than their original selection, the price difference will not be refunded.

### **TRANSFER POLICY**

A transfer from one camp selection to another or between camp weeks is contingent upon the availability of spots within the desired camp type or week. If the desired camp has reached the maximum capacity, a transfer will not be allowed. Transfers will not be permitted once the camp week has concluded. Transfers between camp weeks of differing prices will not result in a refund. All transfer requests must be submitted via [Summer Experience Camp Transfer Request](#)

### **WAITLIST POLICY**

Camp waitlists will be managed through the Summer Experience registration system. There is no fee to be placed on the waitlist. If a spot becomes available in a desired camp, the camper's parent/guardian will have 24 hours from the time of notification to make payment in full for the desired camp. If payment has not been received in full, the next camper's parent/guardian will be notified.

### **WALK-INS & REGISTRATION**

Registration for Summer Experience will close on the Thursday before the start of the upcoming week of camp. Students who are not registered for the specific week of camp will not be allowed to attend Summer Experience. Walk-ins will not be accommodated. All students must be registered in advance to participate.

## **CAMPER CODES**

All registered households will receive an email in May from ProCare Solutions, our child management services provider. ProCare Solutions will furnish a 4-digit pin number for electronically signing your student in and out of Summer Experience.

Parents/guardians will be responsible for memorizing their household pin numbers. Please ensure to share your household pin number with friends and family members assisting with student drop-off and pick-up.

During carpool, drivers are required to remain in their vehicles. Summer Experience staff will approach the car window to welcome students and collect household pins. At check-in, students should be prepared to provide their name, the name of their camp, and whether they are attending half-day or full day.

Student pick-up will occur at the same designated location as drop-off. Summer Experience staff will request the student's name, camp, and pin number for secure check-out.

## **CARPOOL LOCATIONS**

Summer Experience is conveniently situated on the grounds of Park Tudor at 7200 North College Ave. For your convenience, please refer to the [Summer Experience Map](#) to locate your child's designated carpool area. Parents/guardians are kindly requested to remain in their vehicles during drop-off and pick-up.

Families should drop off and pick up all their students at the location of their youngest camper. For example, if you have a Cub Camper, please drop off all children at the Fine Arts Circle. Our Summer Experience staff will assist in ensuring students are directed to the correct locations. If you do not have a Cub Camper, please use the Middle School Parking Lot for drop-off and pick-up.

The Irsay Family Sports Center for Health and Wellness serves as the check-in location for SK-Grade 8 camps. Upon arrival, students will be guided through the lobby and directed upstairs to the fieldhouse by camp instructors. All students will receive a name tag and wristband upon entry and are encouraged to wear their camp t-shirts on Thursdays.

Cub Camp students (JK1-JK2) will be dropped off and picked up at the Fine Arts Circle. Our Summer Experience staff will escort them to their respective classrooms.

Parents/guardians of students enrolled in Summer Stock Stage should utilize the Fine Arts Parking Lot for drop-off and pick-up and are kindly asked to avoid the Fine Arts Circle.

For students enrolled in Upper School courses, drop-off and pick-up will take place in the Irsay Family Sports Center for Health and Wellness Parking Lot located off our 71st Street entrance. We kindly request Upper School parents/guardians to avoid College Ave. due to camp traffic.

## **DROP OFF AND PICK UP**

To ensure the safety of our students, building doors will only be open at specific times. Summer Experience encourages all families to arrive on-time.

Morning/ All Day Drop-off: 8:20am-9:00am  
Morning Pick-up: 11:45am-12:15pm  
Afternoon Drop-off: 12:30pm-1:00pm  
Afternoon/All Day Pick-up: 3:45pm-4:15pm

Drop-off and pick-up will take place at the same location.

### **MORNING AND AFTERNOON CAMP**

Students registered for both a morning and afternoon camp or a full day session will remain on campus from 9am-4pm. Students attending camp full-day will have a supervised lunch hour on campus from 12pm-1pm. It is not possible to participate in lunch if only attending a half-day camp.

### **BEFORE CARE**

Before care services will be offered weekly from 7:30am-9:00am. Before care is available to all students JK1-Grade 8. Parents/guardians can register students for before care at registration. Before Care students should be drop-off near the Lower School awning. Please view the Summer Experience Map for clarification.

### **EARLY PICK UP AND LATE ARRIVAL**

To request an early pick-up time, please email [summerschool@parktudor.org](mailto:summerschool@parktudor.org). Please include your student's full name, camp, and time of pick up. Summer Experience staff will escort your student to carpool for parent/guardian pick up. All students must be signed out by an adult before exiting campus.

Early pick-ups cannot be arranged between the times of 11:30 a.m.-12:00 p.m. or 3:30 p.m.-4:00 p.m. Please make arrangements for an earlier pick-up or participate in the carpool system.

Morning drop-off times will run from 8:20am to 9:00am, while afternoon drop-off times will be from 12:30pm to 1:00pm. In the event you are unable to locate a member of the Summer Experience Administration team upon late arrival, please contact Summer Experience at 317-415-2898 or proceed to the Lower School front entrance.

### **WRISTBANDS**

To simplify the check-in process, campers attend both a morning and afternoon or full-day session (9am-4pm) will receive a colored wristband. The color wristband will notify Summer Experience staff that the student will be attending camp all-day and should be sent to lunch instead of carpool.

Students with epi-pens and inhalers will receive red medical bands indicating their age, name, and parent contact. Students are encouraged to wear the bands until mid-week.

### **SNACK/LUNCH**

Parents/guardians should provide their student with a **nut-free** snack and water bottle daily. Students attending both morning and afternoon camps will have the option to stay for lunch from 12pm-1pm for no extra charge. **Please send a sack lunch Monday-Friday.** Summer

Experience staff will sign out students from morning sessions, escort them to lunch, and then sign them into their afternoon camp.

**Park Tudor is a nut-free environment. Please do not send lunches/snacks containing nuts (i.e., peanut butter).**

Please remember to label everything including lunch boxes, clothing, backpacks, and water bottles.

### **NURSE**

All medical questions and concerns can be directed to [nurse@parktudor.org](mailto:nurse@parktudor.org). Summer Experience nurse, Cindi Pauszek, will be available on Mondays at the SK-Grade 8 carpool location. If your student requires an inhaler or epi-pen, please park, and approach the nurse's tent. Students with epi-pens must bring a copy of their *allergy/anaphylaxis care plan* on the first day of camp.

The Summer Experience nurse will distribute student inhalers and epi-pens to the appropriate camps. All camp instructors will be trained and notified on how to use your student's epi-pen and/or inhaler. Summer Experience instructors will be responsible for keeping track of their students' medical devices. Students participating in two camp sessions will have their epi-pen and/or inhaler transferred to their assigned camp.

Summer Experience will not hold inhalers and epi-pens over the weekend. All medical devices will be returned to students at Friday's carpool pick-up.

Summer Experience staff cannot administer medications.

### **FEVER/ ILLNESS**

Parents/guardians will be asked to pick up their student whose temperature is above 100 degrees Fahrenheit. Students with a fever should be kept at home until the temperature has been below 100 degrees for 24 hours (without the use of fever-reducing medication). Students with pink eye or strep infections may not return to Summer Experience until they have been treated by a physician and are fever-free for a full 24 hours. Students with gastrointestinal illnesses (vomiting or diarrhea) must be symptom free for a full 24 hours before returning to summer camp.

If your student tests positive for Covid-19 during Summer Experience or 5 days or less prior to their session, please notify [nurse@parktudor.org](mailto:nurse@parktudor.org). Positive individuals must isolate for 5 days from the date symptoms began or from the date of their positive test. Students may return on day 6 if they have been fever-free (without the use of fever reducing medications) for 24 hours and other symptoms have improved or resolved. No testing is required to return.

### **SUNSCREEN**

Campers may spend a fair amount of time outside; please apply sunscreen to your student *before* they arrive for camp. Please send back-up sprayable sunblock if possible. Sunscreen must be sent from home to be reapplied on a student.

### **CUB CAMP (AGES 3-4)**

All students attending Summer Experience must be fully potty trained. Our facilities and programs are not set up for daily toileting accidents or diaper changing, nor are we certified by the state of Indiana to properly handle diaper changing. In the case of an accident, we highly encouraged packing your student a change of clothes daily. Summer Experience instructors will remind students to use that bathroom regularly.

Park Tudor students enrolled for full-day care are required to bring a nut-free snack and lunch. For Cub Camp students, there will be a supervised lunch hour followed by rest time or quiet play. Students should bring rest items to camp on Monday morning, and these items will be returned home during Friday's carpool pick-up.

Students have the option to attend Silly Hearts Yoga, Fine Motor Skills, Crouching Tigers, Soccer Shots, or JumpBunch in the afternoon or morning and can combine it with either Cub Camp or PT Explorers to create a full day of activities. For students participating in an afternoon activity (outside of PT Explorers), supervised lunch will be provided, but they will not take part in rest time.

PT Explorers will provide supervised care for students until 4:00 p.m. pick-up time. Students will engage in a variety of activities including crafts, indoor and outdoor play, and more.

### **INSTRUCTORS AND CAMP COUNSELORS**

Summer Experience staff members are dedicated, energetic individuals who strive to make your student's summer an unforgettable one. Small student/adult ratios ensure personalized attention. Our hiring process includes background checks of all employees and reflects the hiring practices of Park Tudor.