



Summer Camp 2026: Camper Rules & Policies

(A Helpful Handbook for Summer Camp Families!)

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WELCOME!

Empire Gymnastics is excited about our **2026 Summer Camp!** We have new themes, various fun activities, special performances, 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 guarantee that our summer camp runs smoothly and that everyone has the best possible experience. Policies are in place to ensure that parents, staff, and students take all necessary steps to keep the summer safe and help our campers learn good habits during their time at Empire.

This handbook contains essential information about Empire's summer camp as well as policies and guidelines that all families and campers must follow.

If you have any further questions 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, please be especially mindful when packing your child's lunch and snacks!****

2026 Camp Dates & Weekly Themes:

Week 1: May 26th – May 29th (Ahoy, Mateys! Pirates & Mermaids)

Week 2: June 1st – 5th (Wild & Wacky Week!)

Week 3: June 8th – 12th (Dreamland Adventures)

Week 4: June 15th – 19th (Color Wars!)

Week 5: June 22nd – 26th (Around the World in 5 Days)

**** The gym is CLOSED June 29th – July 4th for Summer/4th of July Break****

Week 6: July 6th – 10th (Shipwrecked! Survivor Week)

Week 7: July 13th – 17th (Camp Hollywood)

Week 8: July 20th – 24th (Circus Craze!)

Week 9: July 27th – July 31st (Game On!)

Camp Hours:

Before Care: 7:30 AM – 8:30 PM

Carpool Drop Off: 8:30 AM – 9:00 AM

Full Day Camp: 9:00 AM – 3:00 PM

AM ½ Day Camp: 9:00 AM – 11:50 AM

PM ½ Day Camp: 12:10 PM – 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^{+tax} charge for every minute a family is late picking up their camper.**

Drop-Off & Pick-Up Procedures:

All campers MUST be signed in and out of camp each day. During carpool hours, Empire camp staff will be responsible for signing kids in and out. To help us with this, please tell us your name and your camper's name when you drop them off.

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

Until staff can visually recognize them, picture identification is required for everyone signing campers out, including those who regularly pick up students.

If you arrive after carpool hours, you must walk your camper into the facility to sign them in.

Carpool Procedures:

1. Once you turn down our street off Jefferson Hwy, drive to the end of the street (past Empire) and make a U-turn by Sherwin-Williams in the large empty lot. Then, you will pull up onto our concrete parking lot in front of Empire's entrance. **You do NOT park in a parking space!** Please remain facing Jefferson Hwy to allow for a quick drop-off and exit. We will have orange cones set up for parents to pull up towards, and staff members will be outside directing families on where to go.

2. A counselor will be at the orange cones to escort your camper to and from the building from the **passenger side** of your car. **All campers MUST enter AND exit vehicles from the car's passenger side.**
3. Please note that anyone picking up a camper **must** be listed as an **authorized pickup person** on the camper's 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.
4. We will hand out carpool signs with each camper's name on their first day of camp. **Please have this sign visible inside the vehicle upon pickup.** This will help counselors call campers and speed up the afternoon carpool process!
5. **Counselors will NOT be buckling in campers upon pick-up.** If your child needs assistance with their seatbelt, **we ask parents to pull into the gravel parking lot AFTER they pick up their camper to avoid holding up the line while they help their child buckle their seatbelt.** Please do NOT exit your vehicle to buckle in your camper in the carpool line!
6. **During carpool hours, parents CANNOT enter the building to drop off or pick up their children.** This leads to excessive confusion when tracking campers, especially during sign-in and sign-out. If you wish to walk your child in, you must **park in the gravel lot** and give your hugs in the lobby, as we follow specific carpool protocols for safety and efficiency. **Parents cannot walk their campers into the gym during carpool hours.**

Camp Tuition:

Upon approval of camp registration requests, families must pay a **NON-REFUNDABLE, NON-TRANSFERABLE DEPOSIT of \$10.00 PER DAY (per child)**. All deposits paid go towards the **total** camp tuition and are **NOT** an additional charge!

[For example, if you request registration for a full week of camp for your 3-year-old:

Camp Tuition: \$250.00 (+ tax) - Deposit: \$50.00 = Remaining Balance: \$200.00 (+ tax)]

The **remainder of camp tuition is due (and charged) on the Friday BEFORE the start of each registered camp week.**

If payment is not provided, the camper will not be permitted to attend until the tuition is paid in full.

The **camper registration fee (\$40.00^{+tax}) is also due (and charged) on the Friday before your child's FIRST registered camp week.** This is a one-time fee and will not be processed again if your camper is enrolled in multiple weeks.

All **before- and aftercare fees are processed at the end of the week**, rather than on Friday beforehand when camp tuition runs. This ensures families are charged only for the days they attended, even if they signed up for the whole week.

	3- & 4-Year-Old Camp	5 - 12-Year-Old Camp
(One-Time) Registration Fee	\$40.00+ tax / child	\$40.00+ tax / child
Full Week	\$250.00+ tax / week	\$225.00+ tax / week
Single Day	\$55.00+ tax / day	\$50.00+ tax / day
Half Day	\$45.00+ tax / day	\$40.00+ tax / day
Before Care	\$10.00+ tax / day	\$10.00+ tax / day
After Care	\$10.00+ tax / day	\$10.00+ tax / day
Snack	\$2.50+ tax / each snack provided	

Drop-In Registrations:

Although we *sometimes* permit drop-in campers (those who are not initially registered for that week) to join us the morning of a day of camp, we **CANNOT** always guarantee 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 **CANNOT** add a drop-in camper that day.

If you are interested in your child participating in our camp but did not register them in advance, **please call or email the office BEFORE driving to our facility** to check availability. If you come to the gym without first checking with the appropriate staff, we might have to turn you away on-site if we cannot legally accommodate additional campers.

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 or the weekly "welcome" email that details the events and information for the upcoming week, then your child is NOT registered to attend camp that week. Please call the office during regular business hours (weekday evenings between 2:00 and 7:00 PM) BEFORE coming to Empire to check if a spot is available!

Camp Group Structures:

Empire's summer camp is divided into our **3- and 4-year-old camp** and our **5- to 12-year-old camp**.

Our preschool camp follows a 5:1 camper-to-counselor ratio. On larger camp weeks, we separate the kids into two smaller groups with at least two counselors per group. On smaller camp weeks, our 3- and 4-year-olds remain together with three or more counselors overseeing the day's activities!

The older campers are divided into age-based groups, with about 10 to 12 kids per group. We also typically have two groups of boys: one for our 5- to 7-year-olds and another for our 8- to 12-year-old campers. Each group has an assigned head counselor who will be with them all week, which makes it easier for kids to know who to go to and enables campers and counselors to get to know each other better for the best possible camp experience! Plus, kids make more friends when they're with the same group throughout the week, which we always love to see 😊

In addition to Empire's head counselors, we have several "floater" counselors who move between groups and lend an extra helping hand where it's most needed, ensuring everything runs as smoothly as possible! And of course, our two camp directors remain on the premises at all times, constantly supervising the entire facility and facilitating a safe, fun-filled environment.

***NOTE: If your camper has friends attending and you would like them to be in the same group, please let us know! We'll do our best to accommodate your request, as long as we know ahead of time.**

Daily Camp Schedule:

Our camp directors take extra care to plan everything in advance, ensuring all our campers have days filled with gymnastics, fun, and nonstop activities! Every day, each group will rotate to 8 gymnastics events – Vault, Uneven Bars, Balance Beam, High Bar, Parallel Bars, Rings, Floor, and Pommel Horse – as well as trampoline/TumbITrak. There are also arts & crafts rotations, 30-minute snack periods, and 45-minute lunch breaks. Our preschool camp also has scheduled bathroom breaks and nap time worked into its daily itinerary.

Rotations at each event/station are about 15 to 20 minutes long to keep them moving and entertained, guaranteeing campers never get bored with doing the same thing for too long. While the daily structure remains consistent throughout the summer, the schedule changes slightly on days with special performances, events, or activities (such as water days). We prepare and organize as much as possible, not just for the well-being of every camper, but also to ensure kids get the most exposure to gymnastics throughout the day and can learn new skills in a safe environment. It is a gymnastics camp, after all, and we want gymnastics to be the focus and highlight of the day!

Lunch & Snacks:

1. 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 summer days, Empire will **NOT** provide lunch or snacks during regular camp hours.

2. **Provide your camper with more food and/or snacks than a normal school lunch!** Campers burn A LOT of calories throughout the day and tend to be hungrier than normal. **Please pack additional food options (more than they will likely finish) to ensure your camper has plenty to eat throughout the day.**
3. 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 \$2.50^{+tax} per snack provided by Empire.**
4. **DO NOT send your child to camp with any food that contains ANY NUT PRODUCTS,** including peanuts and tree nuts. Each year, we have several campers with different food allergies. For the safety of all campers, please be especially mindful when packing your child's lunch and snacks.

Camper Attire / What Campers Should Bring:

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:

- At least one change of clothes, just in case! (accidents do happen)
- Refillable water bottle
- Lunch
- Extra snacks (even more if your camper is attending aftercare)

***REMINDER: Please do NOT pack any snacks or lunches that contain nut products!**

Preschool Campers:

- At least **two** changes of clothes
- 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 gym camp times, children are welcome to wear a different shirt.

(*NOTE: There are **NO** scheduled off-site field trips for our 2026 Summer Camp.)

Sick Policy:

In today's world, paying attention to our health is more important than ever! To minimize exposure to germs and prevent their spread, Empire adheres to strict daily cleaning procedures. We always want to provide our students and campers with a sanitary environment!

And since we're a team here at Empire, all staff also abide by a sick policy, which states 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 shows ANY signs of illness, such as fever, runny nose, sneezing, coughing, or stomachache, they are **NOT permitted to attend camp.**

Considering the number of kids attending camp, even the smallest germs and viruses can spread like wildfire. It is unfair to counselors, campers, and their families if your child comes in sick, **so please keep them home.**

Upon drop-off, if a child clearly shows 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 staff!

Please notify us through email or phone if your child is sick and will miss camp on any day. We will do our best to work with families whose kids miss camp due to illness.

If they miss only one or two days, we will credit tuition to your account and apply it toward 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, specific redirection on what the camper should be doing.
2. Remove the 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 persists into subsequent days or the incident is more serious, the camper will **NOT** be allowed to return and will be banned from attending camp indefinitely.

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

Cancellation & Refund Policies:

As previously stated, we require a \$10.00 non-refundable, non-transferable deposit for each day your child is registered for camp. All deposits paid go towards the total tuition balance and are NOT an additional charge.

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 helps guarantee that you sign up for days/weeks you know work for your family and that you aren't unnecessarily taking up a spot another camper would gladly take.

However, 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 remaining camp tuition (the balance after deposits) is due on Friday BEFORE each registered week, and we charge **week to week**. If you request to drop your child's camp enrollment on the Thursday before they're scheduled to attend camp, your account will NOT be charged the remaining tuition. **All previously paid deposits are non-refundable.**

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 Full Day & Half-Day Camp Enrollments:

- If a parent has paid for a single full day of camp but picks up early, 0% of the tuition will be credited
- If a child completes a single full day but decides not to return for the following 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.

On-Site Special Activities:

Each week, our camp will have a special activity related to the theme! Some of these include bringing in outside entertainers, performers, or other specialists to interact with the kids at the gym. There are NO additional costs associated with these activities.

Several of the week's special activities also include water days! We have several water slides of different sizes and kiddie pools outside the gym for campers to play in at scheduled intervals throughout the day.

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

If there is a heat advisory on water days, campers will **ONLY** be let outside for an hour at a time. Additionally, campers must come with **water shoes** on water days with a heat advisory to prevent them from burning their feet on the **concrete**.

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 specific type of sunscreen or bug spray you would prefer your child use, or if they need a particular kind due to skin allergies, **parents MUST provide it** (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.

Field Trips Off the Premises:

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

1. **There is a \$40.00^{+tax} charge per camper for each field trip that involves traveling from Empire's property.** This helps cover the **additional** expense of renting transportation to and from Empire Gymnastics.
2. **If your child is signed up for camp on a scheduled field trip day, participation and attendance are mandatory.** We do not offer any alternative activities on camp days with a planned field trip. All counselors accompany campers on field trips as chaperones, so there is no staff member to stay behind with campers who don't want to go.
3. 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 ½ day of camp, arriving at the gym once everyone has returned from the trip.

Student safety is our number one priority!

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

5. If a specific field trip venue requires a separate signed waiver for participation (in addition to ours), we will provide it to you one week prior to the field trip. All supplementary forms will be attached to the weekly email we send out to families.
6. **Each child must bring a separate permission slip for each field trip.**
7. **All permission slips and additional fees are due on the day of the scheduled field trip!**
8. Signing our permission slip and waiver gives your consent for campers to leave Empire Gymnastics' premises. 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 the required documents and fees, they will be sent home immediately.**
9. As with regular camp days, **parents are NOT permitted to attend off-site field trips.** Accompanying their child on a field trip disrupts the flow of camp and makes it more challenging for camp staff to manage their groups of campers and perform their duties effectively. Empire counselors and camp directors follow very specific protocols when attending off-site field trips, and parental presence often distracts your child from their assigned counselor and interferes with the efficiency of field-trip procedures, ultimately affecting campers' safety.

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

*(There are **NO** scheduled off-site field trips for our 2026 Summer Camp.)*

Electronic Devices & Cell Phones:

All electronic and/or gaming devices are prohibited in the gym, including tablets AND cell phones.

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

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

If you would like to contact your camper during the day, please call the office.

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