

CAMP CROWN



2022 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. Our 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 and will be CPR and First Aid Certified. There are always certified lifeguards on duty when we are at the pool, in addition to our counselors.

Hours of Operation

- Camp Crown activities will begin at 9:00am and end at 4:00pm
- Parents are able to drop off campers as early as 6:30 am and pick up as late as 5:30 pm.

Sign In/Sign Out Policy

- Campers must be signed in and out each day by a parent or other authorized adult listed on the pick-up form or Procure account.
- 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 or you may add them to your child's Procure account.
- Campers may not sign themselves in or out.

Late Pick-up Fee Policy

- A Late Fee of \$1 per minute will be assessed anytime a camper is picked up after 5:30 pm.
- Payment is due when you pick up your camper or can be billed to your card on file.
- We recognize that emergencies arise and request that parents call 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.
- Campers may not wear open-toed shoes, sandals, flip flops, or boots to camp.
 - Field trips and swimming days are the only exception but must have closed-toe shoes to change into after the trip.
- Flip Flops 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 camper's first and last name.

Medications

- Medications will be administered 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 person or store it in their bags.

Field Trips

- All campers will be included in every field trip.
- 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, for \$10, which will be billed to your account.*
- 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 if your child becomes injured or sick. If you are not available, we will notify the individual listed as the emergency contact. A sick child must be picked up within one hour of our call to you.

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 as needed or whenever we go outside for an extended amount of time.

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 offense to the Camp Director.
- Code of Conduct
 - Campers are treated with respect and are to be respectful to others.
 - Campers are to be respectful of Crown property and the property of others.
 - Campers are to use appropriate 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 must abide by 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. Parent/ Guardian will be called by staff to discuss incident or staff will discuss incident at pick up. 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 or staff will discuss incident at pick up. 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.

Note: Serious infractions may warrant immediate expulsion from program at any stage of the disciplinary process.

Tuition Rates

- No minimum number of weeks is required.
- \$30 registration fee
- Weekly tuition
 - \$180 per week which include all field trips, swimming and Snowies.
 - Sibling Tuition \$170 per week which include all field trips, swimming and Snowies.

Tuition payments are due Monday of the week your camper is attending and will be billed to the card or account on file. A \$10 late fee will apply to any account not paid in full by Wednesday. A \$35 NSF will be applied for any returned payment.

Payment Policy (please read carefully)

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 our Procure/Tuition Express program which will automatically debit the tuition from your credit card or bank account on the Monday your child is attending camp.
- Payment of your tuition can be made by the following: Credit Card or ACH payment (bank debit).
- 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 two weeks (14 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 or credit card 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 refund or financial credit made for absences, illness, or suspensions.

If you have any 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 will also post updates and pictures to our Facebook page.

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Camp Crown

We are looking forward to a great summer!

Miss Mandy, Mr. Rich, and the Crown Team