



Family Summer Camp Policies Guide
Summer 2025

Deposits and Billing

Cancellations and Changes

To make changes to your child's summer camp choices, we ask that you do so before the 15th of the month before each session. Camps will fill up fast. Changes will be made if spots are available.

Refunds

Refunds will be determined on a case-by-case basis. No refunds will be guaranteed.

Payment Deadline

Payments must be made in full two weeks before the camp starts. Payment plans coincide with this deadline. There will be no admittance to camp without full payment.

Payment Plans

Payment plans acquire payments on the 1st business day of the month from March 2025 to June 2025.

The dates of payment for the payment plans are as follows:

- Monday, March 3rd, 2025
- Tuesday, April 1st, 2025
- Thursday, May 1st, 2025
- Monday, June 2nd, 2025

Payments for registrations done after one or more of these payment plan dates will be split between the remaining payment plan dates.

Deposits

A \$50 deposit is required at sign up. All deposits are non-refundable.

Little Explorers Camp

Camper Age Requirements

All campers in the Little Explorers group must turn 4 years of age by September 1st, 2025. Only campers who are at least 4 years old by September 1st, 2025 and campers who have not yet attended Kindergarten are eligible for the Little Explorers camp (rising PreK and rising Kindergarten). All SAES students who have completed Preschool and are fully potty trained (see below) are eligible to register for Little Explorers Camp. This group is required to follow all Office of Child Care Licensing guidelines and policies.

Potty Trained Requirement

All campers in the Little Explorers group are required to be completely potty trained before camp starts. Campers who are still in diapers, pull-ups or other potty training garments are not permitted to attend as they are not completely potty trained. While we understand that accidents can and will occur from time to time, we do not have the staffing in place to manage more regular accidents with campers while also maintaining the integrity of our program. If the occasional accident becomes a regular pattern of behavior, then we reserve the right to dismiss campers at our discretion.

Required Paperwork and Documentation

The Little Explorers group is required to follow all policies and guidelines set forth by the Office of Child Care Licensing thus requiring specific paperwork and documentation to attend camp. The required paperwork and documentation is essential to maintaining the health and safety of all of our campers. If ALL paperwork and documentation is not completed prior to the child's first day of camp, the child will not be permitted to attend camp until all paperwork is completed and submitted on Camp Brain and to the Camp Director. No refunds or partial refunds will be given.

The following documentation is required:

- Camper Information Form to be completed on Camp Brain.
- Medical Form to be completed on Camp Brain.

- A complete Physical/Health Appraisal from within the last year, must be dated between August 8th, 2024 and the first day of camp, uploaded to Camp Brain
- Most current Immunization Record, uploaded to Camp Brain or a notarized religious or medical exemption from immunizations.
- Proof of Blood Lead (Pb) Screening at 12 months of age and 24 months of age or a document signed by the parent or guardian stating that the Blood Lead Screening is against their religious beliefs, uploaded to Camp Brain.
- Two (2) Authorized Pick Up Persons listed into Camp Brain
- Right to Know Form completed in Google Form at the following link: <https://forms.gle/mYn3LHyA2AxfYJd9>
- Screen Time Permission Form completed in Google Form at the following link: <https://forms.gle/mYn3LHyA2AxfYJd9>
- Medication Administration Record (MAR) (if applicable). Paper copy to be handed directly to the Camp Director or digital copy emailed to Camp Director the Friday before your child starts camp.
 - A MAR is required for the following circumstances:
 - Sunscreen Application
 - All medications to be given at camp
 - Emergency medications
- Asthma and Allergy Action Plan, if your child has asthma and/or allergies. Paper copy to be handed directly to Camp Director or digital copy to be emailed to the Camp Director the Friday before your child starts camp.
- Family Summer Camp Policies Guide acknowledgment on Camp Brain.

Behavior Policy

If your camper displays that they are not yet ready for a full camp day, they may be asked to switch to a 1/2 day registration or asked to return to camp when they are fully potty trained and able to make it through the full camp day. All campers must conduct themselves in a manner that adheres to the St. Anne's values of respect, responsibility and compassion. All campers are expected to be able to stay in a group setting and follow instructions in a group setting. Any camper who is involved in inappropriate behavior that raises significant concerns will be subject to immediate dismissal and forfeiture of payment.

Traditional, Specialty and Sports Camps

Age Requirements

Traditional Camp is available for campers who have completed Kindergarten through campers who have completed 8th grade. Specialty camps and Sports camps have different age requirements based on the camp and the week but will be within the age range of those who have completed Kindergarten to those who have completed 8th grade.

In Traditional Camp only, if there are not sufficient campers for their own age group, campers may be combined with the next closest age group with the exception of the Little Explorers group.

Required Paperwork and Documentation

The required paperwork and documentation is essential to maintaining the health and safety of all of our campers. If ALL paperwork and documentation are not completed prior to the child's first day of camp, they will not be permitted to attend camp until all paperwork is completed and submitted on Camp Brain and to the Camp Director. No refunds or partial refunds will be given.

The following documentation is required:

- Camper Information Form to be completed on Camp Brain.
- Medical Form to be completed on Camp Brain.
- Physical/Health Appraisal within the last year, uploaded to Camp Brain.
- Most current Immunization Record to be uploaded to Camp Brain or notice of exemption for religious or medical reasons.
- Medication Administration Record (MAR) (if applicable). Paper copy to be handed directly to the Camp Director or digital copy emailed to Camp Director the Friday before your child starts camp.
 - A MAR is required for the following circumstances:
 - All medications to be given at camp
 - Emergency medications
- Asthma and Allergy Action Plan, if your child has asthma and/or allergies. Paper copy to be handed directly to Camp Director or digital copy to be emailed to the Camp Director the Friday before your child starts camp.
- Family Summer Camp Policies Guide acknowledgment on Camp Brain.

Permissions and Releases (All Camps)

Photo Release

By checking yes for photo release during registration, you are giving St. Anne's School and Camp the right to use any photos/videos of your child and your child's artwork to support our mission and advancement. This is not a guarantee that photos/videos will be taken of the children every day.

Inherent Risk

By checking yes by inherent risk during registration, you understand camp, like other outdoor activities, comes with inherent risks – dangers can arise from encountering uneven terrain, natural bodies of water, features of nature such as tree stumps, roots, or other elements of the natural world.

Emergency Treatment and Transportation

In case of emergency, I give permission for this child to receive first aid and to be transported to the nearest hospital by professional personnel. I understand I will be financially responsible for the cost of such treatment.

Behavior Policy

Applicable to all campers, regardless of age or group.

All campers must conduct themselves in a manner that adheres to the St. Anne's values of respect, responsibility and compassion. All campers are expected to be able to stay in a group setting and follow instructions in a group setting. Any camper who is involved in inappropriate behavior that raises significant concerns will be subject to immediate dismissal and forfeiture of payment.

Pick Up and Drop Off Procedures

Camp Hours

Half day camp hours are from 8:30 am to 12:00 pm with camp activities starting promptly at 9:00 am. Half day camp pick up is at 12:00 pm. Full day camp hours are from 8:30 am to 3:30 pm with camp activities starting promptly at 9:00 am and carline (pick-up) beginning at 3:30 pm.

Extended Care hours are from 3:30 pm to 5:30 pm. Extended care must be purchased in advance for the entire week and there will be no daily drop-in availability.

Morning Carline

Morning carline will start promptly at 8:30 am but will not begin without a staff member present to sign children in. On your child's first day of camp, please ensure that all paperwork and documentation are completed in order to drop your child off at camp. If paperwork must be handed to the Camp Director, please pull safely to the side to allow for the carline to move around you. Morning carline will go until 8:55 am so that campers can attend their morning ceremony. If your child needs to be dropped off after 9:00 am, please let the Camp Director know by text, call or email. Children that arrive late may miss important activities.

Afternoon Carline

For both half day carline and full day carline, name tags will be assigned and given to families in the morning at camp drop-off on their camper's first day. Please display the name tag in the front window of your car when you come to pick up your child. Please do not share the name tag with anyone so that we can assure the safety of your child. Name tags are to help streamline the carline and make it go faster. We still reserve the right to check photo identification even with the name tags in the car so please make sure to always have your photo identification with you at all times.

If your child is getting picked up by someone other than the parents or guardians listed in Camp Brain, please ensure that they are on your authorized pickup list and that they bring their photo ID to confirm their identity against our authorized

pickup list. Changes to your authorized pickup list can be made any time through Camp Brain. If a change occurs during the week your child is in camp, please email the Camp Director about the change to ensure our list is updated.

Half day carline (for pick-up) starts at 12:00 pm and will go until 12:15 pm. Full day pick up carline will start promptly at 3:30 pm and go until 3:45 pm unless the carline is still active at 3:45 pm. At 3:45 pm, all children will be escorted to Extended Care and a 15 minute grace period will be given until 4:00 pm. See the next section on Late Pick Up Fees for more details.

Late Pick Up Fees

If a child is not picked up by 4:00 pm, excluding those that are already signed up for Extended Care, a \$10 fee will occur. Children not picked up by 3:45 pm will be brought to Extended Care. After a 15 minute grace period, parents will be charged a fee of \$10 if their child is still in our care at 4:00 pm. If a fee is incurred, it must be paid promptly through Camp Brain once billed. Outstanding late fees must be paid in full before attending a future camp session.

If a camper is half day and is not picked up by 12:15 pm, a \$10 fee will incur. If a camper in Extended Care is not picked up by 5:30 pm, a \$10 fee will incur.

Early drop off is not permitted.

Health and Wellness Guidelines

Stay Home When Sick

We kindly request that if your child is feeling unwell or showing any symptoms of illness, please keep them at home. This will help limit transmission of illness to others and allow students to recover. This includes disruptive coughs, persistent runny noses, sore throats, upset stomachs and others.

24 Hours Fever and Vomit Free

We have a 24 hour policy for return after any episode of vomiting or fever. Please do not return to camp until 24 hours have passed without the use of medication to control vomiting or fever.

Communication

Parents will be notified via phone call, email or in person regarding all Health Office visits that go beyond the scope of basic first aid. This would include head bumps, medications being given, injury resulting in a bruise or worse, and any illness that results in multiple Health Office visits during the camp day.

Campers Sent Home

If a camper is sent home by the Health Office, parents will be called and asked to pick up the student within a reasonable amount of time. This helps limit contagions from spreading and preventing illness transmission to others.

Medication

Medication must be handed directly to the Camp Director or Health Director with the appropriate Medication Administration Record (MAR) filled out. MAR can be handed in person or a digital copy can be emailed directly to the Camp Director. Medication is not allowed to be stored in the camper's bag. If emergency medication is needed with the camper at all times, members of camp staff will hold the medication. All other medications will be stored in the Health Office for the duration of the camp week. Only send your camper in with one week's worth of medication at a time. For example, if the dose is once daily, send in 5 pills. All medications must be in their original containers with the prescription label attached and legible.

If your child has allergies or asthma, an Allergy and Asthma Action Plan is required along with the MAR and medication. The Allergy and Asthma Action Plan can be handed directly to the Camp Director or a digital copy can be emailed to the Camp Director.

Ticks, Mosquitos and Stinging Insects

Due to the difficulty of controlling ticks and mosquitos in large areas, personal protective measures are absolutely necessary when spending time outdoors. While our campus is routinely sprayed and monitored for tick and mosquito populations, pesticides help discourage the pests rather than eliminate them. Below you can find a simple list of protective measures to ensure your children are preventing bites and transmission potential for blood-borne illness. We understand some of these may be difficult to adhere to during the summer months.

- Apply bug repellent daily before camp.
 - Little Explorers do require a MAR to apply bug repellent.
- Wear appropriate clothing. Light colors make it easier to locate ticks. Wear long sleeves, pants and tall socks whenever possible.
- Teach children to check themselves thoroughly after being outdoors, especially if playing in wooded or grassy areas. Pay particular attention to the hairline, in between toes, legs and private areas.
- Bathe daily after being outdoors and check for insect bites, stings or ticks.
- Promptly and properly remove ticks from skin when found. If a tick is found on a camper while they are at camp, the Health Office will help to remove the tick and parents or guardians will be notified.
- Report any incidence of tick bites to the Camp Director and Director of Health Services in order to help monitor your child for symptoms while at camp.
- Educate children to not agitate stinging flying insects by swinging at them or trying to kill them, and quickly distance themselves when encountering one while alerting camp staff.

Here are some resources regarding ticks, mosquitos and preventative measures curated by our Director of Health Services:

<https://dnrec.alpha.delaware.gov/fish-wildlife/ticks/management/>

<https://dnrec.alpha.delaware.gov/fish-wildlife/mosquito-control/>

<https://extension.tennessee.edu/publications/Documents/PB1895.pdf>

Sun Protection and Sunscreen

Please apply sunscreen to your child before camp each day. Sunscreen must be packed for all full day campers. For our Little Explorers group, a MAR is required to apply sunscreen to your child which will be done half way through the day for full day campers. For Traditional, Specialty and Sports camps, children are required to bring and apply their own sunscreen with verbal guidance from camp staff half way through the day. They are allowed to use sunscreen any other time they feel they need it in addition to the designated sunscreen and bug spray application time. Everyone must bring their own sunscreen and sharing sunscreen is not allowed, with the exception of family members.

Staying hydrated is essential to preventing heat-related illnesses. For this reason we require that all campers have a refillable water bottle to ensure that they are adequately hydrated. The camp does NOT provide water bottles so please ensure your camper has one every day. While many campers may pack their own bags, it is essential that all responsible adults make sure that the camper has their water bottle when they get to camp. The camp has many water refill stations throughout campus and campers are encouraged to drink and make sure water bottles are filled throughout the day.

Listed below are a few steps to help protect your child from sun exposure:

- Apply sunscreen before the camp day and reapply throughout the day.
- Wear protective clothing outside whenever possible. Examples are long sleeves, pants, hats, sunglasses or clothes with UV protection.
- Limit exposure time in direct sunlight and utilize shaded areas for the majority of outdoor activities.
 - Our camp is outside for a majority of the day but utilizes the many shaded areas that we have around our beautiful campus to protect campers from excessive amounts of sun exposure.
- Educate your children on preventing skin cancer and the risks of sun exposure.
- Be an advocate and model for your children by promoting sun safety!
 - Our camp staff will always emphasize the importance of sunscreen and sun safety.
- The following is an additional resource on Sun Safety curated by our Director of Health Services: <https://www.sunsafetyforkids.org/index.html>

What to Wear, What to Bring, and What NOT to Bring

Clothing Requirements for Camp

Campers should dress in casual, comfortable play clothes that are suitable for the summer heat. Clothing may get stinky, wet, and muddy throughout the day. Bringing a change of clothes and a bathing suit every day is highly recommended. We will have designated water days for campers to come in their bathing suits but there are many other opportunities for water play and water activities, especially during the hotter days.

Proper footwear is essential to having a great camp experience. Closed toed shoes with stable backs are required at camp. Water shoes are highly recommended for playtime in the creeks, lake and other water activities. Water shoes must have the proper fit so that they do not slip off the child's foot and cause injury. The following footwear is NOT permitted at camp at any time and may result in a camper having to sit out of different activities:

- Crocs
- Flip-flops
- Sandals
- Jelly shoes
- Other shoes that could easily slip off while running, climbing or being in water

What to Bring Everyday

The following items are required for camp and essential to your camper having the full camp experience:

- A refillable water bottle labeled with your child's name
 - The camp does not provide water bottles.
- An extra change of clothing.
- Water shoes that stay on completely when engulfed in water – Crocs are NOT appropriate water shoes as they have the potential to slip off in water and cause injury.

- A bathing suit as there are always opportunities for water activities in addition to the scheduled water days.
- A lunch if staying for the full day.
 - Food will not be permitted to be heated up on campus.
 - Lunch bags will be stored in the building but not refrigerated so please make arrangements for this.
 - St. Anne's is a nut aware campus and we ask you not to pack any peanut or nut products in order to avoid allergic reactions among campers with allergies.
- Snacks for your camper as they work up an appetite!
 - St. Anne's is a nut aware campus and we ask you not to pack any peanut or nut products in order to avoid allergic reactions among campers with allergies.
- Any medications your camper may need during the camp day or in case of an emergency. These medications must be handed directly to the Camp Director and or the Director of Health Services.
- Sunscreen and Bug Repellent.
 - Students in our Little Explorers program MUST have a MAR in order for camp staff to apply sunscreen and bug repellent.
 - Students in our Traditional, Sports and Specialty camps must be able to apply their own sunscreen and bug repellent with only verbal guidance from camp staff.
- A towel to dry off with in case the campers get wet, muddy or dirty.

What NOT to Bring

The following items are not permitted at camp and St. Anne's is not liable if they are brought to camp and get broken, dirty or destroyed:

- Electronics are not permitted at camp at any time. If a camper needs to contact a parent or guardian or vice versa, they can do so with the assistance of the Camp Director directly.
 - This includes but is not limited to: cellphones, smartwatches, tablets, etc.
 - We are not responsible for any stolen, damaged or broken electronics. Do not bring any electronics to camp.
- Toys are not permitted at camp.
 - Exceptions may be made for water toys for water day at the Camp Director's discretion.

- Jewelry is not permitted at camp.
- Money is not needed at camp and therefore should not be brought to camp.
- Animals are not permitted at camp.
- Anything that can harm another person or creature is not permitted at camp.

Lost and Found

Left items will be collected daily. Items that have not been claimed will be saved for one camp session. After a one-week session, unclaimed items will be donated to homeless or animal shelters. To ensure lost items get returned to your camper, please write your camper's name on their belongings.