



SUMMER
FUN FOR
EVERYONE

Policies and Procedures 2022

St. Michael's Summer Fun Camp

Whether you are a returning family or new this year, we want to wish you warm welcome. We are thrilled to have the opportunity to offer ALL seven weeks of camp this year. We hope that the information provided in this document will help to answer any questions that you may have.

Please read this thoroughly as many policies have been changed and added to ensure the safety of all of our camp families. For additional information, visit the [FAQ](#) section on our website. It will be updated as more information becomes available.

If you have additional questions that have not been addressed, I encourage you to get in touch with me. The best way to reach me before the start of the summer season is by emailing me at: summerprograms@smcds.org. You may also leave a voicemail at: 401.849.5970 x 1. We will do our best to get back to you as soon as possible.

Payment Options: During the registration process, there are two options for submitting payments. You may pay by credit card or check. If you have already submitted payment, thank you.

Option #1: Installments: If you opted to pay in installments, the credit card on file will be automatically billed on the first of the months that you select (please note, YOU must select installment payments to be completed by May 1st if you would like to benefit from the early bird discount. We do not automatically bill your credit card unless YOU set up this option)

Option #2: Payment in Full: All camps must be paid in full by June 1st. If payment is received prior to May 1st, the Early Bird Discount was automatically applied.

Pay Now: If you would like to submit payment at this time, simply log onto your account at:
<https://smcdscamps.campbrainregistration.com>

Checks may also be mailed or dropped off at the address below:

St. Michael's Country Day School
Attn: SASM
180 Rhode Island Avenue
Newport, RI 02840

Please make checks payable to "SASM"
Write your child's FULL name in the memo section



Medical Forms: If you have already submitted the digital online medical forms, thank you.

ALL of the items BELOW are required to ensure participation in camp.

1. Completed online **Camp Medical Form** - including insurance information (this may be accessed by logging back into your account at: <https://smcdscamps.campbrainregistration.com>)
2. Completed **Digital Immunization Waiver** to acknowledge that the immunizations are up to date. **We do NOT require immunization records, please do not send.**
3. For campers requiring **epi-pens** and/or **inhalers** an **Emergency Action Plan** is required from your doctor. **Students without the completed Emergency Action Plan from their doctor will not be permitted into camp.**

Allergies/Medication:

All campers with allergies are advised to email a letter from your doctor prior to the start of camp letting us know that your child may exhibit symptoms. This will help to alleviate concerns over visible symptoms.

1. Please note that this camp has a strictly enforced **NO-NUT** policy.
2. Our counselors will be informed of any allergies in their groups each week.
3. ALL **epi-pens** and **inhalers** must be labeled with original packaging and given to your child's counselor at Monday morning drop off and will be returned on Friday afternoon during dismissal.
4. **Please make sure all prescriptions are up to date.**



Pool Protocols: All campers age 4 and up (excluding Enrichment Camp unless they sign up for a full day), will have the opportunity to swim in our in-ground pool for 30 - 45 minutes each day, weather permitting as well as another 45 minutes if they sign up for the extended day.

Pool Safety:

A certified lifeguard will oversee the pool along with your camper's counselors.

Flotation Devices: All campers age 4 & 5 are required to wear a flotation device in the enclosed pool area at all times. Families must provide labeled flotation devices. They may be stored in your child's cubby for the week.

Toilet Training Policy: ALL children ages 3 and up must be **FULLY potty trained** in order to participate in camp as agreed upon during the registration process. If this was an oversight on your part, kindly contact the camp director for a full refund ASAP (no cancellation fee will be charged). Once camp starts, no refunds can be provided. 2 year olds that are enrolled in the **Tiny Tots Camp** do not need to be fully potty trained as there are smaller ratios and regulations in place to accommodate the developmental needs of this age group.

COVID Specific Procedures: Supplemental information about the school's medical procedures and other COVID protocols will be available as a separate document and updated as information becomes available to us.

Arrival/Dismissal: This year, due to more relaxed COVID guidelines, parents will be asked to walk their children to the designated OUTSIDE check in area for their child's camp to sign in with their counselor.

Arrival Procedures:

1. All Summer Fun campers will get dropped off using the Rhode Island Avenue Entrance.

Theatre Campers should enter on the Gibbs Avenue Parking

Lot.

2. Families/Caregivers are not permitted to enter the school.
3. We request that the same person pick up and drop off campers each day.
4. Campers will be **dropped off and picked up at the same location each day.**

Signs will be posted and families will be directed to the designated drop off/pick up locations for each camp.



Dismissal Procedures:

Your promptness is greatly appreciated as many of our counselors go directly to their extended camp day position after dismissal.

1. **Half Day Pick-up Procedures:** Pick up is at 1pm
2. **Full Day Pick-up Procedures:** Pick up is at 2:45pm
3. **Childcare After Camp (CAC) Pick- Up:** This is offered to children aged **4 & 5 only**
 - a. Campers must be pre-registered for one of two pick up times
 - b. Campers must be picked up at 1:45pm or 2:45pm only
 - c. Campers will be picked up at early childhood playground gate to the left of the door that they enter in the morning.

In the case of inclement weather, pickup will be just outside the door that they enter each morning.

- d. Please pack an extra labeled NUT-Free snack for **CAC** each day.

Late Pick up Fees: Campers that are picked up late more than on time will incur a \$12 fee per incident and charged \$5 thereafter for every 15 minute increment past pick up time.

Pick-Up procedures for anyone other than Caregivers:

Campers will only be released to parents/caregivers or those listed on the *pick-up authorization form* that was filled out during registration.

To add someone to this list, you may do so during registration or you may log back into your account at: <https://smcdscamps.campbrainregistration.com>

These individuals will also be **required to present a photo I.D. for their initial pick-up only.**

Morning Adventures Drop-Off Separation Challenges: It is a common occurrence for campers of this age to exhibit some apprehension at the initial drop off- particularly the first week of camp. Rest assured, that our counselors are equipped to help ease this situation by providing a safe and nurturing environment that they can truly feel a part of. In order to assist with this transition, we suggest making your goodbye's as short and sweet as possible.

Signing up for Additional Camps and Extended Care

If you decide to sign your camper up for any additional camp(s) or to add Childcare After Camp (4/5's only), please do so no later than **the Wednesday before** (this cut-off is necessary in order to ensure proper staffing is in place)

Cancellation and General Sick Policy: Camps cancelled with 21 days notice or more will receive a full refund minus a \$50 Cancellation Fee per week of camp, per camper. Camps cancelled with 14 – 20 days notice will receive a 50% refund. Thereafter, no reimbursement will be issued. If a child misses a day of camp due to illness or for any other reason, we are unable to offer a make-up day.

Cancellation due to Covid: Due to the evolving situation surrounding COVID-19, we are extending our cancellation policy this year. In the case of **St. Michael's** cancelling any camp session due to the pandemic, families will have the choice of using the credit towards another session of camp (including in 2023) or being reimbursed the full amount (including deposit).

Scroll Down to the last page for a printable
“What to Pack” checklist below!



What To Pack Checklist: Each camper will have their own labeled cubby to store their items.

- **NUT FREE:** lunch and snack (preferably in separate bags for Morning Adventurers),
- Reusable silverware preferred as we do not provide any
- Swimsuit and towel and a “wet bag” or plastic bag (wet towels/ garments will be sent home daily)
- Flip flops or shoes that are easy to get in and out of and sneakers/ socks for the playground
- Bag containing an extra set of dry clothing including socks and underwear
- Hats, rash guards/sun shirts EVERY day (recommended for our younger campers age 2-5)
- Pool Flotation devices: These are required for all Morning adventures age 4 &5. All other campers age 6 + are welcome to bring their own if they wish but not required to.
- For campers tall enough to reach the bottom of the pool, we recommend water shoes as the pool floor can be a bit rough for campers with sensitive feet.
- **Sun Protection:** We are no longer allowed to re-apply sunblock but will give frequent reminders. We will offer shaded areas for campers and require all students to have **sunblock fully applied BEFORE arriving at camp**. In addition, we strongly encourage campers to bring sunglasses, hats, rash guards/sun shirts every day. They should also bring their own labeled sunblock if they can reapply on their own.
- **Label, Label, Label:** Now more than ever, it is imperative that everything is labeled as parents will not be permitted to enter the building.

