



**St. Michael's Episcopal Summer Spectacular Camp Policies
2026**

**10510 Hobby Hill Rd
Richmond, VA 23226**

Telephone

Main Line: (804) 272-3514

Camp Cellular Phone: (804) 584-9667

stmschool.net/summer-camps/

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MISSION STATEMENT

St. Michael's Episcopal Summer Spectacular Camps nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence.

DIVERSITY STATEMENT

St. Michael's Episcopal Summer Spectacular Camps exists not only to educate, but also to demonstrate and nurture the dignity and value of all human beings as creations of a loving, empowering God. We respect and protect all characteristics and differences that contribute to each person's full identity. Within a diverse and inclusive community, we seek to create lifelong learners who address bias, oppose prejudice, and promote justice, and we strive to build and maintain a community that is physically, spiritually, and emotionally supportive for all.

PROGRAM GOALS

St. Michael's Episcopal Summer Spectacular Camps offers a summer camp program for campers in pre-kindergarten through 8th grade. Our mission is to provide a safe, nurturing, and engaging environment for all participants. We emphasize fostering positive social interactions among peers while creating opportunities for learning, creativity, and exploration throughout the summer. Our program encompasses a variety of activities designed to promote personal growth, teamwork, and curiosity in a supportive setting.

CAMP DATES

St. Michael's Episcopal Summer Spectacular Camps run from June 8, 2026, to August 7, 2026. The program will be closed on the following dates:

- June 19, 2026 In observation of Juneteenth
- July 6, 2026 - July 10, 2026

CAMP ADMINISTRATION

EMPLOYEE NAME	SCHOOL PHONE NUMBER	EMAIL
Robert (Bob) Gregg Head of School	804-272-3514	bgregg@stmschool.net
Natasha Reed Director of Summer Camp	804-272-3514 ext. 156 804-584-9667 (program cell)	nreed@stmschool.net
Minh Pham Summer Camp Coordinator	804-272-3514 ext. 404	mpham@stmschool.net
Shawnetta Maben School Nurse	804-272-3514 ext. 110	smaben@stmschool.net
Cyndi Lyons-Chambers Director of Safety and Security	804-272-3514 ext. 414	cchambers@stmschool.net
Mike Jackson Director of Finance and Facilities	804-272-3514 ext. 307	mjackson@stmschool.net
Michael Jones Director of Technology	804-272-3514 ext. 410	mjones@stmschool.net

CAMPER AND FAMILY EXPECTATIONS

At St. Michael's Episcopal Summer Spectacular Camps, we are committed to fostering a safe, respectful, and inclusive community grounded in our shared values. Campers and families are expected to partner with us in creating an environment where all individuals feel supported, valued, and able to grow.

Camper Expectations

Campers are expected to:

- Treat themselves, others, and the camp environment with respect

- Demonstrate kindness, inclusivity, and positive interactions with peers
- Follow camp rules and respond appropriately to staff guidance
- Respect personal space, boundaries, and the privacy of others
- Take responsibility for their actions and make positive choices
- Participate in activities with an open mind and a willingness to try new things

When challenges arise, camp staff will support campers through problem-solving, reflection, and skill-building to promote social-emotional growth and a positive camp experience.

Family Expectations

To ensure a safe, organized, and positive camp experience for all, families are expected to partner with camp staff and uphold the following responsibilities:

- Keep all authorized pick-up information current in your registration account
- Complete all required forms prior to the start of camp
- Retain and display your carpool placard daily
- Communicate any dismissal changes in advance whenever possible
- Maintain up-to-date contact, medical, and authorization information
- Ensure campers arrive prepared, healthy, and ready to participate each day
- Follow all established drop-off and pick-up procedures
- Communicate openly and respectfully with camp staff to support a consistent and positive experience for all campers

Respect, Safety, and Privacy: St. Michael's Episcopal Summer Spectacular Camps prioritizes the safety and well-being of all campers. Behaviors that compromise safety, respect, or privacy—including bullying, exclusion, or inappropriate physical or verbal conduct—will be addressed promptly. Our approach emphasizes guidance, restoration, and growth; however, the camp reserves the right to take further action, including dismissal, if necessary to maintain a safe environment for all.

ATTENDANCE POLICY

Early Morning Drop-Off (8:30–8:55 a.m.)

Early morning drop-off is available for an additional weekly fee. Families utilizing this service are required to park and escort their camper to the main camp entrance located in the Blue Loop, which is straight ahead upon entering campus. Camp staff will ensure that each camper is safely directed to their assigned camp. If you arrive at early morning drop-off at or after 8:55 a.m., please proceed directly to your morning camp carpool line, as communicated in the camp logistical email sent the week prior to camp.

Campers enrolled in all-day off-campus programs (e.g., canoeing) may also utilize early morning drop-off prior to the designated 9:30 a.m. departure time for those programs.

Morning Camp (9:00 a.m.–12:00 p.m.)

Morning camp sessions run from 9:00 a.m. to 12:00 p.m.

Afternoon Adventures (12:00–5:00 p.m.)

The Afternoon Adventures program operates from 12:00 p.m. to 5:00 p.m. Campers are not required to attend a morning session in order to participate in Afternoon Adventures.

HALF-DAY MORNING PROGRAMS: LOGISTICS AND PROCEDURES

Our half-day morning camps are age-appropriate, themed specialty programs designed to engage a wide range of interests and learning styles. Each camp follows a thoughtfully developed, syllabus-style curriculum that is refreshed annually with new and exciting activities to keep the experience dynamic and engaging for returning and new campers alike.

In addition to skill-building within each specialty area, our programs place a strong emphasis on social-emotional learning. Campers are supported in developing meaningful communication skills, building friendships, and learning how to navigate social situations with confidence in a supportive, real-time environment.

Attendance & Communication

Clear and timely communication is essential to ensuring the safety and smooth operation of our morning programs. To report an absence, late arrival, or early dismissal, families should call or text the camp pick-up phone at **(804) 584-9667**. This line serves as the primary point of contact for all attendance-related updates during camp hours.

When possible, please communicate any changes in advance. Providing timely updates allows our staff to accurately account for all campers and maintain efficient daily operations.

HALF-DAY AFTERNOON PROGRAMS: LOGISTICS AND PROCEDURES

The **Afternoon Adventures** program runs from **12:00 p.m. to 5:00 p.m.** for an additional weekly fee. This program offers a dynamic mix of activities, including STEM projects, social-emotional skill-building, forest exploration, creative crafts, and other themed experiences. Attendance in a morning program is **not required**, though families may pair a morning specialty camp with Afternoon Adventures to create a full-day camp experience.

Meals and Snacks

Campers must bring a **nut-free lunch and an afternoon snack** from home, as the camp

does not provide meals. A labeled water bottle is also required to ensure campers stay hydrated.

Weekly Specialty Event

Each week, Friday includes a **specialty event** automatically included with Afternoon Adventures registration. These events may feature interactive animal sessions in partnership with organizations such as the **Richmond Zoo** or **Teeny Tiny Farm**, foam parties, water activities, and other unique experiences. Families may also register **only for the specialty event** if opting out of Afternoon Adventures for the week.

This policy ensures a safe, engaging, and enriching afternoon experience for all campers.

Rest and Quiet Time Policy

You have entrusted your young campers to our care, and we take that responsibility seriously. We know that children ages **four and five** have bursts of energy that need gentle guidance and opportunities to recharge.

In accordance with our licensing as a child daycare center and our **Virginia Council for Private Education exemption status**, all campers in this age group are provided with a daily rest or quiet time. For children enrolled in both morning and afternoon sessions, this period of approximately 30 minutes takes place after lunch, offering a calm transition into the afternoon.

During this time, campers may rest, read, draw, or enjoy quiet conversation with friends. Children are encouraged to participate at their own pace; some may sleep, while others may simply relax and enjoy the calm environment.

This quiet period supports the **physical and emotional well-being** of our youngest campers, helping them feel refreshed, safe, and ready for the fun and learning that continues throughout the day.

Early Pick-Up

Families requesting early pick-up should notify camp staff by calling or texting (804) 584-9667 so the camper may be prepared for dismissal.

FULL-DAY, OFF-CAMPUS PROGRAMS: POLICIES AND PROCEDURES

Camp Programs

RVA Paddlesports offers four weeks of two full-day, off-campus summer camps for youth:

Pipeline Adventure Camp – Ages 9–14

- Week-long camp focused on exploration, challenge, and skill-building
- Activities include hiking, swimming, rock climbing, flatwater kayaking, inflatable kayaking, rafting, stand-up paddleboarding, and river ecology education
- Participants will also have opportunities to learn CPR and First Aid

Junior River Guide Camp – Ages 10–15

- Week-long camp focused on whitewater navigation and leadership on the Upper & Lower James River
- Activities include swimming, inflatable kayaking, whitewater rafting, swiftwater rescue skills, and leadership development
- Participants will also practice CPR and Swiftwater Rescue under certified instruction

Camp Schedule & Location (RVA Paddlesports)

- Camp runs from **9:00 a.m. to 3:30 p.m.** daily
- Pickup and drop-off location: **St. Michael's Episcopal Summer Spectacular Camps**
- Camp operates **rain or shine**; adjustments to indoor activities will be communicated in advance

Waivers & Certifications (RVA Paddlesports)

- All campers must **e-sign the Assumption of Risk waiver** for their specific camp session prior to arrival:
 - Pipeline Adventure Waivers: [June 8](#), [July 20](#)
 - Junior River Guide Waivers: [June 29](#), [August 3](#)
- Staff will provide all necessary certifications and training for CPR, First Aid, and Swiftwater Rescue during camp

Personal Equipment & Gear

Campers should come prepared with:

- Lunch (for full-day campers), snacks (nut-free), and a labeled water bottle
- Hat, sunglasses, sunscreen
- Swimwear, towels, and a dry change of clothes
- Footwear that stays secure in water (no flip-flops or slides)
- Small backpack to carry personal items

Food & Nutrition Expectations (RVA Paddlesports)

- Parents/guardians are responsible for providing appropriate meals and snacks each day
- **Full-day campers:** bring a nut-free lunch and two nut-free snacks
- All food items must be nut-free to protect campers with allergies

These policies are designed to ensure a **safe, engaging, and enjoyable river experience** for all campers while maintaining high standards for safety, health, and learning.

ABSENCES

Camp fees secure each child's enrollment and support staffing and program operations; therefore, refunds or credits are not provided for absences, and camps do not offer make-up days or substitute activities for missed sessions. In the event that a camp session has to be canceled, a refund or credit will be provided at the discretion of the camp director. In cases of extenuating circumstances, we encourage families to contact us for further review.

CARPOOL GENERAL PROCEDURES

Campers must be dropped off and picked up only at the designated locations communicated in the weekly parent email sent prior to each camp session. Camp staff will be present during arrival and dismissal times to assist families, supervise transitions, and ensure each camper safely reaches and leaves their assigned program. Families are expected to follow all posted signage and staff instructions to help maintain an organized and secure check-in and check-out process.

Authorized Individuals

Only individuals listed on the camper's Authorized Pick-Up list and pre-printed placard, or those authorized in advance by a parent or guardian, may drop off a camper. For the safety of all campers, family members, nannies, au pairs, babysitters, or other caregivers are not permitted to make alterations or changes to a camper's approved pick-up plan. All changes must be initiated directly by a parent or legal guardian and communicated to camp staff in advance.

Carpool Drop-Off Procedures

Morning camps run Monday through Friday from 9:00 a.m. to 12:00 p.m. Families should refer to their weekly camp communication for location-specific drop-off zones and any special instructions.

Afternoon Drop-Off Procedures

Campers enrolled in a morning camp at St. Michael's Episcopal Summer Spectacular Camps will be escorted by staff to their Afternoon Adventures program—no additional action is required from families.

For campers arriving on campus specifically for Afternoon Adventures, families must follow the designated carpool-style drop-off procedures. Drop-off for campers attending only Afternoon Adventures will begin promptly at 12:00 p.m. Families are asked to remain in their vehicles and follow all posted signage and staff directions to help ensure a smooth and safe drop-off process.

Carpool Safety Procedures

- Campers must enter and exit vehicles on the passenger side only during drop-off.
- Parents and guardians must remain in their vehicles while in the active carpool line. This includes assisting with seat belts, car seats, or booster seats while in the loading line.
- If a camper requires assistance with a car seat or booster seat, the parent or guardian must park and escort the camper into the building.

These procedures ensure a safe, organized, and efficient drop-off for all campers and families.

Carpool Pick-up Procedures

Camp dismissal operates as a carpool-style system designed to ensure a safe, efficient, and orderly pick-up process for all campers. Families should remain in their vehicles and follow the designated traffic pattern as directed by camp staff and posted signage.

Upon arrival, please display your camper's placard. Staff will call campers from their program areas and escort them to your vehicle. For the safety of all campers, a valid photo ID may be required if staff do not recognize the individual picking up.

To help maintain an efficient flow of traffic and staff safety, we ask that families refrain from using mobile devices while in the carpool line. If you need additional assistance or time, staff will direct you to a designated parking area. Your cooperation helps ensure a smooth and safe dismissal experience for everyone.

St. Michael's Episcopal Summer Spectacular Camps is committed to maintaining a safe and healthy environment for all campers. Please review the policies below to ensure compliance and a smooth camp experience.

Carpool Placard and Pick-Up Authorization Policy

To support the safety, security, and efficiency of camper dismissal, St. Michael's Episcopal Summer Spectacular Camps uses a **carpool placard system** for all camp pick-ups. All families are required to participate in this system.

Authorized Pick-Up Information

Parents and guardians must complete all required registration forms in **ActiveWorks**, including the section identifying all individuals authorized to pick up their camper(s). Campers will only be released to individuals listed on the camper's registration materials or otherwise authorized in writing by a parent or guardian.

Families are responsible for ensuring that all registration forms are complete and current prior to the start of camp.

Placard Distribution and Use

Each family will receive two pre-printed carpool placards at the beginning of their first week of camp. The placard will include:

- The family name on the front
- The names of authorized pick-up individuals are at the bottom.
- Watermark

During pick-up, families must display the placard by attaching it to the **passenger-side sun visor** and lowering the visor so that it is clearly visible to staff.

Carpool Placard Security

For the safety and security of all campers, carpool placards are **watermarked** and issued only by St. Michael's Episcopal Summer Spectacular Camps. Families must use the **original watermarked placard**; no handwritten modifications or markings are permitted.

Authorized adults picking up campers must present either:

- The **physical placard**, or
- A **photo of the original placard** on a phone, along with a valid photo ID, for verification at carpool.

When picking up a camper from another family, the adult must have **that family's original placard** (or a photo of it) in addition to their own identification. Campers will not be released without verification of the authorized placard and ID.

These measures help ensure camper safety, prevent unauthorized pick-ups, and maintain a secure and efficient dismissal process.

Placard Replacement Policy

If a camper is enrolled in multiple weeks of camp, the same placard must be retained and used throughout the summer camp season. Placards should not be discarded between sessions.

Families are responsible for retaining their carpool placard throughout the camp season. Repeated requests for replacement placards may result in a \$25.00 replacement fee. Replacement placards will not be issued automatically.

Missing Placards

Individuals arriving for pick-up without a placard will be required to park and report to an administrative staff member. Identity and pick-up authorization must be verified before a camper will be dismissed.

CAMPER WALKING PROCEDURES

Campers in Pre-Kindergarten through 8th grade may walk to and from camp only if they meet eligibility requirements and have a signed walking waiver on file and/or a sibling release form on file.

Eligibility:

- **Pre-Kindergarten – 3rd grade:** Walk only if accompanied by an adult.
- **4th – 5th grade:** Walk only if accompanied by an older sibling listed on the waiver.
- **6th – 8th grade:** May walk independently to or from camp or to a pre-approved destination listed on the waiver.

Procedure:

- Campers must check in/out at the designated camp area, using the sign-in/sign-out system.
- Families must notify the camp office prior to arrival or dismissal if the camper will be absent, late, or changing walking plans.

- Staff will verify camper arrivals and departures. Campers not following procedure or leaving without authorization may lose walking privileges.

Safety & Time Restrictions:

- Walkers must use **safe, pre-approved routes** when arriving or leaving camp.
- Campers may only walk to destinations listed on the signed waiver.
- Campers not signed out within the designated times will **remain on campus**, and staff will contact parents/emergency contacts.

Camper Identification Procedures

To further enhance safety and accurate camper identification, campers may be issued a **color-coded disposable bracelet** or similar identifier during camp sessions. These identifiers help counselors and administrative staff confirm each camper's assigned group and support safe transitions and dismissal procedures.

Additional details regarding dismissal and identification procedures will be communicated in the weekly Parent Logistics Email sent prior to the camper's registered session.

HEALTH AND ILLNESS GUIDELINES

Campers who appear ill or show contagious symptoms will be isolated, and parents/guardians will be notified. Campers may be sent home at the discretion of the camp nurse or director. Parents are expected to pick up their child as soon as possible. If a parent cannot be reached, an adult listed on the child's emergency card will be contacted.

Parents must inform the Director of Extended Programs of any communicable illness or contagious condition. Families will be notified if a child is exposed to contagious illnesses.

Common Illness Guidelines:

- Fever: Campers with a temperature $\geq 100^{\circ}\text{F}$ will be sent home and may return only after 24 hours fever-free without medication.
- Flu: Children with flu-like symptoms should remain home. Frequent handwashing is encouraged.
- Gastroenteritis: Campers who have vomited or had diarrhea must remain home until symptom-free for 24 hours.
- Conjunctivitis: May return after 24 hours of treatment.
- Chicken Pox: Must remain home until no new eruptions, present eruptions have crusted over, and temperature is normal.
- Strep Throat: May return after 24 hours on antibiotics and 24 hours fever-free without medication.

- Lice: Campers with active lice must remain home until treated. Families are encouraged to notify the school of an anonymous alert to other families.

Medications

- All medications, prescription or over-the-counter, must be kept in the Nurse's Office and administered by MAT-trained staff.
- Medications must be in their original container with clear instructions. Prescription medications require a Permission for Medication form signed by both a physician and parent/guardian.
- Over-the-counter medications may be administered for 10 days or fewer with a signed parental consent form.
- Emergency medications (inhalers, EpiPens, Glucagons) may be kept by the student with a Permission for Self-Medication form on file. Children with EpiPens must have one on campus.
- Students with inhalers or EpiPens must also complete a FARE (Food Allergy and Anaphylaxis Emergency Care Plan) signed by their physician.
- Medications administered by staff will be released only to parents/guardians. Unclaimed medications will be destroyed.

Required Health Forms

St. Michael's Episcopal Summer Spectacular Camps uses Magnus Health, a secure portal, for submitting health records and required forms. Families will receive a welcome email with instructions to create a password (expires 7 days). Forms to complete include:

- Conditional Questions: Health screening to determine required forms
- Vital Health Record: Health history and emergency contacts
- Consent to Treat: Guardian consent for emergency medical treatment
- Medication Consent: Authorization for staff to administer medications
- Immunization Record: Updated immunizations or notarized exemption form (per Virginia law)
- Action Plan Forms: Required for campers with asthma, allergies, diabetes, or seizures

Immunizations:

- All campers must have up-to-date immunizations on file prior to the first day of camp. Digital submission instructions will be provided.
- Exemptions may be granted per Virginia law, requiring a notarized exemption form.

Health and Safety Reminders

Families must communicate any medical needs, allergies, or required medications before the start of camp. All medications and required medical forms must be submitted according to camp policy. Food brought from home must follow all allergy-safe guidelines communicated by the camp.

Injuries:

- Parents will be notified of any injury sustained at camp.
- Severe injuries will involve **EMS notification** and parent contact.
- An **incident form** will be completed by staff and provided to the parent at pick-up.
- These policies are in place to **protect the health, safety, and well-being of all campers and staff.**
- Health, Medication, and Required Forms
- St. Michael's Episcopal Summer Spectacular Camps is committed to the health and safety of all campers. Please review the following policies carefully to ensure compliance and a safe camp experience.

Food & Nutrition Policy

Families are responsible for providing all meals and snacks for their campers. The camp does not provide lunch or snacks.

We are a nut-free and tree-nut-free camp. For the safety of all campers, any food containing nuts or tree nuts will not be permitted for consumption. If such items are brought to camp, families may be contacted to provide a replacement.

Gum, candy, and soda are not allowed at camp.

All campers should bring a reusable, labeled water bottle each day to ensure they stay hydrated.

Deadlines & Notes:

- All campers, with the exception of full-time 2025–2026 St. Michael's Episcopal School students, must submit required documentation. This requirement applies to all new campers and non-full-time students. Returning campers from the 2025–2026 program year are not required to resubmit records.
- **Deadline:** All forms are due by May 15, 2026. Campers without completed forms will be removed from camp. Credits will be applied minus a \$100 cancellation fee.

Contacts:

- Health Questions: Nurse Shawnetta Maben, LPN – smaben@stmschool.net | 804-272-3514 ext. 110
- Technical Support for Magnus Health: Camp Director of Technology – mjones@stmschool.net
- Camp Director: Natasha Reed – nreed@stmschool.net | 804-272-3514 ext. 156

EMERGENCY AND SAFETY

All campers must **enter emergency and contact information into Magnus Health** prior to attending camp. During registration, families will also be prompted to complete a **waiver and a Consent to Treat form**. Parents/guardians are responsible for sharing any medical information, including allergies or conditions that may affect or restrict participation, with the Camp Director and/or camp nurse.

In the event of an emergency where **emergency contacts cannot be reached**, the Camp will seek appropriate medical care. By enrolling your child, you authorize qualified medical personnel selected by the Camp to provide any treatment deemed necessary based on professional judgment. You also authorize the Camp to arrange transportation to an appropriate medical facility if needed.

Please note that **St. Michael's Episcopal Summer Spectacular Camps does not provide medical insurance** for treatment; all costs incurred are the responsibility of the parent or guardian.

The Director or a staff member must also be informed of any **communicable illness**. For questions or clarifications regarding emergency procedures, please contact the Director of Extended Programs.

MANDATED REPORTING POLICY

You have entrusted your camper's care to our staff, and we take that responsibility very seriously. Our highest priority is the safety and well-being of every child in our care. Occasionally, there may be signs in a camper's appearance or behavior that raise concern for possible abuse or neglect.

Virginia law requires that all child care professionals report any reasonable suspicion of abuse or neglect to the authorities. Our staff are trained as mandated reporters and are required to contact the Virginia Child Abuse and Neglect Hotline (1-800-552-7096) or the appropriate child protective services agency immediately when concerns arise.

This policy ensures that any child who may be at risk receives prompt attention and protection. We appreciate your trust in our team and your support in creating a safe, nurturing, and joyful camp environment for every camper.

CAMPER BEHAVIOR AND MISCONDUCT POLICY

At St. Michael's Episcopal Summer Spectacular Camps, we are committed to creating a **safe, respectful, and nurturing environment** where every camper can grow, learn, and have fun. We believe that behavior is an important part of a child's development, and we approach it with care, consistency, and compassion.

We strive to help every camper become aware of their actions and understand natural consequences through **positive discipline and reinforcement**. Our staff set appropriate, age-based expectations, use positive language to redirect behavior, and guide campers in expressing their feelings in healthy ways to resolve conflict.

Our behavior foundation is rooted in our **Dragon Values: Kindness, Respect, Acceptance, Integrity, Responsibility, Resilience, and Compassion.**

Expectations for Campers

Campers are expected to:

- Keep their **hands and feet to themselves**
- Use respectful and appropriate language
- Follow staff directions
- Treat others, themselves, and camp property with care

Unsafe or Aggressive Behavior

Unsafe behaviors—including but not limited to **kicking, biting, hitting, or physical aggression**—are taken seriously, as they impact the health and safety of others.

While some behaviors, such as biting, can be a part of early childhood development and are not always intended to harm, they can still disrupt the camp environment. Staff will take appropriate steps to reduce and address these behaviors.

- If a biting incident occurs, parents/guardians will be notified.
- If a bite **breaks the skin** or a **second biting incident occurs**, parents will be contacted for **immediate pick-up**.
- Repeated incidents of **biting, kicking, or harming others** may result in the camper being sent home at the time of the incident.

Escalation of Behavior Concerns

- For repeated unsafe behavior, parents/guardians will be notified, and campers may

be sent home at the **discretion of the Camp Director**.

- Campers who refuse to follow directions or use **defiant or disrespectful language** toward staff may be sent home immediately.
- Parents/guardians will be contacted immediately if a camper engages in **abusive language, inappropriate conduct, or aggressive/violent behavior**, and the camper will be asked to leave camp.

For other behavioral concerns, at the discretion of the Camp Director, families may be contacted, and **behavioral strategies may be implemented** to support the camper's success.

Parent/Guardian Expectations

We ask that parents and guardians model the same values of **respect, kindness, and appropriate communication** that we expect from our campers. If a parent/guardian engages in **abusive or inappropriate behavior toward staff or other families**, the camper may be sent home, and **no refunds will be issued**.

Dismissal from Camp

If a camper's behavior compromises the safety or well-being of themselves, other campers, or staff, the Camp Director reserves the right to **dismiss the camper from camp**.

Please note: **No refunds will be issued** if a camper is dismissed due to behavior.

Right to Refuse Enrollment

St. Michael's Episcopal Summer Spectacular Camps reserves the right to **refuse registration or re-enrollment** based on a camper's misconduct in previous seasons.

FAMILY SUPPORT

At St. Michael's Episcopal Summer Spectacular Camps Episcopal Summer Spectacular Camps Summer Camps, the well-being of every camper is our highest priority. It is our mission to provide each camper with an environment that nurtures them and fosters growth. We purposefully build a supportive camp community that welcomes all and celebrates diversity.

We encourage parent input and family collaboration to ensure our programs meet the unique needs of every camper. If your camper has a physical, mental, developmental, or dietary need that requires special support, please include this information in the required registration forms. It is also important to inform us of any recent changes in medications. This information helps us provide a safe and supportive environment where your camper can thrive.

Once aware of a camper's needs, the Camp Director and administration will assess the situation and determine strategies to provide appropriate support while keeping the camper's needs central. The Camp Director may request a parent intake meeting to ensure we are able to provide suitable resources and that our camp environment is a good fit for your camper. All accommodations and support strategies are implemented in a manner that is inclusive and accessible to all campers, in compliance with the Americans with Disabilities Act (ADA).

Confidentiality

Camp staff and community members must maintain confidentiality, sharing only information that the family has authorized. Personal details and contact information may not be used for mass solicitations or communications outside of camp-approved channels. Every camper is treated with respect and confidentiality.

Professional Support Resources

When additional support is needed, campers may receive services from licensed or certified professionals, including:

- Speech Therapists
- Behavioral Specialists
- Occupational Therapists

These professionals may work with campers during camp hours only if:

- They have a background check on file with the School, and
- They have received approval from the Camp Director to provide services.

The Camp may request support from these professionals if a camper requires additional resources. The Camp Director has the discretion to modify a camper's schedule to accommodate these services, ensuring the camper's participation remains safe, inclusive, and fully supported.

WEATHER CANCELLATION AND EARLY DISMISSAL

Notice of weather-related cancellations will be sent to parents via email and text message through our online portal system, Active Works, as well as by phone call whenever possible. In the event of inclement or severe weather that requires the camp to close early, families will be notified as soon as possible through these same channels.

Please ensure your contact information is up to date in Active Works to receive timely notifications. Parents/guardians (or authorized emergency contacts) are expected to pick

up campers promptly upon notification. Staff will supervise all campers until they are safely picked up.

If severe weather occurs suddenly during camp hours, campers will remain safely sheltered on-site under staff supervision. In the event of a shelter-in-place weather emergency, parents are asked not to come to campus until they receive notification via the same communications methods that it is safe to pick up their campers.

FINANCES

Payment Plans

St. Michael's Episcopal Summer Spectacular Camps offers convenient **payment plans** for Summer Spectacular parents, making it easier to manage the cost of session registrations. Payment plans are available online at the time of registration, with three options for payment:

- **Option 1: One Lump Sum Payment**

Pay your deposit at checkout, and the remaining balance (minus the non-refundable deposits per camp) will automatically be debited from your saved card on **June 1, 2026**.

Important: Any remaining balance after June 1, 2026, must be paid in full to ensure your child's attendance at camp.

- **Option 2: Up to 4 Monthly Payments**

Split your total cost into up to four **monthly payments**, automatically debited from your saved card on the **1st of each month**, with the final payment processed on **June 1, 2026**.

Important: Any remaining balance after June 1, 2026, must be paid in full to secure your child's spot.

- **Option 3:** Pay in full at the time of registration

Payment Plan Timeline & Details: If you register after the first day of the month, your first payment will apply to the following month, with future payments on the 1st of each subsequent month.

- All payment plans will conclude on **June 1, 2026**, with the final payment automatically processed.
- The **final day to enroll in a payment plan is April 15, 2026**.
- All deposits made as part of a payment plan are **non-refundable**.

Cancellations & Refunds

- If cancellation occurs more than two weeks before the start of camp, the \$100 deposit is non-refundable, and a credit may be issued for the remaining balance.
- If cancellation occurs less than two weeks before the start of camp, no refunds or credits will be provided.
- No refunds will be issued for missed days of camp.

The non-refundable deposit is due to limited space during certain sessions, which is critical for program planning. In some instances, camps may have a waitlist.

Transfers

- Camp session changes are allowed; however, transferring a child's enrollment from one camp to another will result in a \$35 fee per session.

Payment Plan Policy

- Families on a payment plan must ensure that all payments are sufficient to cover the scheduled amounts. A \$35 fee will be assessed if a payment fails due to insufficient funds or declined card transactions through Active Works.

Waitlist Policy

- Campers on a waitlisted session will not have a space reserved unless all required items are completed, including:
 - Full payment of all fees
 - Submission of medical forms within the required timeframe
 - Completion of all registration forms

This policy ensures fairness, allows us to plan for staffing and activities, and helps all campers have a safe and organized experience.

LATE PICK-UP

Any camper who is present after 12:10 p.m. from the half-day morning program is considered to be a part of Afternoon Adventures and may be charged a late fee of \$25.00. Any camper in the program beyond 12:30 p.m. will be charged \$50.00.

If your child is picked up after the designated camp dismissal time of 5:00 PM, a \$50 late pickup fee will automatically be applied. An additional \$10 fee will be charged for every

subsequent 10 minutes after 5:00 PM. These charges will be automatically applied to the school account or the credit card on file.

PERMISSIBLE ITEMS

Campers are responsible for their personal belongings. St. Michael's Episcopal Summer Spectacular Camps is not responsible for items that are lost or damaged. We highly recommend that items such as water bottles, snack/lunch boxes, bags/backpacks, etc., be labeled with the camper's first and last name.

The following items are NOT permitted at Camp:

- Juice, soda, or other drinks (unless prescribed by a physician with a written note)
- Toys from home (including dolls, trading cards, stuffed animals, Legos, fidget spinners, etc.), unless they are being donated to the program for shared use
- Chewing gum
- Athletic equipment (such as bats, gloves, sticks, etc.). These items must remain with campers' backpacks/belongings during camp
- Electronics and other personal devices, unless requested for a specific camp

LOST & FOUND

We understand that personal belongings may occasionally be lost or misplaced during the camp day. To help minimize this, we strongly encourage all families to clearly label each item your camper brings to camp, including water bottles, lunch containers, clothing, and personal gear.

A designated Lost & Found area is maintained on-site. Campers and families are welcome to check this area at any time during camp hours. Periodic reminders will also be given to encourage campers to look for missing items.

Please note that while we make reasonable efforts to collect and store lost items, **the camp is not responsible for lost, stolen, or misplaced belongings.**

All unclaimed items will be held for a limited period of time (typically one to two weeks). After this time, items may be donated, discarded, or otherwise removed.

We appreciate your support in helping keep track of your camper's belongings!

DRESS CODE

To ensure a safe, comfortable, and inclusive environment for all campers, the following dress code guidelines must be followed each day:

General Attire

Campers should arrive dressed in clean, weather-appropriate clothing suitable for a full day of activities, including indoor play, outdoor recreation, and arts programming.

Footwear

Closed-toed shoes are required at all times for safety. Campers will participate in activities such as playground time, active games, and trail walks, and proper footwear helps prevent injury. **Sandals, flip-flops, Crocs, or open-toed shoes are not permitted.**

Weather Preparedness

Camp activities take place both indoors and outdoors. Campers should be prepared for varying weather conditions by bringing items such as:

- Light jackets or sweatshirts
- Rain gear when needed
- Hats for sun protection

Change of Clothes Requirement

Each camper must bring a complete change of clothes every day. All items should be clearly labeled and stored in a large, sealed zip-top bag. This ensures campers are prepared for spills, accidents, or unexpected changes during the day.

Active Play Considerations

Clothing should allow for movement, climbing, running, and participation in physical activities. Skirts or dresses should be worn with appropriate coverage (e.g., shorts underneath).

Water Activities (if applicable)

On designated water play days, campers should come prepared with:

- Appropriate swimwear
- A towel
- A change of clothes
- A large to extra-large zip-top bag for sending home wet items

Closed-toed shoes are still required outside of water activity areas.

Clothing Restrictions

Clothing must be appropriate for a camp setting. The following are not permitted:

- Items with inappropriate language, graphics, or imagery
- Clothing that is excessively revealing

- Accessories that may pose a safety risk during activities

Personal Belongings

Please label all clothing and personal items with your camper's name. The camp is not responsible for lost, stolen, or misplaced items.

Compliance

Camp staff reserves the right to determine if attire is appropriate. If a camper's clothing does not meet dress code expectations, families may be contacted and asked to provide a change of clothing.

PHOTOGRAPHY POLICY

St. Michael's Episcopal Summer Spectacular Camps may take photographs and videos of campers during camp activities for **marketing, promotional, and communication purposes.**

- **Privacy Protection:** We **will never publicly use a camper's photograph alongside their full name.**
- **Acknowledgment:** By completing the registration forms and signing the photography waiver, families grant St. Michael's Episcopal Summer Spectacular Camps the right to take and use images of their camper in accordance with this policy.
- **Sharing Photos:** We make every effort to provide families with as many photos of their campers as possible. You may see images of your child in **weekly newsletters, parent communications, or camp updates.**

Our goal is to celebrate and share the fun experiences of camp while protecting the privacy of all our campers.

ADDITIONAL INFORMATION

Licensing & Exemption Status

St. Michael's Episcopal Summer Spectacular Camps programs operate under an approved exemption from licensure through the Virginia Department of Education (VDOE). Our exemption status is granted through the Virginia Council for Private Education (VCPE).

As a result, our camp is not licensed or regulated by the VDOE, and is not subject to routine state monitoring or inspection. However, we remain committed to providing a safe, structured, and high-quality environment for all campers and staff, and we follow established health and safety practices consistent with our program standards.

Our programs operate in accordance with § 22.1-289.030 of the Code of Virginia, which governs exemption status for qualifying child day programs.

If you have any questions regarding our exemption status or camp policies, please feel free to contact a member of our administrative team.