



Summer Camp 2024: Camper Rules & Policies

(A Helpful Handbook for Summer Camp Families!)

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WELCOME!

Empire Gymnastics is excited about our **2024** Summer Camp! We have new themes, various fun activities, field trips, and events planned for our campers this year, and we are thrilled that you will be a part of it!



Rules and procedures are important to ensure summer camp runs smoothly and everyone has the best experience possible. They are there for our parents to make sure all the necessary steps are taken for a safe summer, and they help our campers learn good habits during their time at Empire.

Below are important policies and guidelines that all families and campers must follow.

If you have any further questions that are not answered in this handbook, please be sure to ask us!

(Please do not send your child to camp with any food that contains nut products, including peanuts and tree nuts. Each year, we have several campers with different food allergies. For the safety of all campers, we ask you to be especially mindful when packing your child's lunch and snacks)

Camp Hours:

Before Care: 7:30 am – 8:30 am

Carpool Drop Off: 8:30 am – 9:00 am

Full Camp Day: 9:00 am – 3:00 pm

Carpool Pick Up: 3:00 pm – 3:30 pm

After Care: 3:30 pm – 4:30 pm

****There will be NO carpool drop-off or pick-up on days when it's raining or if there is a heat advisory. This is for the safety and well-being of our staff. ****

**** NOTE: After 4:30 pm, there will be a \$15.00 charge for every minute a family is late picking up their camper.**

Drop-Off and Pick-Up Procedures:

All campers **MUST** be signed in and out of camp each day.

Only authorized individuals will be allowed to pick up the camper.

Picture identification is required for all individuals who are signing campers out. This includes those who regularly pick up campers until staff can sight recognize those individuals.

Carpool Procedures:

Our carpool drop-off and pick-up process is different this year!

Once families turn down our street off Jefferson Hwy, you will drive down and make a U-turn by Sherwin Williams (there is a large empty lot). Then, you will pull up onto the concrete parking lot in front of Empire's entrance. We will have four orange cones set up for parents to pull up to.

Campers can only enter and exit vehicles on the passenger side of the car unless a parent gets out and escorts their child to the passenger side, out of the street. Children can only be escorted into the building from the orange cones, and counselors will only walk campers to the orange cones.

Please note that anyone coming to pick up a camper must be listed as an authorized pickup person on their registration form. Additionally, **all pickup persons MUST show counselors a valid photo ID** to confirm their identity before we release a child into their care.

We will also hand out signs with campers' names on them. Please have this sign in a clearly visible location inside the vehicle upon pickup. This will aid counselors in calling for campers, speeding up the carpool process in the afternoon.

Lastly, **counselors will NOT be buckling in campers upon pick-up.** If your child needs assistance with their seatbelts, we ask parents to pull into the gravel parking lot to do so **AFTER** they pick up their camper to avoid holding up the line.

During carpool hours, parents CAN NOT come into the building to drop off and/or pick up their children.

This leads to too much confusion when keeping track of campers, especially for signing in and out.

2024 Camp Dates & Weekly Themes:

Week 1: May 28th – May 31st (Carnival! Under the Big Top)

Week 2: June 3rd – 7th (Medieval Times)

Week 3: June 10th – 14th (Beach Blast!)

Week 4: June 17th – 21st (Day with Dinosaurs)

Week 5: June 24th – 28th (Zoo Break! Lions, Tigers, & Bears, OH MY!)

**** We will be closed July 1st – 6th ****

Week 6: July 8th – 12th (Rainforest Adventure)

Week 7: July 15th – 19th (Vroom Vroom!)

Week 8: July 22nd – 26th (Olympic Week)

Week 9: July 29th – August 2nd (Alien Invasion)

Camp Tuition:

Upon initial camp registration, families must pay a **non-refundable deposit of \$10.00 / per day per child or \$50.00 / per full week of camp.**

The remainder of camp tuition is due (and charged) the Friday before the start of each camp week. If payment is not provided, the camper will not be permitted to attend until the tuition is paid in full.

	3- & 4-Year-Old Camp	5 – 12-Year-Old Camp
(One Time) Registration Fee	\$30.00 / child	\$30.00 / child
Full Week	\$250.00 / week	\$225.00 / week
Single Day	\$55.00 / day	\$50.00 / day
Half Day	\$45.00 / day	\$40.00 / day
Before Care	\$8.00 / day	\$8.00 / day
After Care	\$8.00 / day	\$8.00 / day

Drop-In Registrations:

Although we sometimes allow drop-in campers who are not originally registered for the day to join us the morning of, we CANNOT always guarantee that we can accommodate them.

Our camp typically fills up each week with pre-enrolled campers. While we always try to have extra staff to help each day, if we don't have the legal number of counselors available to handle additional, unexpected kids, we can NOT add a drop-in camper that day.

If your child was on a waitlist for a specific week of camp and you did NOT receive an email notifying you of an opening, then your child is NOT registered to attend camp that week. Please call the office in the morning BEFORE coming to Empire to check if a spot is available!

Cancellation & Refund Policy:

As previously stated, for each day you register your child for camp, we require a \$10 NON-REFUNDABLE, NON-TRANSFERABLE deposit. This means that if you sign up for a full week, you will be required to pay a deposit of \$50.00.

Each year, our summer camp attendance grows; however, the size and space of our facility stay the same! Unfortunately, this means we have limited spots available each week and cannot accommodate every camp registration request. Thus, **if you sign your child up for camp, we expect them to attend.** The deposit is to help ensure you sign up for days/weeks you know work for your family, and you aren't unnecessarily taking up a spot that another camper would gladly want.

That said, we understand that situations arise, and we can't always plan for the unexpected! We do our best to work with families and their unique circumstances. Please contact us if needed!

All camp tuition runs the Friday beforehand, and we charge week-to-week. If you request to drop your child's camp enrollment the Thursday before they're scheduled to attend camp, then your account will NOT be charged what's left of the tuition after the deposit.

If cancellation is unavoidable after full tuition has already been paid, we will issue a tuition **credit** to your account based on the following guidelines:

Full Week Camp Enrollments:

- If a parent cancels the Monday morning of the week of camp – 100% credit of tuition minus the initial deposit
- If a parent cancels the Tuesday morning of the week of camp – 50% credit of tuition minus the initial deposit
- If a parent cancels the Wednesday morning of the week of camp – 25% credit of tuition minus the initial deposit
- If a parent cancels the Thursday or Friday morning of the week of camp – 0% of tuition will be credited

Single & Half Day Camp Enrollments:

- If a parent has paid for a single full day of camp but picks up early – 0% of tuition will be credited
- If a child completes a single full day but decides not to return for the next registered day of camp – 100% of tuition will be credited (minus the initial deposit) for the canceled camp day, **BUT only if the gym is notified 24 hours in advance**

If a child is sent home early or kicked out of camp entirely for disciplinary reasons, no money will be credited or refunded.

Sick Policy:

In today's world, paying attention to our health is more important than ever! To minimize exposure to and prevent the spread of germs, Empire adheres to strict cleaning procedures that are carried out daily as we always want to provide our students and campers with as sanitary of an environment as possible. And since we're a team here at Empire, all staff also abide by a sick policy, which states that they are not to come to work if they aren't feeling well.

All we ask is that our families do their part to help us keep Empire healthy!

As such, if your child is showing ANY signs of illness, whether it be fever, runny nose, sneezing, coughing, stomachache, etc., they are NOT permitted to attend camp. Considering the number of kids attending camp daily, even the smallest germs and viruses can spread like wildfire.

Upon drop-off, if a child is clearly showing signs of sickness, we reserve the right to deny permission for them to attend that day, even if the camper is registered and paid. Again, this policy ensures the continued safety, health, and wellness of all our campers and our staff!

Please notify us through email or phone if your child is sick and will miss camp any day. We will do our best to work with families whose kid(s) miss camp due to illness. If they only miss one or two days, we will credit tuition to your account, which will be applied towards future enrollments. However, if your child misses a week or more of camp due to sickness, we will require a doctor's note before issuing any credit or refund.

Behavior Policy:

1. Have fun!
2. Always respect all campers and coaches
3. Participate in each activity and help others do the same
4. Respect the property and rules of Empire Gymnastics Academy and other facilities visited on field trips

Disciplinary steps for inappropriate or disruptive behavior are as follows:

1. Clear and specific redirection of what the camper should be doing
2. Remove camper from the activity if redirection is not followed
3. Verbal and/or written communication with parent/guardian
4. If the behavior continues, the parent or guardian will be called, and the camper will be sent home
5. If the behavior carries over to subsequent days or if the incident is of a serious nature, the camper will not be allowed to return and will be banned from attending camp

**** NOTE: Empire Gymnastics has a ZERO tolerance policy for bullying. There are NO refunds if a child is sent home early from camp or kicked out for disciplinary reasons.**

Camper Attire:

Acceptable/Proper Daily Camp Attire:

- Workout clothing (tank top, t-shirt, shorts, leggings, etc.)
- Basketball shorts (boys)
- Leotard (girls)
- Yellow Empire Gymnastics Camp t-shirt (mandatory for off-premises field trips)
- Tennis shoes (mandatory for off-premises field trips ONLY)

Inappropriate/Prohibited Attire:

- Two-piece leotards or workout outfits
- Skirts or dresses

- Baggy or loose clothing
- Clothing with zippers
- Bracelets, necklaces, dangly/hoop earrings
- Any shoes or non-grippy socks (during the regular camp time in the gym)

All campers should bring a change of clothes, just in case! Accidents do happen. Campers 3 – 4 years of age should bring two changes of clothes (and a nap mat!)

* **REMINDER: All campers MUST wear the yellow Empire Gymnastics Camp T-shirt and closed-toe shoes for all on-site special events AND off-site field trips.** During regular camp times at the gym, children are welcome to wear a different shirt other than the yellow Empire T-shirt.

Lunch & Snacks:

All campers must bring a packed lunch with at least one additional snack and a refillable water bottle to camp each day. Except on select days during the summer, Empire will NOT provide lunch or snacks during regular camp hours.

If your child is attending before-care or is staying for aftercare, please make sure you pack extra snacks. Empire will distribute snacks for before care and/or aftercare if a child does not have a snack of their own.

However, you will be charged \$1.50 for each snack that Empire provides.

***** Please DO NOT send your child to camp with any food that contains nut products, including peanuts and tree nuts. Each year, we have several campers with different food allergies. For the safety of all campers, we ask you to be especially mindful when packing your child's lunch and snacks**

On-Site Special Activities:

Our camp will have a special activity related to the week's theme each week. Some of these include having outside entertainers, performances, or other specialists come to the gym to interact with the kids! There are no additional costs associated with these activities.

Several of the weeks' special activities also include water days! We have two blow-up water slides, bounce houses, and kiddie pools set up outside the gym for the campers to play in at scheduled intervals throughout the day.

On water days, it is important to pack a towel, sunscreen, swimsuit, bag to put wet swimsuits in, and extra clothes for your camper. **Everything that comes to camp with your child should be clearly labeled with their first AND last name.**

Apart from water days, parents are welcome to come to the gym to watch or participate when a special activity is planned on-site; we will let families know in advance the approximate time events should begin in case they wish to attend.

Field Trips Off the Premises:

Some camp weeks include field trips off Empire's premises!

There is a \$40.00 charge for all the field trips that involve traveling from Empire's property. This helps cover the additional expense of renting transportation to and from Empire Gymnastics.

If your child is signed up for camp on a scheduled field trip day, participation and attendance on the trip are mandatory. We do not offer any other alternative activity during camp days with a planned field trip. All counselors accompany the campers on field trips to chaperone, which means there is no staff to stay behind with campers who don't want to go on the field trip.

If your child is signed up for camp on a day with a scheduled field trip and you do **NOT** want them to attend, you won't be charged the \$40.00 fee, and your camper will be eligible to attend a "make-up" day (**which must be pre-approved by the camp director**). If applicable, your camper could also be switched to a 1/2 day of camp, arriving at the gym once everyone has returned from the trip.

Student safety is our number one priority!

Campers must wear the yellow Empire Gymnastics Camp T-shirt and closed-toed shoes to attend field trips. Skirts, dresses, two-piece bathing suits, and slides are prohibited.

If a specific field trip venue requires its own signed waiver for participation (in addition to ours), we will provide you with the waiver one week prior to the field trip. All supplementary forms will be attached to the weekly email we send out to families.

Each child must bring a separate permission slip for each field trip.

All permission slips and additional fees are due on the FRIDAY BEFORE the scheduled field trip. The additional field trip fee will be charged with the camp tuition.

Signing our permission slip and waiver gives your consent for campers to leave the premises of Empire Gymnastics. If a permission slip is not signed, and/or if you have not paid the additional \$40.00 fee, your child will NOT be able to attend the field trip. If a camper arrives on the morning of a field trip without these required documents and fees, then they will be immediately sent home.

Lastly, as with the special on-site activities, parents are welcome to accompany campers on off-site field trips. However, you will be responsible for driving yourself; parents are not permitted to travel on field trips on Empire's hired bus transportation. If you decide to meet us at the field trip location, you are responsible for your own admission fees and food purchases, if applicable. Furthermore, **parents are NOT permitted to remove their child from the camp group unless given specific permission from the camp directors.** Empire counselors and camp directors follow very specific protocols when attending off-site field trips, and taking your child away from their assigned counselor and group disrupts the efficiency of field trip procedures and affects the campers' safety.

(Please check our website for more information on where we'll be heading or hosting each week).

Parents may **NOT** drive their kids to and/or from off-site field trips. You **MUST** drop off and/or pick up your campers at Empire.

NOTE: All additional costs associated with field trips are the parents' responsibility and are NOT included in the weekly camp tuition.

Sunscreen & Bug Spray:

On water days or during outdoor field trips, campers will be sprayed with both sunscreen and bug spray.

If you have a certain type of sunscreen or bug spray that you would prefer your child to use, or if they need to use a specific kind due to skin allergies, parents **MUST** provide them (and ensure it is packed and sent to camp with their child).

Even if your camper's sunscreen and/or bug spray is packed in their individual bag, parents must also write their child's first AND last name on each bottle to ensure they don't get lost or mixed up with anyone else's.

Electronic Devices & Cell Phones:

All electronic and/or gaming devices are prohibited in the gym.

Should your child choose to bring an electronic device to camp, which includes tablets, cell phones, and other toys, they **MUST** leave their device in their bag.

If a device is brought into the gym, the child will be asked to power OFF the device. After which, it will immediately be confiscated and brought to the office, only to be returned at the end of the day.

*** NOTE: Empire Gymnastics will NOT be liable for lost, stolen, or damaged devices.**