



860 North Section St. | Fairhope, AL, 36532 | 251.928.2912 | [www.stjamesfairhope.school](http://www.stjamesfairhope.school)

## **2026 Summer Day Camp Handbook**

This handbook is provided to parents and campers to offer guidelines and information concerning the policies of St. James Episcopal School Summer Camp. While every attempt has been made to be thorough, some situations may arise which are not covered in the handbook, in which case the school camp administration will act in the best interest of the students and the camp and in accord with the general principles of this handbook. St. James Episcopal School Summer Camp reserves the right to modify the handbook's content any time the administration believes it is in the best interest of the camp to do so. If you have any questions about policies that are not covered in this document, please contact the school.

St. James School Summer Camp does not discriminate on the basis of race, creed, color, or national origin, neither in its admission policies or in any camp program.

### **Mission**

We are an Episcopal School anchored in Christ, educating the whole child, mind, body and spirit, in a nurturing environment.

### **Hours of Operation**

The current hours of operation are Monday through Friday from 8:00 AM-2:30 PM. Our camp will begin on Monday, June 8, 2026, and continue until Friday, July 24, 2026.

### **Tuition and Fees**

There is a \$150.00 one time, non-refundable registration fee for each camper due at the time of registration. No refunds will be given for days that are paid and not attended.

**ALL** tuition is due by May 29th. You will be financially responsible for registered camp sessions even if your child does not attend.

Tuition, t-shirts and lunch can be paid through Gradelink. You will be emailed login information.

### **Secure Building Access**

An intercom button gains access into the building. A valid I.D. will be required via the video security system before entrance will be granted. If someone other than a child's parent or guardian will be picking up the camper, prior notification must be given to the Camp Director or the school office. Please list all people on the registration form who are authorized to pick up your child. If you are going to be late, let the Camp Director know; additional fees will be applied. Please discuss any custody arrangements with the Director of St. James Episcopal School. Documentation regarding custody arrangements must be on file with the school.

### **Parent Drop-Off and Pick-Up**

Drop off begins at 8:00 AM at the church entrance. On your child's first day of camp, please park in the designated parking area and escort your child to the front entrance of the church. After their first day, drop off will take place in the carpool line in front of the church. Pick-up will also be at the church entrance. At pick-up, a staff member will walk children to the car line and escort children to their cars. Campers will stay with their group until notified to come to the carpool. Please have car doors unlocked. Staff will put your child in the car. You will then pull forward, park in the gravel parking lot and buckle your child into their car seat. Please do not exit your car in the carpool line to unload or load your child. **\*\*\*\*Due to new construction, drop-off and pick-up may be adjusted to accommodate the growth of our current school building.**

### **Health Safety**

- **Parents should be alert for signs of illness in their children and keep them home when they are sick.**

### **Health and Safety**

Illness spreads quickly among small children. Any child in attendance who becomes ill, has a contagious disease or condition, or suffers an injury that requires medical attention shall be separated promptly from the class, but will have continuous supervision by a camp staff member. If your child becomes ill while at camp, you will be notified to pick up your child immediately. If we cannot reach you, we will call the next person on your release form. In the event immediate and/or emergency medical treatment should become necessary and required, and parents/guardians or other designated persons cannot be contacted prior to such emergency medical treatment being determined to be required and necessary, St. James Episcopal School Camp will

obtain and authorize such necessary and required medical treatment as recommended by a medical professional. However, all medical expenses of any kind shall be the sole responsibility of the party(s) signing the financial responsibility form for the applicant on the enrollment form.

- If your child does not feel well, **DO NOT** send him/her to camp.
- If your child has a fever, they are not to return to camp until they are fever free for 24 hours. **A fever controlled by medicine is still considered a fever.** If your child has a fever, shortness of breath, cough or sore throat DO NOT bring your child to camp.
- If your child has, or had, diarrhea at home, please keep your child at home.
- If your child vomits at home or camp, they are not allowed to return to camp for 24 hours after the last episode of vomiting.
- If your child has a runny nose, reddened eyes, persistent cough, or rash, DO NOT send them to school.

Safety is our primary concern, and we want to provide the safest environment for our campers. If your child is injured while at camp you will receive a phone call or written notification of the details of the injury.

### **Biting**

We consider biting to be unacceptable behavior, and it is not tolerated. Should a camper bite another camper, the offending child will be verbally warned and an incident report will be sent home in both child's folders. If the behavior is repeated a second time, an incident report will be filed, the parent will be called to pick up the offending child, and the parent will be asked to keep the child out of camp for the next 24 hours. If the behavior is repeated a third time, an incident report will be filed, the parent will be called to pick up the offending child, and a meeting with the teacher and Director will be held at this time. The child will be kept out of camp for the next 48 hours. Any additional occurrences in children 3 years and older may result in the child's removal from the camp with no refund of any fees. In the event a child bites a teacher or staff member, the same protocol will be upheld. Safety is paramount at St. James Episcopal School Camp and this policy is for the safety of our students. This policy is not meant to be a means of discrimination.

### **Bathroom Procedures**

**All children enrolled in our camp must be fully potty-trained. This includes being potty-trained during nap time. NO PULL-UPS!!!!**

- Your child must be able to tell the teacher they need to use the potty in time to get to the bathroom.
- Your child must be able to pull down their pants and underwear and get them back up without assistance.
- Your child must be able to independently wipe themselves and flush the toilet.

- Your child must be able to independently wash and dry their hands.

We understand that young children may have accidents on occasion. If a child has more than one accident, you will be called to pick up your child. The Director of St. James Episcopal School reserves the right to withdraw a child if he/she is not fully potty-trained.

### **Meals and Snacks**

All campers will be responsible for their own water bottles and nut-free snacks and lunches each day. Lunch should be a nutritious meal that does not require further preparation by the teacher and will not spoil outside of a refrigerator. Do not send foods that need to be warmed. No carbonated drinks or candy are allowed. Please send a spoon/fork in your child's lunch box if needed. If your child has a food allergy, alert the teacher and Director immediately. It is the parent's responsibility to notify the Director of any allergies. We will inform parents of particular foods that cannot be brought into the classroom. For further information, please refer to the allergies section below.

### **Lunch (Optional)**

Catered lunch is available 3 days a week during summer camp. Lunch must be ordered and paid for in advance. Lunch is non-refundable.

Monday - Chicken Salad Chick - A cup of Mac-n-Cheese w/a side of fresh fruit, a pickle and a buttercream frosted cookie

Wednesday - Chick-fil-A - 5 count chicken nuggets, a fruit cup and chips

Friday - Papa John's Pizza - 2 slices of cheese pizza with an applesauce

### **Allergies**

Anaphylaxis is a severe allergic reaction at the extreme end of the allergy spectrum, which, after minutes of exposure, can lead to death. The main causes are attributed to nuts, seeds, and seafood. This policy focuses on the management of nut allergies.

As St. James Episcopal School Camp does not serve food, it is the responsibility of all parents to use care in the preparation of any food sent with their child to ensure it does not contain nuts or seafood. This will avoid subjecting other children to ingredients to which they may have allergic reactions. It should be understood, given the current food manufacturing processes, that it is impossible to guarantee that all products will be free from possible "traces of nuts" and other allergens. The success of minimizing anaphylaxis risk and all other allergic reactions requires the cooperation of all students and parents. Our school is a "Nut-Free Zone." Parents are to refrain from sending foods that contain nut products to the school.

### **First Aid Training**

All camp staff will maintain current CPR and First Aid certifications.

## **Medications**

St. James Episcopal School may only administer medication when it has been prescribed by the child's physician. No over-the-counter medications (without a prescription) shall be administered at the school. The medication must arrive at the school in its original container, labeled with the child's name, and pharmacy label. Specific dosing times and instructions for administration must accompany the medication. A Medication Authorization Form must be completed and on file in the school office in order for staff to administer medication. The Medication Authorization Form is only valid for seven days. At the end of the seven-day period, the medication will be returned to you unless a new Medication Authorization Form has been completed. The original, completed Medication Form will be kept on file in the school office. If your child requires long-term medication, please discuss this need with the Director so that appropriate documentation may be obtained for you and for your child's physician.

Medication **MUST** be hand-delivered directly to the school office or Camp Director to ensure the safety of all children and to ensure that proper documentation is in place. No medications should ever be placed in a child's backpack.

## **Clothing and Personal Belongings**

Campers should bring a change of clothes and socks (please label ALL belongings). An extra change of clothes is recommended for ALL campers. If a child has an accident and does not have a spare change of clothes, parents will be called to pick up their child.

- Wear comfortable play clothes
- **Closed-toe shoes are required each day.** Please do not send children to camp in sandals, flip flops or Crocs.
- Sunscreen and bug spray should be applied at home as needed. Staff members cannot apply sunscreen or bug spray.
- Campers are not allowed to bring electronics or toys from home. A small lovey is acceptable for nap time only.

## **Nap**

Each camper PreK3 through PreK4 will need to provide a roll-up blanket/nap mat with his/her name clearly marked on it for rest time. Please send the nap mat in a plastic bag, as we cannot store mats together. Your child may bring a small lovey to sleep with, but it will go directly back up after nap-time.

## **Clean and Disinfect**

St. James Episcopal School Summer Camp is taking extra precautions to keep our staff and children safe and healthy. We will continue to maintain a clean and safe environment for your children. Each day, we will disinfect surfaces that are frequently

touched such as doorknobs, light switches, classroom sinks, countertops, tables, and chairs. We will do this in addition to our normal cleaning routine. Cots that are used for naps will be labeled for each child and will be cleaned and disinfected daily. Nap mats will be sent home weekly for laundering.

### **Communication**

We will contact you regarding information about inclement weather via email and/or text. Please make sure the office has your current information. If we need to close the camp down for any reason, we will do everything possible to give you ample time and we will communicate with you through email and/or text.

If your child will be absent or late for camp sessions please contact Marcy Covington, [office@stjamesfairhope.org](mailto:office@stjamesfairhope.org).

St. James Episcopal School Camp is committed to providing a safe environment for you and your child. If you have any questions or concerns please contact us.

Shelley Miller, School Director  
[schooldirector@stjamesfairhope.org](mailto:schooldirector@stjamesfairhope.org)  
251-928-2912