



## **Summer Camp 2025 at The Club at Longview Policies and Procedures**

Thank you for choosing The Club at Longview for your child's summer adventure. Summer camp allows campers to get outside, unplug, make new friends, learn to be a leader, and grow in self-confidence every day! We want your child to have the best camp experience possible! Please read these policies and procedures to ensure your child is well-prepared for the Best Summer Ever!

### **WHAT TO BRING**

Everything your child brings to camp needs to be labeled with their name to ensure that we can find it if they lose it. Please send your child to camp each day with a backpack containing the following:

- Sunscreen
- Bug spray
- Refillable water bottle
- Swimsuit & Towel
- Change of clothes
- Extra Lunch/Snacks (No peanuts allowed)

Please note: your kids WILL get dirty! It's part of why we love camp! So please dress your kids accordingly.

### **WHAT TO LEAVE AT HOME**

It is encouraged for kids to leave the following items at home. Although these items will not be confiscated by the counselors, The Club at Longview is not responsible for lost or stolen items.

- Electronics (cell phones are not permitted at camp)
- Playing cards (Including Pokémon)
- Valuables
- Toys

### **Wellness Policy**

We are committed to maintaining a safe, comfortable, and enjoyable environment for all youth programs. To reduce the transmission of communicable diseases, we have established the following guidelines for participation in our programs:

**When to Keep Your Child at Home** Please keep your child at home if they exhibit any of the following:

- Fever: 99.5°F or above, or within the previous 24 hours.
- Colds: Symptoms from a cold that is less than four days old.
- Nasal Discharge: Heavy nasal discharge.
- Cough: Persistent or severe coughing.
- Sneezing: Persistent sneezing.
- Sore Throat: Accompanied by fever or swollen glands.
- Diarrhea: Watery stools.
- Vomiting: More than twice in the previous 24 hours.
- Yellow Skin or Eyes: Signs of jaundice.
- Eye Discharge or Pinkeye: Mucus or pus draining from the eye.
- Lice or Pinworms: Until treated.
- Behavioral Symptoms: Uncontrollable crying, unusual fussiness, crankiness, lethargy, or extreme fatigue.
- Rashes: Undiagnosed rash, hives, or bodily discharge.
- Other Illnesses: Any condition that prevents your child from participating comfortably in program activities or requires more care than our staff can provide safely.

If your child has been ill during the night or had poor sleep due to illness, please keep them at home to prevent further discomfort or possible contagion.

- If your child develops symptoms of illness while in our care, they will be excluded from activities. You will be contacted to pick up your child within 30 minutes or as soon as possible.
- Children should remain at home for at least 24 hours symptom-free before returning to the program unless a healthcare provider provides written confirmation that the child is not contagious.

**Final Decision:** The Club reserves the right to decide whether a child may participate in activities based on their health condition.

### **Independent Policy**

To support our campers' development of independence, we ask that they be able to manage certain personal tasks on their own, including:

- **Restroom Independence:** Campers must be able to independently use the restroom. Counselors are not able to assist with bathroom needs, so campers should be capable of using the restroom on their own.
- **Changing Into and Out of Swimsuits:** Campers must also be able to independently change into and out of their swimsuits. Counselors are not permitted to assist with changing clothes, so we recommend campers come prepared with their swimwear already on under their camp clothing, if possible.

## **HEAT AND HYDRATION**

Please pack a reusable water bottle for your child to bring to camp each day. While we strive to provide intentional cool-down opportunities for campers, most of our day is outdoors. We encourage campers to refill water bottles throughout the day and utilize group bathroom breaks (intentionally scheduled times that coordinate after peak water breaks).

## **POOL**

Safety is one of our most important responsibilities to our members and campers. For your child's safety, please note upon registration if your child can swim independently or needs to wear floaties while in the water, under our care. Though we understand that it may be hard for your child to want to wear the floaties if their friends do not have to, it is for the fairness and safety of your child and the program that your child does so if he/she cannot independently swim without assistance. This disclaimer includes the deep end. We will partner with you to walk your child through this simple conversation and work to minimize any attention given to who is or is not wearing the floaties at pool time.

## **DROPPING OFF CAMPERS**

Parents will need to sign in their kid(s) every day they attend camp. Kids are not allowed to sign in for themselves and must be accompanied by their parents or an 18 or older guardian. Youth Activities Director will notify parents ahead of time where signing in will take place and if there are any changes to the drop off location. If a camper is arriving late, please notify the Youth Activities Director at least 24 hours in advance. This can be either through email or in person.

## **PICKING UP CAMPERS**

- Parents and authorized pickups must have a valid identification ready for pick up.
- Parents or approved authorized pick-up will need to sign out for their kid(s) every day they attend camp. Kids are not allowed to sign out for themselves.
- Please make sure to fill out the online authorized pick-up form when first registering. People on the authorized pick-up list must be 18 or older and must have valid identification to sign out a camper.
- If no identification is presented, we will not be able to release a camper until parents or guardians are able to pick up or confirm an approved pick up.
- If you need to pick up your child early, please inform the staff in the morning or via email ahead of time.

## **OUR COUNSELORS**

Our camp staff is full of high-quality, trained counselors ready to make your child's camp experience incredible! All camp staff are background checked, CPR/First Aid/AED certified, certified mandated reporters, and have spent extensive time training to ensure every minute of camp is fun & safe! Keep an eye out for a list of staff profiles so you can get to know our counselors!

## **PAYMENTS/REFUND POLICY**

Our goal is to provide your children with a safe, fun, and affordable experience. Therefore, we carefully plan each session of camp for maximum fun. We understand that your schedule may change during the summer, but our arrangements have been finalized based on projected attendance. With that in mind, please read our refund policies carefully, as we make no exceptions:

- The member registering as the camper (your core member number) will see all summer camp sessions charged in the month of April.
- All cancellations made less than two weeks from the camp start date (Monday of said week) will result in a 50% charge to your member account.
- Any cancellations made less than 48 hours (about 2 days) prior to the start of camp will result in a full member charge.
- If you need to request a camp change, you must notify the camp director by EMAIL 2 weeks or more before the start date of the camp session you wish to change. Camp changes are never guaranteed; however, we will do our best to make the changes happen when space is available.

**NOTE:** Children removed from Camp due to behavioral issues will incur a full member charge. This includes behavioral issues of our younger campers. If you need a receipt, please email.

## **FIRST AID**

The Club at Longview requires that all medications be administered at home before the camp day. The camp staff is not trained or qualified to administer medication or make medical decisions. Staff must be informed of children needing an inhalant for asthma or an EpiPen for allergies—do not send these in with your camper without proper documentation. Our staff is trained in CPR & First Aid. We will treat minor injuries with soap, water, and ice and contact emergency medical personnel in the event of a significant injury. A parent or guardian will be notified in the event of an emergency.

## **BEHAVIOR & BULLYING POLICY**

The Club at Longview Camp has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe, and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by the camp director. Each incident will be considered on a case-by-case basis to determine if the child can function in a group while at camp. The Camp Director will meet with the camper's parent(s) to determine a course of action and the length of

the suspension. We have a zero-tolerance policy for certain items/situations. Campers will be dismissed from camp for the following offenses:

- Any behavior that endangers the health and safety of children, staff, or members
- Leaving the day camp program without permission or refusing to remain with the assigned group
- Inappropriate touching of other campers or sexual misconduct
- Theft, defacing, or destruction of property belonging to The Club at Longview or other campers
- Acting in a physically or sexually abusive or harassing manner towards any other person, parent, staff, or camper
- Any physical assault, such as hitting, kicking, biting, etc. **No refunds are given for campers dismissed for behavioral reasons**

### **Incident Report**

In the event of an injury or incident during camp, our staff will follow established procedures to document and address the situation appropriately.

**Minor Injuries or Incidents** For minor injuries or incidents, such as small scrapes, bruises, or bumps:

- Documentation: A written Incident Report will be completed by camp staff to record the details of the event.
- File Storage: These reports will be kept on file for internal records.
- Parental Notification: In most cases, parents will be informed at pick-up or via a courtesy call, depending on the situation's nature and severity.

**Major Injuries or Incidents** For more serious injuries or incidents, such as significant falls, head injuries, or allergic reactions:

- A detailed Incident Report will be completed.
- A copy of the report will be sent home with the camper.
- The report will also be shared with our management team.
- Parents or guardians will be contacted promptly to discuss the situation.

### **Updated Communications Policy**

**Camp Dojo** We will be using Camp Dojo as a primary tool to communicate with parents. Through Camp Dojo, we will:

- Share pictures of your child's activities.
- Send reminders about upcoming events and deadlines.
- Provide updates about your child's camp experience.

Please ensure you are connected to your child's group on Camp Dojo to stay informed and engaged.

### **LOST AND FOUND**

We will make every effort to return lost and found items while your camper is at camp during closing assemblies. Please mark all items with a permanent marker or laundry label for easy identification. If you discover something is missing, please check lost and found immediately. The more time passes, the less likely an item can be found. The Club at Longview is not responsible for lost, stolen, or damaged clothing or equipment. The lost and found will be removed at the end of each session and donated to charity.

### **THANK YOU FOR CHOOSING THE CLUB AT LONGVIEW.**

One of our favorite things about the Club is that it is a place for everyone. Every camper is reminded that they are whoever they want to be when they walk through the door. We hope every child learns something new about themselves and the world around them, grows in their leadership potential, makes a new friend, and has lots of fun! Thank you for entrusting us with the most important thing in your life. It's an honor and a privilege to serve your family at The Club at Longview.