



2017 Camp Crown PARENT HANDBOOK

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www.crownsportscenter.com

Parents/ Guardians Handbook

Staff

Our active and excited staff is sure to make Camp Crown a great place to spend summer-break. Staff is thoroughly trained on camp policies, safety procedures, active and passive games, arts & crafts, and athletic activities. All staff will undergo fingerprinting and background checks. Staff will be CPR and First Aid Certified. There are always lifeguards on duty when we are at the pool, in addition to our counselors.

Hours of Operation

- Camp Crown activities will begin at 9:00 am and end at 3:30 pm
- Parents are able to drop off campers as early as 6:30 am and as late at 6:00 pm.

Sign In/Sign-Out Policy

- Campers must be signed in and out each day by a parent or other authorized adult listed in the camp pack.
- Authorized persons will be required to show ID.
- Parents must inform Camp Crown of changes in writing if an authorized person is added or deleted from the approved pick-up list.
- Campers may not sign themselves in our out.

Late Pick-up Fee Policy

- A Late Fee of \$1 per minute will be assessed anytime a camper is picked up after 6:00 pm.
- Payment is due when you pick up your camper or can be billed to you card on file.
- We recognize that emergencies arise and request that parents call Crown Sports Center if they are delayed for any reason. However, the late fee will still be assessed.

Attendance Policy

- There will be no financial credit made for absences, illness or suspensions.

Dress Code

- Children must come to camp dressed appropriately for a day of physical activity.
- Campers must wear athletic shoes in Crown Sports Center.
- Campers may not wear open-toed shoes, sandals, flip flops, or boots to camp.
- Flip Flips or water shoes may be sent on pool or water days.
- Clothing with inappropriate wording or graphics are not permitted
- Please send an extra set of clothing in case of accidents or spills.
- Camp Crown t-shirts must be worn on all field trips.

Personal Belongings

- Camp Crown will not be held responsible for damaged, lost or stolen items.
- All items should be clearly labeled with campers first and last name.

Rest Time

- The 4/5 year old group will have a daily rest time. Campers may take a nap or rest quietly.
- You will need provide a small blanket or towel for your child to use at rest time.

Medications

- Medications will be administered in the Crown Sports Center Office by the Camp Director or designee.
- A Medical Authorization Form signed by the child's physician must be provided for every medication to be administered to the child.
- Both prescription and over-the-counter medications require a physician signed Medical Authorization Form.
- All medications will be stored in a locked container in the office. Campers and staff may not carry non-emergency medications on their persons or store it in cubbies or bags.

Field Trips

- Field Trips are optional for campers
- Pre-registration and full payment is required on the Monday of the week prior to the field trip.
- Counselors will remain at Crown Sports Center for those campers not attending the field trip and will provide planned activities.
- Campers are required to wear their Camp Crown t-shirt for all field trips and swimming trips.
- If your camper arrives at camp without a Camp Crown t-shirt on a field trip/swimming day, you will be required to purchase a new shirt or remain at Crown Sports Center.
- No refunds, cancellations or exchanges will be given for missed field trips, even with advanced notice.

Transportation

- Campers are transported by school bus or the Crown Care van.
- Campers will not be transported in personal vehicles.

Safety

- We will notify you should your child become injured or sick. If you are available, we will notify the individual listed as the emergency contact.

Sunscreen

- Camp Crown will not supply sunscreen for campers. Sunscreen is to be supplied by the parent and placed in the camper's bag.
- Please apply sunscreen to your child in the morning before drop-off.
- Campers apply their own sunscreen at mid-day.

Conduct and Discipline

- Camp Crown is committed to providing a safe and positive environment for all campers.
- Campers and parents are expected to immediately report any personal offenses to camp staff.
- Code of Conduct
 - Campers are treated with respect and are to be respectful of others
 - Campers are to be respectful of Crown property and the property of others
 - Campers are to use proper language
 - Campers are to obey the bus rules when traveling to the pool and field trips
 - Campers are to stay with their designated group and leaders during the program and obey designated camp boundaries
 - Campers are to show good sportsmanship
 - Campers are expected to conduct themselves in a manner which does not jeopardize the safety and enjoyment of themselves, other campers, staff or the facility.
- Disciplinary Measures may Include:
 - Time Out
 - Loss of privileges
 - Phone call to parent
 - Parent Conference
 - Suspension
 - Immediate dismissal without a refund
- Camp Crown will use the following procedures to address significant disciplinary problems for campers who fail to abide by the Code of Conduct
 - 1st Infraction – Verbal warning sent home. Parent/ Guardian will be called by staff to discuss incident. Child may be denied right to participate in special event or trip.
 - 2nd Infraction – written warning sent home. Parent/ Guardian will be called by staff to discuss incident. Child may be denied right to participate in special event or trip.
 - 3rd Infraction- Parent/ Guardian conference will be scheduled immediately to identify problem and discuss solutions. Suspension and/or dismissal for remainder of camp could result.

After a conference, if the child's behavior does not improve, the child may be expelled from the program. Parents will forfeit any fees for the remainder of the session.

If a child is enrolled for more than one session, upon return for the next session, a first infraction would result in possible expulsion of child.

Note: Serious infractions may warrant immediate expulsion from program.

Rates

- No minimum number of weeks is required.
- No Registration Fee
- Basic Rates - \$150.00 per week for tuition plus additional fees for field trips/swimming paid on Monday of the week your child is attending camp
or
- All-Inclusive Rates - \$180.00 per week (includes all trips and lunch daily) paid on Monday of the week your child is attending camp

Payment Policy

Payment is due on the Monday of the week your camper is attending.

Full tuition payment will be due for the selected weeks regardless of if your child attends or does not attend. There will be no financial credit of tuition for emergency closings, weather related closings, illness, holidays, suspensions, and/or expulsions, unexpected withdrawal (for any reason) and/or family vacations.

- Parents/ Guardians are required to participate in a cash management program which will automatically debit the tuition from your credit card on the Monday your child is attending camp.
- Payment on your tuition can be made by the following: MasterCard, Visa or Discover.
- There is a \$35 fee to change, switch, swap and/or cancel any weeks selected in your contract. Change requests must be done in writing a minimum of one week (7 days) in advance of the affected week. Change requests will only be honored when signed and dated by the person signing this contract. The fee is due with the written request. Failure to follow this procedure will result in full payment due for any contracted weeks.
- Payments returned for uncollected and/or insufficient funds will be assessed a \$35 fee, in addition to your bank charges. Returned payments must be satisfied by a cash payment including fee before your child may return to camp.

Refund Policy

- No REFUNDS or EXCHANGES for missed Field Trips even with advance notice
- No refund will be provided if your child is excused from camp due to behavior.
- There will be no financial credit made for absences, illness or suspensions.

If you have any further questions, please contact us at 410-742-6000 or visit our website at www.crownsportscenter.com. Future announcements not included in this packet will be forwarded by email or sent home with the camper. We are looking forward to a great summer.

Crown Sports Center
Management