

Welcome to Summer Programs 2017! We are excited that your family has decided to join us for a summer adventure. Whether you will be with us for a week or the entire summer, it is always helpful to know what to expect and how Summer Programs operate. We have prepared this Camper's Guide in order to answer most of the commonly asked questions. If you still have further questions, feel free to contact us in one of the following ways:

### **SUMMER PROGRAMS OFFICE:**

Email: [summerprograms@caryacademy.org](mailto:summerprograms@caryacademy.org)

Summer Programs Office: 919-677-7839

Website: [www.casummer.org](http://www.casummer.org)

### **CAMP PROGRAM HOURS:**

#### ***Types of Programs and Hours:***

**Half day programs:** 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.

**Full day programs:** 8:30 a.m. – 4:30 p.m.

**Lunch Care:** 12:00 p.m. – 1:00 p.m. if you are registered for either A) a full day camp OR B) two half day camps within one day.

#### ***Assembly:***

Campers gather as a full camp community for morning and afternoon assemblies. This is an exciting time of laughter, sharing, and fun as we perform skits, sing songs, and highlight camp activities. Morning assembly begins at 8:30 a.m. and afternoon assembly ends around 4:30 p.m.

#### ***Extended Care (not available for K-1):***

Remember you must register for extended care by Wednesday at 5:00 p.m. the week before your camp starts. Extended care is available by the week only and pre-registration is required. A healthy snack is served in After Care only.

##### ***Before Care: 7:30 a.m. – 8:30 a.m. \$30 per participant, per week***

Before Care, located in Berger Hall, begins at 7:30 a.m. Parents may drop campers off curbside in front of the Middle School where a Summer Programs Staff member will be waiting to greet campers. If arriving to Before Care after 8:15 a.m. campers will need to be escorted in and signed into Before Care. Board games will be available for campers to play and campers may also bring their own activities if they wish. At the end of Before Care, campers will be escorted into open assembly where they will meet other campers and their instructor for morning camp.

##### ***After Care: 4:30 p.m. – 5:45 p.m. \$50 per participant, per week***

After Care, located in Berger Hall, begins at 4:30 p.m. and concludes at 5:45 p.m. Campers are served a healthy snack and drink each day. Please pick up your camper promptly by 5:45 p.m. There will be a \$1 per minute late pick-up charge after 5:45 p.m., for late pick-ups payable at the time of pick-up. Campers can expect many different activities throughout the week in After Care, including recreational activities, board games, and arts and crafts projects.

### **CENTRALIZED PICK-UP AND DROP-OFF PROCEDURES:**

Centralized drop-off and pick-up is offered for your convenience. Those joining us for a full day of camp can enjoy the convenience of both centralized drop-off and pick-up. Campers participating in a half day morning camp will be picked up at the camp location. Campers participating in a half day afternoon camp will be dropped off at the camp location. Room schedules are available online at [www.casummer.org](http://www.casummer.org).

#### **For Full Day Campers:**

##### ***Morning Centralized Drop-Off***

Campers enrolled in a morning or full-day program can be dropped off between 8:30 a.m. and 8:45 a.m. at the curbside drop off location in front of the Middle School. If you are late dropping off your camper, you must park and walk them in to the Summer Programs Office located in the Middle School and sign in. *No centralized drop-off available for those campers enrolled in afternoon camps only.*

### ***Afternoon Centralized Pick-up***

Campers enrolled in an afternoon or full-day program can be picked up between 4:20 p.m. and 4:45 p.m. at the curbside pick-up location in front of the Middle School. Parents must have a carpool tag visible in their front, driver's side window until camper is picked up. Please make sure your camper knows their carpool number as campers will be called by number rather than by name. If you are picking up your camper early from camp, they must be picked up prior to 3:50 p.m. at their camp location. Campers will not be allowed to be picked up from 3:50 p.m. to 4:20 p.m.

### **For Half Day Campers:**

#### ***Noon Pick Up: (For Campers Enrolled in Morning Camps only)***

All campers must be picked up promptly at the end of camp at the designated camp location. Every camper must be signed out each day. Instructors may ask to see a picture ID to be sure they are releasing your camper to the correct person. Please make sure all individuals picking up your camper bring a picture ID with them. Any campers not picked up within 10 minutes of the conclusion of camp will be walked to the Summer Programs Office. Any campers not picked up within 15 minutes after camp ends will be charged a late pick-up fee at a rate of \$1 per minute, due at pick-up.

#### ***Afternoon Drop Off: (For Campers Enrolled in Afternoon Camps only)***

Campers in rising grades 6 and under must be accompanied by a parent or guardian, walked to their camp and signed in by a parent or guardian each day. Campers in rising grades 7 and up may walk to their camp on their own and sign themselves in; this is a parent's decision. Please be advised that Cary Academy cannot assume responsibility for campers until he/she is under the supervision of the camp instructor. Campers may not be left alone at the camp location until the instructor is present. Campers will be permitted in the class beginning 10 minutes before camp begins. Since instructors use time before camp begins to prepare for the day's activities, please be respectful of the instructor's time and do not expect them to accept campers earlier.

Campers will not be permitted to leave without a parent unless the Summer Programs Office has received written permission. This will only be permitted in instances when a camper walks, rides a bike or drives him/herself to camp. In addition, campers will not be released to wait at an unsupervised location (i.e. the front of a building or elsewhere on school property), or to individuals other than parents or individuals designated on the release authorization. When carpooling, please provide the Summer Programs office with a written permission for your camper to leave with another family and the date(s) applicable. It is also important that the camper know the carpool number of the family picking up. Every camper must be signed out each day. Instructors will also ask to see a picture ID to be sure they are releasing your camper to the correct person. Please make sure all individuals picking up your camper bring a picture ID with them.

### **LUNCH AND SNACK:**

#### ***Snacks:***

Campers are encouraged to bring a snack and drink or water bottle with them to enjoy during their camp. There will be a snack break during each camp, morning and afternoon. Campers will not have access to vending machines at these times and often take breaks outside.

#### ***Lunch Care:***

Lunch Care runs from 12:00 p.m. to 1:00 p.m., and is fully supervised at all times. Only campers who are enrolled in a full day of camp or morning and afternoon camp may participate in Lunch Care. Rising grades 2-9 eat lunch in the Dining Hall and remain in the Dining Hall or Quad where they can participate in recreation games, arts projects, board games, relax with a book, or visit with friends. In order to participate in recreation games, campers must wear closed toe shoes. Rising grades k-1 will eat lunch in a different location closer to their camp location.

Any campers in the Lunch Care program have the option to enroll in the Meal Plan. If you choose not to enroll in the Meal plan, campers should bring a lunch to camp. **There are no refrigerators, microwaves, or utensils available.** Make sure your camper's name is on his/her lunchbox or lunch bag. A concession area will be available during lunch so campers may purchase drinks and snacks.

***Lunch Care Meal Plan: 12:00 p.m. – 12:30 p.m. - \$35 per participant, per week.***

The Meal Plan option is available for campers who are registered for either a full day camp or morning and afternoon camps. The Meal Plan is only available by the week with preregistration. Remember you must register by Wednesday at 5:00 p.m. the week before your camp starts. Each day the camper will be provided with a main course, side item, and a choice of water or juice.

***Summer Programs Meal Plan does not make accommodations for specific dietary restrictions.***

***Menu (subject to change)***

- *Monday – Zaxby’s – 3 chicken nibblers, chips, cookie*
- *Tuesday – Deli.cious – Cheese tortellini with nut free pesto and fresh fruit*
- *Wednesday – Jersey Mike’s – turkey and cheese sandwich, chips*
- *Thursday – Moe’s – chicken, rice, bean, and cheese burrito with tortilla chips and salsa*
- *Friday – Roma Italian – 2 slices of cheese pizza, pretzels*

All campers in Lunch Care are picked up from their morning camp locations and escorted to their afternoon camp locations by Summer Programs staff. Campers are not permitted to be on campus outside of Lunch Care or leave campus during the lunch period unless they have written permission to do so and it is on file in the Summer Programs Office. Please notify the morning instructor **and** Summer Programs Office if the camper will be picked up at lunch and brought back to an afternoon camp. If your camper is picked up from the morning camp for lunch, you must bring them to their afternoon camp directly. **You will not be allowed to drop them off in the middle of Lunch Care.**

If a parent would like to join their camper for lunch, please check in at the Summer Programs Office. You will be asked to sign in and out and wear a visitor badge during each visit.

**\*We have several campers who have severe food allergies. We ask that you speak to your camper and remind him or her that sharing food is absolutely not allowed.**

**ABOUT OUR STAFF:**

All lead camp instructors, program assistants, and summer staff receive a background check before beginning work with Summer Programs. In addition, all instructors are trained in the appropriate methods for handling behavior issues and emergency situations. All Summer Program staff are required to wear Summer Program t-shirts at all times so that you can easily identify them.

In addition to our talented instructors, we have an experienced and enthusiastic staff that is committed to making this summer a fun and exciting adventure for your camper. Thank you for entrusting your camper in our care. To meet the staff and get updates on Summer Program happenings, visit our website at [www.casummer.org](http://www.casummer.org).

**SAFETY AND HEALTH INFORMATION**

***Handling Emergencies***

If you have an emergency that requires you to quickly contact your camper, please call the Summer Programs Office at 919-677-7839. The staff will be able to readily locate your camper and/or his/her lead instructor in the most expeditious manner. Campers are not permitted to use their cell phones during camp hours.

In the unlikely event that the school has an emergency (tornado watch, fire, lockdown, etc.), the school will initiate its emergency procedures. In those instances, we will do our best to post up-to-date information on the Summer Programs homepage located at [www.casummer.org](http://www.casummer.org) and on the **Summer Programs Office voicemail at 919-677-7839.**

## ***Extreme Weather Policy***

Your child's safety is our highest priority at Summer Programs at Cary Academy. Due to the quickly changing weather throughout the summer months, we have policy in place to assure a safe and fun summer experience.

## ***Extreme Heat***

Summer in North Carolina can get especially hot and with several camps and programs outdoors heat related illness is a great concern of ours. For this reason we follow the below protocol for all of our camps and programs.

- Summer Staff are American Red Cross First Aid Certified and have been taught best practices prior to the start of summer.
- The heat index is regularly monitored by the Health and Safety Coordinator as well as other office staff members.
- Regular water breaks are encouraged and monitored by instructors.
- Misting tents are made available for use by outdoor camps.
- When the heat index (a combination between actual temperature and humidity) reaches 98°F all programs are required to take water breaks inside an air conditioned space once every hour. It is during this time that arrangements are being made to bring outdoor camps and programs indoors.
- When the heat index reaches 100°F it becomes **mandatory** for all outdoor camps and programs to continue all activities indoors.

## ***Sun Safety***

Camps and programs that take place outdoors:

- Campers should arrive to camp with sunscreen already applied. We will supervise, but cannot apply sunscreen to a camper.
- Campers should bring a personal water bottle with their name on it. Water will be provided during the course of the camp and regular water breaks will be taken.
- A hat is highly recommended.
- Campers should eat breakfast and arrive to camp full hydrated.

## ***Rain***

Sudden and unpredictable storms are a common occurrence in the summer months. All outdoor camps and programs are provided with an alternate location in cases of extreme weather which includes but is not limited to rain and thunderstorms.

## ***Health Information***

Summer Programs at Cary Academy welcomes the participation of all individuals in our programs. We are fully committed to complying with the ADA standards providing reasonable accommodations to facilitate participation in our programs. To ensure that adequate resources are in place, information regarding medical needs should be completed during the registration process and should be received at least one month prior to the start date of the program. We recommend that parents or guardians consult their camper's pediatrician or health care professional to assess their ability to participate in the program. It is requested that parents or guardians provide in writing any additional instructions for the specific condition or special needs of their camper and send to [summerprograms@caryacademy.org](mailto:summerprograms@caryacademy.org), one month prior to the start of camp. Without disclosure, Summer Programs at Cary Academy may not be able to accommodate and camper may be removed from his/her current or future camps without a refund.

## ***Medications***

If your camper requires medication, a parent must bring the medication to camp and administer the medication to the camper. If your camper carries an epi-pen or you are requesting that a Summer Programs employee carry the epi-pen while your camper is at camp, Cary Academy requires that the Epi-Pen Release form be completed and returned to the Summer Programs Office prior to the first day of camp. You may download the Epi-Pen Release form on our website. Epi-Pens that are to be carried by Summer Programs personnel must be checked in to the Summer Programs office Monday between 8:30AM and 8:45AM for morning and full day camps and between 12:30PM and 12:45PM for afternoon camps. If your camper carries an inhaler, please note details on the online registration form so that we are aware.

## ***Immunization Records***

Immunization records are required with registration. In the case of an outbreak, those campers without up to date immunizations records will be sent home and no refund will be issued.

## **CAMP POLICIES AND GUIDELINES:**

### ***General Camp Guidelines***

- Campers are expected to abide by the Behavior Expectations; please review the guidelines with your camper prior to the start of camp.
- All campers are expected to remain on campus with the program in which they are enrolled, except when excused by the Summer Programs Director.
- Cary Academy is a tobacco-free campus and as such prohibits the use of and distribution of all tobacco products by employees, students, and visitors.
- Campers are not permitted to possess or use alcoholic beverages or illegal substances on or off school property. The possession of weapons or explosives of any kind, or objects, tools or devices that may be used as weapons, are prohibited on campus and at any summer program-related activity.
- Campers should not bring expensive items or excessive cash with them to camp. Although campers can bring items with them to use before and after camp (electronic game devices, iPod), they should be reminded to keep an eye on their belongings. We do not have facilities available to lock up such items and Summer Programs cannot be responsible for any items that are lost or stolen.
- Although campers can bring cell phones on to campus, they are not allowed to use them during camp hours, 8:30 a.m. to 4:30 p.m.
- Prior to the start of camp, any special physical, emotional, psychological, or medical needs of your camper must be identified and, if necessary, discussed with the Summer Programs Director.
- No gum will be allowed on campus. We ask that campers refrain from bringing gum with them to camp.
- Closed toe shoes with backs are recommended at all times but are not necessary unless campers wish to go participate in recreation activities. No campers will be admitted to the gym or quad to play unless they have closed toe, backed shoes. Crocs will not count as closed toe, backed shoes.

### ***Behavior Expectations***

One of the primary objectives of the Summer Programs staff is to provide a positive and safe environment that allows your camper to have a fun and enriching camp experience. In order to provide such an experience, we ask that all staff use praise and positive reinforcement as an effective way of managing the behavior of each camper.

<b>WHAT EACH CAMPER SHOULD EXPECT FROM SUMMER PROGRAMS STAFF:</b> <ol style="list-style-type: none"><li>1. We will speak to you in a respectful manner.</li><li>2. We will use appropriate language at all times.</li><li>3. We will have a positive attitude.</li><li>4. We will never leave any camper unattended.</li><li>5. We will maintain a friendly and nurturing atmosphere.</li><li>6. We will value each camper as an individual.</li><li>7. We will maintain a safe and age appropriate environment.</li></ol>	<b>WHAT IS EXPECTED FROM EACH CAMPER:</b> <ol style="list-style-type: none"><li>1. I will show my fellow campers and Summer Programs staff respect at all times.</li><li>2. I will respect personal property, equipment and facilities at camp, both on and off Cary Academy premises.</li><li>3. I will cooperate fully and will abide by all rules and directions.</li><li>4. I will use appropriate language at all times.</li><li>5. I will maintain a positive attitude.</li><li>6. I will stay in designated areas.</li></ol>
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Should a negative behavior issue arise, we will apply the following guidelines:

- **FIRST OCCURRENCE:** A quiet, verbal reprimand
- **SECOND OCCURRENCE:** Verbal warning to camper and a phone call to parent or guardian
- **THIRD OCCURRENCE:** Written incident report will be given to the parent or guardian
- If the inappropriate behavior continues beyond the written warning, the camper will be asked to leave for the remainder of the camp with no refund of already collected fees.
- If the offense is severe, including, but not limited to, fighting, theft, vandalism, possession of weapons, alcohol, cigarettes, or illegal substances, inappropriate language, severe verbal threats, physical aggression, leaving the designated area without permission, or sexual misconduct, the camper will be **IMMEDIATELY** dismissed from the current camp and any other camp he or she is registered to attend, bypassing all steps above, and **NO REFUND WILL BE GIVEN.**

**\*THE ACTIONS TAKEN WILL BE AT THE DISCRETION OF THE SUMMER PROGRAMS DIRECTOR.**

Problems brought to your attention should be discussed first with the lead instructor. If you do not believe you have received appropriate resolution, please then direct your issue to the attention of the Summer Programs Director.

## ***Absences from Camp***

If your camper will not be attending camp on a given day or will arrive more than 30 minutes late, please inform the camp instructor in advance. If it is the same day, call the Summer Programs Office at 919-677-7839 and let us know. We will communicate this information to the instructor so that they can plan accordingly.

Please be advised that we must leave for field trips on time. If the trip leaves without you, it would be your responsibility to get your camper to that location if they want to participate in camp that day. In addition, we do not have alternate supervision available when the camp is on a field trip.

## ***Cell Phones/Electronic Devices***

Cell phones may only be used outside regular camp hours (before 8:30 a.m. and after 4:30 p.m.) unless for a specified learning purpose in a camp. Cell phones must be on "silent mode" at all times. During camp hours, cell phones must be stored in the camper's backpack or purse. Other electronic devices are discouraged.

## ***Clothing***

Campers should come dressed in clothing appropriate for camp. In all cases, closed toe shoes or athletic shoes need to be worn (no sandals or flip flops, including Crocs please). For safety reasons, campers will not be allowed to participate in specific camp activities if they are wearing open-toed shoes. Campers must wear athletic shoes if they participate in any recreational games in the gym or outside. Athletic shoes should have non-marking soles. Any other special clothing or equipment requirements for specific camps will be provided to you if necessary.

## ***Visiting Summer Programs Camp***

Adults and children, other than registered campers, camp instructors, assistants, volunteers and parents are not permitted in the camp during camp hours unless invited. We invite parents to visit camp on a limited basis but ask you to remain respectful of the instructor and activities planned. The focus for parents should be on observation, not participation, unless invited by the instructor. If parents would like to visit with their camper during lunch time, come directly to the Summer Programs Office located in the Sports and Education Annex and check in with staff. For full day camps, some camps may have other lunch plans or may be on field trips so check with the instructor in advance.

## ***Field Trips***

Many camps go on field trips as an exciting way to get more involved and closer to the camp subject matter. We transport all campers on Cary Academy buses operated by trained the Instructor or Summer Programs staff. Campers may not transport themselves or other students in their personal vehicles.

## **REFUND AND TRANSFER POLICIES:**

### ***TRANSFER POLICY***

All transfer requests must be submitted in writing and may be sent to the Summer Programs office via e-mail, fax or mail. After April 1, 2017, a transfer fee of \$15 per camp will be charged to the customer.

### ***REFUND POLICY***

All refund requests must be submitted in writing and may be sent to the Summer Programs Office via e-mail, fax or mail. All summer programs require a minimum enrollment; you will be notified at least three weeks prior to the start date in the event a program must be cancelled. Program fees are fully refundable when the program is cancelled by Cary Academy. Otherwise, program fees are refundable as follows:

- Cancellations received in writing on or before April 1, 2017 will be entitled to a full refund less a \$35 cancellation fee per program.
- Cancellations received after April 1, 2017 will only be entitled to a refund (less the applicable cancellation fee per program) **if the camper's spot can be filled.**

### **DISCOUNTS**

The early bird discount is non-transferable.

Visit the Summer Programs Web site at [www.casummer.org](http://www.casummer.org) to view our summer blog and for the latest updates and program registration status.