



## ICS SUMMER CAMP HANDBOOK

### Overview

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Immaculata Catholic School (ICS) weekly camps are offered in June and July. All camps are run by ICS staff and/or parents. Camp offerings are on the school website under “[Student Life](#).” All camps take place on the ICS campus or in the EK Center unless otherwise noted. Camps that include field trips will require permission slips authorizing off-campus activities for each camper.

Half-day camps (8-11:30 a.m. or 11:30 a.m.-3:00 p.m.) cost \$175/camper and full-day camps (8:00 a.m. - 3:00 p.m.) cost \$350/camper. Cancellation requests will be accepted up to two weeks before an Immaculata camp start date, and a refund will be given minus a \$30 processing fee per participant per camp. Cancellations within two weeks of a camp start date are non-refundable.

Parents will receive an email from the camp counselor(s) before camp begins detailing drop off/pickup locations, what campers should bring, and the general schedule of the camp. Parents must agree to the terms outlined in the ICS Summer Camp Handbook and submit all required forms before their children can attend camps.

The ICS Summer Camp Director, Barbra Murray, can be reached at [camps@icdurham.org](mailto:camps@icdurham.org) or by calling 919.682.5847 x262. All late arrivals to or early dismissals from any camp should be coordinated with the Camp Director.

ICS is part of the Immaculate Conception parish and as such is governed by the Pastor of the parish. The Pastor collaborates closely with the Principal of ICS concerning all school programs and policies.

### Staffing

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Camp leaders have had Safe Environments Training and have undergone a background check in accordance with the Diocese of Raleigh and ICS mandates. Subject to the Summer Camp Director and/or ICS Administration approval, volunteers may assist with camp activities under the supervision of the adult camp leaders.

### Discipline/Redirection

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At the start of each camp session, camp counselors will outline behavior expectations to students – such as respect, integrity, and following directions. Counselors will be prepared to offer camper redirection or a cooling-off spot if needed. If disruptive behavior continues and/or more intervention is needed, campers will be directed to the Summer Camp Director or a member of the ICS Administration. If a resolution cannot be reached, a parent will be asked to come to the school to meet with an administrator and pick up their child. Unsafe behaviors, in particular, may result in a child being expelled from camp.

## Health

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*Illness:* Children should not come to camp if they ran a fever, vomited, had diarrhea, or started an antibiotic treatment within the previous 24 hours. The same policy outlined in the Parent/Student handbook also applies to summer camps.

*Student Injuries or Illness while at School:* In case of a significant accident or illness suffered by a child while at camp, every attempt will be made to notify the parent/guardian. If parents/guardians cannot be reached, one of the emergency contacts designated on the emergency release form will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the emergency release form to ensure that the child receives necessary emergency care. This authorization must be on file before attending camp. Injuries and/or illnesses of serious nature will be documented on an "Injury/Illness Report" form by the closest observing staff member, and the report will be shared with the camper's parents and the Principal.

*First Aid:* Immaculata Catholic School does not have a health room. However, all teachers and the front office personnel have first aid kits. Minor cuts and scrapes will be cleaned with soap and water and covered with an adhesive bandage if necessary. These practices are in compliance with North Carolina school and public health regulations.

*Medication:* All children requiring prescription or over-the-counter medication of any kind during camp hours are to turn in the medicines to the school office in their original containers. The medicine should be accompanied by a [Student Medication Form](#), signed by a physician, indicating the patient's name, specific dosing amounts and times, possible side effects, and emergency procedures (if any). Parents must sign off on the form that the school is authorized to follow the instructions as outlined in the doctor's note.

Parents should not send a student to school with sunscreen or bug spray; these items must be administered prior to the student arriving at school.

*All campers must be registered and have a signed  
[Summer Camp Handbook agreement](#) on file to attend camp.*