

Heritage Summer Camp Policies 2024

Important Policy Information for Parents about Our Camps:

Age Requirements

Preschoolers: Ages 2 years old (as of 9-1-2023) through Pre-K Fives. Thank you for being honest about your child's age and for understanding that we may ask for verification should there be any question as to the age of your preschooler.

School-Age: Those children who have completed Kindergarten through 5th grade.

Potty Training Requirements for Preschoolers

Ages 2 years: Do not need to be potty trained to attend the Camp Session. Ages 2 years need to be potty trained to attend the Extended Hours Sessions.

Ages 3 years through Pre-K Fives need to be potty trained to attend camp.

All children attending the Extended Hours Camp need to be potty trained.

Requests

Our camps have grown tremendously over the past several years, and we thank you for your positive comments within the community. Due to this continued growth, we can no longer accept class/group placement requests for your child. We strive to balance the classrooms based on age and gender and respectfully request that you do not ask us to bend the rules. We feel that summer camp provides an opportunity for your child to meet new friends and experience God's love for all. Your positive attitude and understanding will make the transition easier for preschoolers and school-age children.

Payments/ Refunds

Camps are filled on a first-come/first-served basis with all fees satisfied. Please do not register until you know your summer schedule. There are no refunds or transfers of funds for camps unattended. Below are the policies:

- Parents will have **2 weeks** from the registration date to pay a total non-refundable deposit amount of \$50.00 per family for all camps except for VBS & PVBS.
- Parents will have **2 weeks** from the registration date to pay the entire registration amount of \$25.00 for VBS & PVBS per registered child.
- All payments will be due in full, **14 Calendar days before the first day of camp.**
- If a child is registered for any camp 14 days before the start date, the payment must be **paid in full at the time of registration.**
- Refunds of camp payments may only be made when **written** notice of cancellation and a request for a refund is **received 30 days** before the start of the week(s) of camp you are registered for. Request can be email to childrensministry@heritageumc.com
- Children of summer staff members shall receive a 50% discount on all camp tuition.

Scholarship Information

We believe all children should have the opportunity to attend camp. If a family is experiencing financial hardship they may apply for scholarship funds. Each Summer we establish a scholarship fund and do our best to offer funds for children whose families are in need and qualify. For more information and to apply please email LaurenL@heritageumc.com All information shared will be kept confidential.

Class/Camp Changes

While it is our intent to accommodate all families, it is very difficult to make class schedule changes or to transfer children from one camp to another due to the size of our enrollment.

Session or Program Age Level Cancellation

If a program is cancelled due to insufficient enrollment, you will be notified via email 30 days prior to the start of camp. A full refund will be issued within 10 days.

Medical Release Forms

If you have not already completed a 2023-24 Medical release form, a signed and notarized form is required for each child to attend camp. These forms are due before the first day of camp. We cannot legally allow your child to attend camp without a Medical Release form on file.

Policy on schedule and/or camp changes is as follows:

Before May 15th

You must come in and fill out a "Change Request Form" for any change to your child's schedule. Again, due to our large enrollment, we cannot guarantee that your requests can be granted, but will make every effort to accommodate you and your child. Please note: We cannot accept any changes over the phone or via e-mail.

After May 15th

We are unable to make any schedule or camp changes after this date. Schedules are made, teachers are recruited, and supplies are ordered based on your requests. After the task of scheduling our campers is completed, we are unable to make any schedule or camp changes.

Safety, Health and Behavior Policies

We strive to provide a safe environment for your child while here at HUMC. Please discuss the following guidelines with your child and set a good example by following them yourselves:

Drop-off

We ask that you physically walk with your child to sign them in. Please do not drop them off from the car and allow them to sign themselves in, or drop them off before camps, as there is not an adult here to tend to them. We are not responsible for children who have not been signed in by their parents or who have been dropped off early and left unattended.

Pick-up

Please make every effort to pick your child up on time. We cannot leave children unattended in the parking lot or in the church after camp has ended. Children who are not picked up on time may be picked up in B-6. Children attending the Extended Hours Sessions can be picked up on the playground. When you are late, your children often worry about you! If someone other than yourself will be picking up your child, please add them to the registration page or bring a signed notification with you in the morning. You will need to personally present the written notification to a member of the Summer Camp Staff. The designated pick up person will also need to present a valid picture I.D. to a member of the Summer Camp Staff in order for us to release your child to them. If an emergency arises that prohibits you from picking your child up on time, please call the Children's Office at (727) 796-1329 ext. 139 so that a message may be conveyed to your child and their instructor.

Illness

We ask that your child not come to camp if he or she has had the following symptoms within the past 24 hours:

- " Eye drainage/Conjunctivitis
- " Vomiting/Diarrhea
- " Fever
- " General malaise
- " Rash
- " Cough, sneezing or runny nose
- " Any other condition that may require your child to stay at home.

Should your child develop any of the above symptoms, we will notify you immediately and ask you to pick your child up from camp.

Medication Policy

It will be at the discretion of the Director of Children's Ministry as to which prescription medications will be dispensed during the day at camp. Consideration will be given only after you have completed a Medication Form providing us with your written consent and doctor's note. All prescription medication must be in its pharmacy container. Please note that State licensing procedures prohibit us from dispensing any antibiotics or over-the-counter medications.

Behavior/Dress Code

It is our goal to offer your child a fun and educational summer, we ask that you discuss appropriate behavior in a church setting with your child. We stress that this is God's home and ask that they treat it with respect.

Please review the following guidelines with your child:

- No foul language should be directed at teachers, counselors, or other campers at any time.
- Settle differences with words and not hands.
- Another child should not be touched in any manner that is offensive.
- Show respect to the teachers and counselors.
- Please dress appropriately. We also ask that the following garments not be worn: t-shirts with offensive language or graphics, short shorts, sandals, clogs or high heeled shoes. We strongly suggest that your child wear closed toe shoes and clothes that you do not mind your child getting dirty.

If there is a discipline problem with your child, we will contact you.

Other

For the safety of your children, we ask that you not leave children in the car unattended while dropping off your camper. This could potentially present a safety risk that neither you nor the church wish to take. We suggest that you lock your vehicle and take all personal items of importance with you. We are required to report any such incidents to the appropriate agency.

We ask that your child not bring any toys, dolls, blankets, or other items to camp. We cannot be responsible for them and will ask that you take the item back home with you.