



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 Friday before the start of the upcoming week of camp at 10:00 a.m. 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.

STUDENT DISMISSAL AND SAFETY

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 situated on the grounds of Park Tudor at 7200 North College Ave. Prefer 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.

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 locations unless otherwise communicated. Please refer to the [map](#) for directions.

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.

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.

EARLY PICK-UP AND LATE DROP-OFF PROCEDURES

To request an early pick-up time, please email summerschool@parktudor.org. Include your student's full name, camp, and requested pick-up time. At your requested time, please come to Door 4 on the map (Lower School – Summer Camp Main Office) to pick up your student. This procedure applies to all camps, including athletics and cub camp.

All students must be signed out by an adult before leaving campus. Students should never be picked up without notifying Summer Experience staff. All students must be checked out through ProCare Solutions, our child management service provider.

Early pick-ups cannot be arranged between 11:30 a.m.–12:00 p.m. or 3:30 p.m.–4:00 p.m. Please plan for an earlier pick-up or participate in the carpool procedure during these times.

Scheduled Drop-Off Times:

- Morning: 8:20 a.m.–9:00 a.m.
- Afternoon: 12:30 p.m.–1:00 p.m.

If you are unable to locate a member of the Summer Experience Administration team upon 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. 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.

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 PRESCHOOL (AGES 3-4)

Potty Training & Clothing

All students attending Summer Experience must be fully potty trained. Our facilities and programs are not equipped to handle daily toileting accidents or diaper changes, nor are we

certified by the state of Indiana for diaper changing. In the event of an accident, staff will assist your child with changing into fresh clothing. All Cub Campers must bring a change of clothes to camp daily. Instructors will provide regular bathroom reminders and offer assistance if needed.

Snacks & Lunch

Students should bring a nut-free snack each day. Those attending both morning and afternoon sessions must also bring a nut-free lunch.

Daily Schedule & 12PM-1PM Lunch Time Transition

During the transition hour between morning and afternoon camps (12:00 PM – 1:00 PM), Cub Camp students will have a supervised lunch period followed by indoor or outdoor playtime. Students may also have 20–30 minutes of quiet rest, which may include a show, coloring, or another quiet activity. Rest items are not required. Afternoon sessions begin at 1:00 PM. Additional details about what to bring will be included in the welcome letter sent prior to camp.

Camp Themes & Staffing

Each week of Cub Camp features activities based on themed programming. Some weeks, morning and afternoon sessions share the same theme, while others explore different topics. Cub Camp is led by experienced early childhood educators with over 60 years of combined experience. With a student-to-staff ratio of less than 12:1, camp groups remain small. A lead instructor is always present, supported by a college assistant, ensuring a high level of care.

Additional Preschool Camp Options

Summer Experience offers a variety of morning and afternoon camps for preschoolers that can be combined with Cub Camp to create a full day of activities. Available options include:

- Crouching Tigers Martial Arts
- Silly Hearts Yoga
- Soccer Shots
- Spanish & English Language
- Jump Bunch: Amazing Athletes

Students enrolled in an afternoon activity outside of Cub Camp will also participate in the supervised lunch hour.

Drop-Off & Pick-Up

All Cub Campers will be dropped off and picked up at the Fine Arts Circle. Families with older siblings attending camp will pick up all students at the Fine Arts Circle. Please refer to the map on the homepage for directions.

LOST OR STOLEN ITEMS

Summer Experience at Park Tudor is not responsible for any lost or stolen items. Campers are encouraged to leave valuables and electronics—such as phones, tablets, and computers—at home, as the program strongly discourages bringing these items due to the risk of loss or damage. Summer Experience is not liable for any lost, stolen, or damaged items.

Please remember to label all camper items, including lunch boxes, clothing, equipment, backpacks, and water bottles. The Summer Experience Lost & Found is located under the awning of the Lower School near Door 4. There is no need for campers to bring additional cash to camp.

INSTRUCTORS AND CAMP COUNSELORS

Summer Experience staff members are enthusiastic and dedicated individuals committed to making your student's summer unforgettable. With small student-to-adult ratios, we ensure personalized attention for every camper. Our hiring process includes thorough background checks and follows Park Tudor's hiring practices. While many of our staff members are current Park Tudor educators, we also welcome several experienced teachers from the surrounding community.

We are excited to welcome both returning and new staff members each summer! To learn more about our instructors, please visit the homepage—you may find that many of them teach multiple camps throughout the summer.

Summer Experience also takes pride in our outstanding high school and college staff, many of whom return year after year. With some team members celebrating their fourth summer with us, they are eager to create a welcoming and supportive environment for all campers. Your child will meet their counselors in camp, on the playground, and during carpool. We encourage campers to introduce themselves, ask questions, and connect with our team—we're here to help!