



# Summer @ Sumner Camp Procedures & Policies



## Introduction

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This Code of Conduct is designed to ensure a respectful, safe, and inclusive environment for everyone involved. It applies to all faculty, staff, parents, and campers. It is important that parents and participants read and understand the material within this document. When reviewed, please e-sign the document via the Sumner Academy Summer Camp site page.



# Camp Information

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## **Available Weeks**

Week 0 - May 27 - 30

Week 1 - June 2 - 6

Week 2 - June 9 - 13

Week 3 - June 16 - 20

Week 4 - June 23 - 27

## **Available Sessions**

Morning Session = 8:00 - 11:00

Afternoon Session = 12:00 - 3:00

Full-Day Sessions = 8:00 - 3:00

# Payment & Refund Policy

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## Payment Policy

Each child must be registered separately for camp. Please do not include multiple children on one registration form.

Payment for a registered camp is expected to be made to the individual counselor within seven days of registration. This allows us to secure your spot and order the necessary supplies for your camper. Our counselors will happily assist in the payment process during those seven days. Payments can be made electronically to each counselor via Venmo. Specific instructions will be shared with you after registration.

Please review the refund policy below if you need to cancel your registration. In some cases, we can move your child to a different session. We currently do not offer credits for future summer sessions. If you anticipate needing to make a change, please don't hesitate to contact the counselor as soon as possible. We'll work together to find the best solution for your family.

Please understand that when we book camps, we rely on fees to pay counselors and cover materials and facilities. Thank you for your cooperation.

## Non-Refundable Deposit

*A non-refundable registration fee is required at registration.* This fee will not be refunded if the camp is canceled at any time after registration. The fee is outlined on the registration form for each camp. All camp registration will be completed online at <https://www.sumneracademy.org/community/camps>.

### Full Refund:

If you cancel your registration 45 days or more before the first day of camp, you will receive a full refund, including supply fees. The registration fee is non-refundable and will not be included in your refund.

### Partial Refund:

If you choose to cancel registration 30 days before the first day of camp, a partial refund (up to 50%) will be administered. If a supply fee was required for camp and supplies have already been ordered for your child, these will not be able to be refunded. The amount that is refunded will be determined by the counselor. The registration fee is non-refundable and will not be included in your refund.

### No Refund:

If you choose to cancel your registration within 21 days of the first day of camp, you will not receive a refund. Similarly, no refunds will be given once the summer camp has started or after it has ended.

## Weather-Related or Medical-Related Cancellations

Cancellations due to medical (student or counselor) or weather concerns will be determined case-by-case. Please communicate any medical or unforeseen emergencies to your counselor as early as possible. **If a child becomes sick during camp, they must stay home until they are fever and/or symptom-free for 24 hours without medication.** A refund for missed camp days due to camper illness will not be granted.

## Waitlist Policy

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Our summer camp operates on a first-come, first-served basis. If a session is full, your child will be placed on the waitlist in the order of registration. There are no fees associated with being on the waitlist. You will only be charged (non-refundable registration fee and any other camp fees) once your camper is moved off the waitlist and officially accepted into the camp session.

We will notify you promptly if a spot becomes available. At that time, payment will be required to secure the place. Thank you for your understanding and patience as we work to accommodate all campers!

## Camp Lunch

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An hour of lunch will be scheduled for students **staying for full-day** or two half-day sessions.

- Campers must bring their lunch to camp, as the cafeteria will not be operating over the summer.
- Students should bring a refillable water bottle for use throughout the day.
- Each camp session will have a snack time built-in for campers.
- At least one snack per session.
- If your child has a severe allergy, please inform the counselor upon registration so appropriate steps can be taken.

## Drop-off/Pick-up at Camp

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Drop-off and pick-up locations will vary by camp but will be clearly outlined in the welcome email. Please refer to the times for drop-off and pick-up for morning and afternoon sessions below:

- Morning sessions (8:00 - 11:00 am)
  - Drop-off will begin at 7:45 and end at 8:00
  - Pick-up will begin at 11:00 and end at 11:15
- Afternoon sessions (12:00 - 3:00)
  - Drop-off will begin at 11:45 and end at 12:00
  - Pick-up will begin at 3:00 and end at 3:15
- Full Day sessions (8:00 - 3:00)
  - Drop-off will begin at 7:45 and end at 8:00
  - Pick-up will begin at 3:00 and end at 3:15

Late Policy: We are unable to offer early care or late care. Please be prompt for drop-off and pick-up.

# What to Bring

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- Students are expected to dress appropriately for summer camp.
- Sessions allow a snack/recess break outside (weather permitting), so please dress your camper appropriately.
- Certain summer camps may require specific clothes or shoes, so please refer to your camp counselor for more information.
- A refillable water bottle and a snack are highly recommended for each camper.
- No electronic devices, trading cards, or toys should be brought to camp.

# Camp Code of Conduct

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## Behavior Guidelines

- Campers shall be responsible for their words and actions.
- Campers shall be respectful of others.
- Campers shall follow directions from staff members.
- Campers shall leave all electronic devices at home, such as iPods, handheld computer games, MP3 players, and cell phones. (A parent or guardian must seek permission from the camp counselor for the camper to carry a cell phone for emergencies.)

## Prohibited Behaviors

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.
- Stealing, damaging, or failing to respect camp or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content.
- Bullying or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety may be considered a weapon.

## **Steps taken for failure to follow these behavior guidelines**

- The counselor will redirect the camper to a more appropriate behavior.
- The camper will be reminded of the behavior guidelines.
- Staff will discuss the problem with a parent/guardian if the behavior persists.
- The staff will document the situation. The written documents will include what the behavior problem is, what provoked the problem, and the corrective action taken.
- If the problem persists to the point where a second phone call becomes necessary, the camp counselor may find it essential to pick the camper up early from camp.
- If a camper's behavior threatens the immediate safety of other campers or staff, the parent or guardian will be notified and expected to pick up the child immediately.

*Failure to comply with the Code of Conduct may result in removal from the program and/or additional fees. Campers who are removed from the program due to violations of the Code of Conduct will not receive refunds.*