



## 2025 Summer Camp Welcome Packet

(Revised 12/16/24)

We are excited that you have registered your camper in the SCC Community Education Summer Camp program. The following information will be helpful to ensure a great learning experience for your camper.

Topics in this Welcome Packet:

1. Appropriate attire and items to bring to camp
2. Camp Hours and Attendance
3. 2025 Summer Camp Waiver and Release Form – How to Make Changes
4. Check-in, Drop-off and Pick-up Procedures
5. Cancellations and Refunds
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### Appropriate attire and items to bring to camp

- Dress in appropriate clothing that allows for moving and possibly getting messy while having fun.
- **Closed-toe shoes are required for all camps.** This is required for injury prevention and safety.
- Bring a **sealed water bottle** and a **nut-free snack** to camp each day.
- If registered for full-day camp OR two-half day camps & Lunch Supervision, you will also need to bring lunch or purchase lunch from SCC Plaza Bistro (see section on Lunch Details).
- Sunscreen is recommended at home before arrival, as campers may be doing outdoor activities. For campers staying the entire day, please bring additional sunscreen.
- If there are additional items required for a specific camp, these will be listed in your "Welcome to Camp" email that you will receive on Wednesday prior to the start of camp.

### Camp Hours and Attendance

- Full-day camps are scheduled in one-week sessions (except for the Jr. Musical which is two weeks) from 9 a.m. - 4 p.m., Monday through Friday. This includes a 30-minute lunch break and 30-minute recess. NOTE: there are a select few full-day camps with MadScience or Crayola that end at 3 p.m., so please pay attention to the end times if registered for one of these camps.
- Half-day camps are scheduled in one-week sessions from 9 a.m. - 12 noon for the AM camps and from 1 – 4 p.m. for the PM camps.
- If your camper will be absent, please call the Community Education office at 636-922-8233.

## 2025 Summer Camp Waiver and Release Form – How to Make Changes

This is completed during the registration process. However, if you need to make updates to the 2025 Summer Camp Waiver and Release Form, please follow these instructions:

1. Login to child's account
2. Click *Current Registration*
3. Click to view data for **2025 Summer Camp Waiver and Release Form**
4. Click *Edit*
5. Make changes
6. Click *Save*
7. ***Please follow steps 3-6 for each Camp Registration (any edits or changes are not automatically updated on all camps!)***

## Check-in, Drop-off and Pick-up Procedures

- Monday morning and afternoon Check-in will happen directly at your child's camp location. It will start no earlier than 10 minutes prior to the camp's start time. (8:50 a.m. for the Full Day & AM camps, and 12:50 p.m. for the PM camps)
  - For a campus map, please visit <https://www.stchas.edu/about-scc/map> (Most camp locations are easily accessible by using the Southwest Entrance to campus and parking in either the yellow or blue lot.)
  - A nametag will be given to each camper to wear during camp for identification. The nametag will be left in the classroom at the end of each day. *Please do not take nametags home.*
  - **If you declared on your registration form that the camper has an EpiPen or Inhaler that is needed during the camp day, it must be brought each day in a sealer bag with the camper's name and given to the instructor at the start of the camp day. These medications will be brought home at the end of the camp each day. Your camper will NOT be allowed to stay without the proper medication.**
- For regular Drop-off each additional day of camp, please go directly to your child's camp location to sign them in/out each day. Campers cannot arrive earlier than 10 minutes before the camp session starts.
- For Pick-up at the end of the camp session, an ID is required to sign out and release a child to the authorized individual that was included on the Camp Waiver and Release Form.
  - Your camper must be picked up promptly at the end of the camp session. If a camper is register and going to Aftercare, the staff will escort them to the Camp Hub.
  - If an emergency delays your ability to pick up promptly from camp or Aftercare, please call 636-922-8233 and speak to a staff member. A **late fee of \$25** will be charged to your account. Your camper will be brought to the Camp Hub – McGuire Hall 104 for pick-up, and a ID will be required from an Authorized Individual for sign-out.
- **Camp Hub – McGuire Hall 104** – This classroom will be used as a central location for camp operations and Aftercare. If your child has an illness or concern while at camp, or is not picked up on time, they will be brought to this location. If you need to speak to the staff, this is also where you can find a member of the staff to assist you.

## Cancellations and Refunds

- To transfer or cancel a camp registration, please call the Community Education office, 636-922-8233.

### CANCELLATION POLICY:

- \* \$25 fee will be assessed for each camp cancellation. Note: this is per camp and not per transaction.
- \* Transfer of camps must occur four weeks prior to start without penalty or fee.
- \* Transfers of camp sessions that are requested less than four weeks before the camp start date will be treated as cancellations and new registrations. This means that any cancellation fees and refund penalties will apply. An exception will be made only if the transfer is due to an opening in a waitlisted camp.

### REFUND POLICY:

- \* 4 weeks prior to start = 100% refund, minus the \$25 Cancellation Fee
- \* up to 2 weeks prior to start = 50% refund, minus the \$25 Cancellation fee
- \* under 2 weeks prior to start = 0% refund

## Lunch Supervision

- If your child is registered for two half-day (AM & PM) camps, it is **REQUIRED** that the camper is registered for Lunch Supervision for that particular week. Camp staff will monitor the transition from AM camp, to lunch & recess, and to the PM camp.
- Lunch supervision is included in the full-day camps. No extra registration is required.
- Campers are welcome to bring their own lunch. Refrigeration is not available.
- Campers can purchase a weekly lunch package from the SCC Plaza Bistro.
  - Additional details on the online purchasing and payment procedures are listed below.
  - Daily ordering will not be available for lunches.
- On Fridays, Plaza Bistro Ice Cream Bar will be open for \$2, cash only. This is a nut-free ice cream bar.

## Plaza Bistro Summer Camp Lunch Ordering

- The weekly price for lunch is \$30.
  - (*\$18 for the Week of June 16-18 since it is a 3-day camp week.*)
- Lunch is ordered for the entire week. **Be sure to select the correct week of camp!**
- Daily lunch ordering is not an option.
- Lunch Order Form must be completed, paid for, and submitted by **midnight on the Wednesday before the camp week starts**. This includes any changes or cancellations.
- *There will be no in-person, day-of ordering of lunches.*
- **NOTE:** *On Fridays, there will be an Ice Cream Sundae Bar that is open to all campers and doesn't require prior ordering. The price is \$2 cash only.*

- **Lunches will include:**

- ♣ Chips, except with the Chef Salad
- ♣ Dessert choice\* of fruit cup, cookie, or gluten-free cookie
- ♣ Drink choice\* of Capri Sun or bottled water

\*Dessert and Drink choices will be made during camp lunch, not on this order form. All options will be available each day.

- **Lunch Meal Choices (choose one per day):** *On the Plaza Bistro Lunch Order Form, please type your daily choices as listed below*

- ♣ Chicken Strips
- ♣ Grilled Cheese
- ♣ Cheeseburger
- ♣ Turkey Wrap
- ♣ Turkey Sandwich (gluten free)
- ♣ Chef Salad (no chips)
- ♣ Pizza – cheese
- ♣ Pizza - pepperoni

### **Medical Information – Medication, Epi-Pens & Inhalers**

- SCC Summer Camp program does not have a nurse on staff. Camp Staff and/or Department of Public Safety cannot administer any medications to students or allow students to self-medicate. Parents/guardians should administer any medication before arrival to camp.
- If the medication is required during camp hours, the parent/guardian is responsible for administering the medication. Coordinating a time to do this can be set up with our office staff.
- **If you declared on your registration form that the camper has an EpiPen or Inhaler that is needed during the camp day, it must be brought each day in a sealer bag with the camper's name and given to the instructor at the start of the camp day. These medications will be brought home at the end of the camp each day. Campers will NOT be allowed to stay without the proper medication.**
- All of our camp assistants are required to have CPR and EpiPen training, and all staff members have mandated reporter training.

### **Medical Information – Emotional, Behavioral**

- A staff member will contact you about any concerns related to the information provided on the Waiver and Release Form about emotional or behavioral concerns. This will be done to ensure that the camp staff can be prepared to best serve your camper.
- If you designated on your registration form that your camper has an IEP or 504, please **send an electronic copy to Jean Sotomayor, Program Specialist, at [jsotomayor@stchas.edu](mailto:jsotomayor@stchas.edu). In the email, please summarize concerns and strategies that the staff and instructors should know to best prepare for a successful experience.** Note: If there are any questions about the IEP or 504 and our ability to serve your camper, a member of the camp staff will reach for further information.
- Camp staff will share this information with instructors and camp assistants for each camp. We do not provide paraprofessionals.

## **Technology Policy**

- The usage of technology, including computers, internet, and cell phones, is directed as necessary by the camp instructors. Responsible and appropriate use of technology is required and expected by all campers. If camp staff becomes aware that a camper is involved in any unacceptable situations, the parent/guardian will be contacted. Depending on the severity of the incident, the camper may be suspended or dismissed without refund.
- Precautions have been taken by SCC to prevent inappropriate access to college computers, including internet blocking software. Instructors can monitor student activity from the instructor's computer station. However, if a student does encounter inappropriate information or information that makes them feel uncomfortable, they need to inform the instructor immediately.
- Cell phones are to be placed on silent and put away at all times throughout the camp day, unless as directed as necessary by the camp instructors. Inappropriate use of cell phones will warrant a phone call to parent/guardian and further action may be taken.
- SCC is not responsible for any loss or damage to personal technology.

## **Safety Policy and Use of Tools/Equipment**

- Safety is our top priority at camp. Campers will have the opportunity to use a variety of tools and equipment under the guidance of our experienced instructors. Clear and strict safety procedures, along with proper use of tools/equipment, will be taught and reinforced to ensure a safe and enjoyable experience for everyone. We ask that all campers follow these safety and proper use guidelines at all times. Please note that if a camper is unable to adhere to these procedures or misuses any tools/equipment, they may be suspended or dismissed without a refund.

## **Disciplinary Policy**

- SCC may contact a parent/guardian, suspend, or dismiss a camper from the program for any reason deemed harmful or disruptive to the other participants or to SCC staff. Campers are expected to follow instructions from camp staff, including refraining from hitting, threatening, harassing, bullying, or impeding the enjoyment of camp by other participants. Not all behaviors will result in repeated warnings; serious offenses may result in immediate removal without refund.

## **Inclement Weather Policy**

- During inclement weather, Camp Staff will coordinate with the Department of Public Safety to ensure the safety of your child. In situations of a severe storm or tornado warning, our staff will move children to the safest possible location.
- If these situations occur during pick-up time, the program will be in safety mode inside the buildings. Children will not be dismissed until it is safe to do so. During these situations, parents are welcome to enter the nearest building and seek shelter. Any space on the SCC campus designated with a blue triangle is an approved storm shelter.