

Summer Adventures 2017

Participant's Guide

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 Program 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:

Physical Location During Summer: Middle School Room 121

Email: summerprograms@caryacademy.org

Summer Programs Office: 919-677-7839

Website: www.casummer.org

CAMP PROGRAM HOURS:

Types of Programs and Hours:

Half day programs: 9 a.m. – 12:00 p.m. and 1:00 p.m. – 4 p.m.

Full day programs: 9 a.m. – 4 p.m.

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 participant. Thank you for entrusting your participant in our care. To meet the staff and get updates on Summer Program happenings, visit our website at

www.casummer.org.

SAFETY AND HEALTH INFORMATION

Handling Emergencies

If you have an emergency that requires you to quickly contact your participant, please call the Summer Programs Office at 919-677-7839. The staff will be able to readily locate your participant and/or his/her lead instructor in the most expeditious manner.

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 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.

Sun Safety

Camps and programs that take place outdoors:

- Participants should arrive to camp with sunscreen already applied. We will supervise, but cannot apply sunscreen to a participant.
- Participants 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.
- Participants 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 participant'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 participant and send to 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 participant may be removed from his/her current or future camps without a refund.

Medications

If your participant requires medication and is not able to self administer, a parent must bring the medication to camp and administer the medication to the participant. If your participant carries an epi-pen 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 participants without up to date immunizations records will be sent home and no refund will be issued.

CAMP POLICIES AND GUIDELINES:

General Camp Guidelines

- Participants are expected to abide by the Behavior Expectations; please review the guidelines with your participant prior to the start of camp.
- All participants 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.
- Participants 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.
- Participants should not bring expensive items or excessive cash with them to camp. Although participants 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.
- Prior to the start of camp, any special physical, emotional, psychological, or medical needs of your participant must be identified and, if necessary, discussed with the Summer Programs Director.
- No gum will be allowed on campus. We ask that participants refrain from bringing gum with them to camp.
- Closed toe shoes with backs are recommended at all times but are not necessary unless participant wish to go participate in recreation activities. No participants 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 participant 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 participant.

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

Should a negative behavior issue arise, we will apply the following guidelines:

- **FIRST OCCURRENCE:** A quiet, verbal reprimand
- **SECOND OCCURRENCE:** Verbal warning to participant 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 participant 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 participant 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.

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 participant's spot can be filled.**

DISCOUNTS

The early bird discount is non-transferable.

Absences from Camp

If your participant 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 participant 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 participant's backpack or purse. Other electronic devices are discouraged.

Clothing

Participants 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, participants will not be allowed to participate in specific camp activities if they are wearing open-toed shoes. Participants 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 participants, 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 participant 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 participant on Cary Academy buses operated by trained the Instructor or Summer Programs staff. Participants may not transport themselves or other students in their personal vehicles.

Visit the Summer Programs Web site at www.casummer.org to view our summer blog and for the latest updates and program registration status.