



Summer Camp Policies and Procedures

Thank you for your interest in the Crozet Sports Summer Camp! Our summer camp is designed to give campers a break from school while still providing a structured environment that allows them to have new experiences, stay active and to grow mentally, physically and socially! Crozet Sports Summer Camp has something for everyone... whether your child wants to improve their sports skills, compete in STEAM (Science, Technology, Engineering, Art, and Math) activities, participate in team-building exercises, design and create crafts, get outside or just hang out with our amazing staff... Crozet Sports Summer Camp is for them! We look forward to spending the summer with you!

Below is a checklist of forms necessary to complete camp registration:

- [Online Camper Registration Form](#)
 - Online Field Trip Permission (included in Registration Form)
 - Photo & Video Release (included in Registration Form)
- Print, Review and Sign [Crozet Sports Summer Camp Code of Conduct](#)
- [Medical Authorization Form](#) (if applicable)

Drop Off & Pick Up

Parents/Guardians or authorized personnel may drop off or pick up campers anytime from 8:15am - 5:00pm. Structured camp activities and field trips will begin at 8:45am and end no later than 4:30pm. Pick up and drop off will be at the gymnasium entrance to Crozet Elementary School or otherwise posted.

Drop Off & Pick Up Procedure

All campers must be signed in and out at the registration table by an authorized adult. For the safety of your child, only individuals listed on a camper's registration form will be permitted to sign out and pick up your camper. Please inform staff if your camper will be picked up by an adult other than a parent and please ask authorized adults to be prepared to provide identification to camp staff at pick up.

Half Day

Campers who are enrolled in the half day program should arrive by 8:30am and picked up between 12:15 and 12:30pm. The late policy outlined below will apply for half day campers picked up after 12:30pm.

Late Policy

All campers must be picked up by 5pm or a late fee of \$1.00 per minute will apply. Please notify the Crozet Sports Summer Camp staff as soon as possible if you will be late picking up your camper. If the parent/guardian or authorized personnel has not contacted camp staff within ten

minutes after pick up time, staff will attempt to contact the parent/guardian or authorized personnel. If the parent/guardian or authorized personnel are unreachable, the Crozet Sports Summer Camp staff will then begin contacting the emergency contacts provided at registration.

Field Trips

All enrolled campers will attend scheduled field trips at no extra cost. Field trip permission included in the registration process. Please check the camp's weekly schedule to be aware of the days and times campers will be off site on field trips and plan drop off and pick up of your camper accordingly. All field trips will occur in the morning to allow the participation of half day campers. If you do not wish your camper to attend any of the field trips, they must be picked up before departure time or dropped off after scheduled returns.

Inclement Weather

All field trips and outdoor activities are subject to change due to inclement weather. Field trips will be rescheduled or cancelled on a case by case basis. There will be no refund or proration of rates if a trip is cancelled as there is no extra charge for these activities.

Transportation

If campers attend an off-site field trip they will be transported in a vehicle that meets Virginia State Guidelines for transporting children. Attendance will be taken before leaving the Crozet Sports Summer Camp site, upon arrival at the field trip site, before leaving the field trip site and upon return to the Crozet Sports Summer Camp location.

Camper Checklist

- Socks and Sneakers or Tennis Shoes
- AM and PM Snacks
- Lunch (lunch will be available for purchase on Fridays only)
- Please label all of your campers items with their first and last name
- Apply Sunscreen at home (camp staff will not apply or provide sunscreen)

Campers will be active while at Crozet Sports Summer Camp. Activities will require socks and sneakers. Shoes such as sandals, flip flops or crocs will limit your campers participation during certain activities and are NOT recommended.

Lost and Found

Any items left at camp can be picked up the next day during camp hours. Please be aware the Crozet Sports Summer Camp staff do not have access to the building during non camp hours. Any items left in the building after the final day of camp in July will be turned in to the school's lost and found to be claimed during office hours.

Crozet Sports Summer Camp and staff are not responsible for any lost or damaged items. Please keep any electronic devices at home.

Payment

Families may choose the pay in full payment option and a Crozet Sports team member will contact you to take payment. All registrations must be paid in full or have a scheduled payment plan to secure a spot. All supporting paperwork must be received prior to March 15th, 2019 to qualify for early bird savings.

Families may sign-up for an installment plan by completing the Automatic Payments Authorization Form. Installment payments will occur on the 1st of each month and all balances must be paid in full by June 1st. Please pay the required registration fee with your registration submittal.

Camp Refunds/Cancellation Policy

1. Camp registration may be transferred to a different week without a fee prior to June 1st.
2. On June 1st and after, you may transfer camp registration to a different week with a fee of \$25.
3. Changes will only be allowed if a spot is available.
4. All cancellations received in writing at least 2 weeks prior to the first day of the registered camp week will be refunded 50% of that week's registration cost.
5. Cancellations that occur without written communication and/or within 2 weeks of the start of the registered camp week will require payment in full.

Medicine

Crozet Sports Summer Camp staff will administer emergency medication only (for example epi-pens and inhalers.) A medical authorization form must be provided if your camper requires medication during summer camp hours. If medicine is required longer than ten days, the medical authorization form must be signed by a licensed prescribe/physician. All medicine must be in the original container with the prescription label and will not be administered with a medical authorization form. If your child requires multiple medications, a medical authorization form is required for each medication. All new medication must be administered at home first.

Preventing the spread of disease/illness

If your child shows signs of illness including vomiting, diarrhea, rashes or a temperature over 100 degrees, please keep children home. If a camper becomes ill while at camp, parents/guardians or authorized personnel must pick up the sick child immediately. Before returning to camp, children must be free of illness for 24 hours.

Emergency Procedures

In the event of an emergency, Crozet Sports Summer Camp staff will attempt to contact the parent/guardian as soon as reasonable given the circumstances. If a parent/guardian cannot be reached, camp staff will attempt to contact emergency contacts. Camp staff will take necessary action until an authorized parent/guardian or caretaker is reached.

Behavior and Discipline: Crozet Sports Summer Camp staff will communicate and work with parents to provide a positive and fun environment for all campers. Please review the guidelines

below with your camper and the expectations of parents as well. We encourage you to review these guidelines with your camper before attending camp.

Permission to Video/Photograph

Crozet Sports Summer Camp staff will, on occasion, take photographs and videos of camp participants. These photos and videos will be shared with parents/guardians through the Crozet Sports website and social media.

Reporting of Child Abuse & Neglect

Crozet Sports is responsible for reporting any and all signs of child abuse or neglect immediately. This report will be filed by the camp director and forwarded to Social Services according to state policy.