



Middle School Summer Camp Policies and Procedures

Thank you for your interest in the Crozet Sports Middle School Adventure Camp! **We are so excited to expand our summer camp opportunities and can't wait for the adventures ahead in our new middle school program.** All rising 6th through 8th graders are invited to join the Crozet Sports team for three fun-filled camp weeks at the Miller School of Albemarle campus in Crozet!

The camp experience will include:

- A fun, structured camp environment led by Teachers and Coaches
- Daily swimming at the Pool & Lake
- Water Sports
- Hiking and Bike Trails
- Recreational and organized athletic activities
- STEAM Challenges
- Arts & Craft opportunities
- Leadership Skills Development
- Character Building activities
- A Crozet Sports summer camp t-shirt!

The Crozet Sports Summer Camp is fully committed to the health and safety of every camper. We will implement and follow all COVID related health guidelines and best practices in accordance with child care programs and extracurricular activities. The updated COVID health guidelines that we will be following will be shared with all families prior to the start of camp.

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)

Please note: Forms do not need to be returned until your child's first day of camp.

Transportation & Drop-off/Pick-up Details

As a convenience to our Crozet families, a morning and afternoon shuttle service will be provided to and from our Crozet Library location and the Miller School campus. Transportation is included in the camp weekly fee! See details below.

- ★ Camper drop-off at Crozet Library begins at 8am
- ★ Shuttle Departure from Crozet Library to Miller School: 8:45am
- ★ Shuttle Departure from Miller School back to Crozet Library: 4:00pm
- ★ Camper pick-up at Crozet Library by 5:30pm

All campers must ride the morning shuttle or be dropped off at the Miller School after 9:15am. Students not riding the return shuttle in the afternoon must be picked up by 4pm.

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.

Late Policy

All campers must be picked up by 5:30pm 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.

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. We will contact all families if when and if there are plans to attend an off-site field trip.

Camper Checklist

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

Lost and Found

Any items left at camp can be picked up the next day during camp hours. The Crozet Sports Summer Camp and staff are not responsible for any lost or damaged items. Please keep any electronic devices at home unless otherwise instructed by camp staff.

Payments

Families may choose the **pay-in-full payment option** or the **installment plan option**. All camp weeks must be paid in full or have a scheduled payment plan in place to secure a spot in the camp. The registration and non-refundable registration fee must also be received prior to your spot being secured.

Pay in Full Option

Select this option on the camp registration form and a Crozet Sports team member will contact you to collect payment. You will have the option to pay by check or online. We will email you a payment link to submit online payment. Please complete the registration form and submit the non-refundable registration fee.

Installment Plan Option

Select this option on the camp registration form and a Crozet Sports team member will be in contact to set up payment. Installment payments will begin on the 1st of the month following your registration submission and all balances must be paid in full by the start of your first camp week. Please also pay the non-refundable registration fee with your registration submission. Installment payment options will begin as early as March 1st and end on June 1st. Please register early in order to take advantage of this option. You will be emailed a payment link to submit your installment payment at the 1st of each month.

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.
6. A full refund will be applied if camp operations are halted or temporarily delayed due to circumstances surrounding COVID-19.

Camp Scholarships

The Crozet Sports Summer Camp will be offering financial assistance to eligible camp families through the Crozet Sports Community Foundation. A partial reduction in camp fees will be offered to eligible families on a first come, first serve basis. Our goal is to work with families to ensure that our Summer Camp is accessible to the entire community. Please contact us at info@crozetsports.com to further discuss this program.

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 prescriber/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.

The Crozet Sports Summer Camp will implement and follow all health guidelines and best practices in accordance with Virginia's COVID guidelines for child care programs and extracurricular activities. The current COVID health guidelines that we will be following will be shared with all families prior to the start of camp.

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 Camper Code of Conduct form found on the program page 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.