



2026 Summer Camp Handbook

**Play, Learn,
Grow Together!**

An Overview of What We Offer:

Our summer camps provide children (ages 3-11) with supervised activities that teach character, Christian values, conflict resolution, and leadership skills. Campers will build self-confidence, work as part of a team, continue to develop social-emotional skills, and forge new friendships. Our camp weeks offer nature exploration, arts and crafts, water play, exciting guest entertainment, and so much more! We offer diverse activities so that there is “something for everyone”! Our preschool camps are a mixture of indoor and outdoor activities throughout the day, while our school age camps are largely outdoors. Above all, our goal is FUN!

Program Hours:

Preschool Camp ½ Day, ages 3-5 9:00a – 12:00

Preschool Camp Full day, ages 3-5 9:00a-3:00p

School Ager Camp Full day, ages 5-11 (must have completed Kindergarten) 9:00a-3:00p

Camper Arrival/Departure and Pickup Process:

Campers will be dropped off from their vehicles at the front door of the preschool to St. James staff. Parents must sign in on a St. James tablet, using a pin-code prior to departure. Pick up from your vehicle will be at the front door of St. James, using a pin-code. All authorized pick up persons will be issued a personal pin code. Campers will not be released to any adult who is not an authorized pick up.

Camper Arrival/Departure and Pick Up Process: We ask for your patience as this is a new system for everyone. Drop off time is 8:55-9:10a, pick up time for 1/2 day is 11:55-12:10, and pick up time for full day 2:55-3:10p. To expedite the drop off and pick up carpool process, please be prompt. If you need to enter the building for any reason, please park and turn your vehicle off in the parking lot prior to entering.

Meals at Day Camp:

Campers will be served 1 snack daily.

- All lunch boxes and all food containers should be labeled with your camper's first AND last name.
- We recommend packing your camper's lunch with an ice pack.
- Food, beverages, and refrigeration are not available so please plan accordingly.
- Send your camper with a reusable water bottle each day, water will be available throughout the camp day. Please make sure your water bottle is labeled with your camper's first and last name.

Dress Code:

- Campers should wear comfortable and appropriate clothing that allows for movement and can get dirty!
- Campers must wear close-toe and close-heel at Camp. We understand that sandals and crocs may seem more comfortable during the summer months, but you will not be able to safely participate in all camp activities unless you are wearing the proper footwear.
- Crocs may only be worn during water play time.
- During water activities we recommend campers wear a 1-piece bathing suit or swim shorts.
- Please label all items, especially clothing and towels, with your first and last name.

Not permitted: Clothing with foul language or images, undershirts as clothing, flip-flops, Crocs (unless only during water play). Campers without the proper attire will not be accepted into camp as they cannot participate safely in camp activities.

What To Bring To Camp:

Please make sure that your camper brings the following items to camp each day. Please be sure that everything is labeled with your campers first AND last name. Any additional camp-specific requirements will be communicated via our weekly newsletter.

St James Nursery School is not liable for lost, damaged or stolen items.

- Backpack - to store items such as water bottle, lunch, swimsuit and towel, or an extra change of clothes.
- Change of Clothes - our days are full of outdoor adventure and clothes may get dirty.
- Lunch - a non-perishable lunch and drink should be packed every day. Camp does not provide food, microwaves, or refrigeration. Camp provides one snack daily. If your camper needs more than one, please pack extra snacks.

- Reusable Water Bottle - water will be available throughout the day to refill bottles.
- Swimsuit – Water days will vary each week. Please bring a swimsuit and towel, and old shoes (or crocs) for outdoor water activities every day.
- Shoes and Socks - close-toed, close-heel shoes.
- Sunscreen and Bug Spray - we recommend applying sunscreen before you arrive at camp each day and send your camper (ages 5-11) with a spray sunscreen that they can apply throughout the day without assistance. Staff will assist 3–5-year-olds in re-applying sunscreen for the afternoon.

What To Leave At Home:

Any prohibited items that are brought to camp will be stored in the camper’s backpack for the remainder of the day with their belongings. St. James Nursery School is not liable for lost, damaged or stolen items. The following items are not permitted:

- Toys or games
- Trading cards (baseball cards, Pokémon, cards, etc.)
- Valuable items such as jewelry
- Electronics of any kind (cell phone, speakers, headphones, gaming devices, kindles, etc.)
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment, unless specifically organized with camp staff

Lost and Found:

Please let us know right away when an item is lost. The lost and found bin will be located at the school and will be accessible before and after the camp day.

Inclement Weather Activities:

Rainy Days- Rain never stops the fun at the summer camp! Our staff prepare for rainy days with back-up plan options that include songs, skits, games, and other indoor activities. If it is light rain, campers may stay outside continuing normal activities. As needed, campers will be moved indoors. Under no circumstances will any camper be kept outside during thunder and/or lightning.

Code Red Days:

Code Red days are hot, hazy, and humid days where there is extreme heat, and no breeze. Campers' time in the direct sunlight will be minimized, as well as time spent running or doing other strenuous activities. Shady trees, tents, and pavilions will be used when outdoors. Indoor space will be utilized for these days as well. Water will be available for campers to refill their water bottles.

Emergency Preparedness Plan:

St James Nursery School is required to submit an emergency plan for MSDE approval. Camp staff has access to our written emergency plans. All staff members are trained in basic emergency procedures. Situations and preparedness regarding weather, fire, natural disasters, and evacuation scenarios are covered in staff training. Updates to regular camp plans will be communicated to parents via the ProCare communication app.

Water Activities:

Campers will have the opportunity to participate in water play each week. Just as with all camp activities, participation is encouraged. Campers who choose not to participate must remain with their designated group during this time.

Water Games and Water Play-

Throughout the week, especially on hot days, campers may keep cool by playing different water games. Please send shoes that can get wet and a change of clothes if desired for these activities.

Group Assignments:

Campers are grouped regarding age and grade. Weekly camps may differ in enrollment and groups will be adjusted as needed to maintain the required ratio. Preschoolers (ages 3-5) and School-Agers (ages 5-11, completed Kindergarten) will not be combined for the camp day. Each week campers will play "get to know you" games so that every child has a chance to meet new friends.

Required Camper Documents:

Parents/guardians are required to complete all necessary paperwork before their camper arrives at camp. These forms can be found on our website: www.stjamesnurseryschool.com, under "Resources"

- Camper Health History Form
- Medications

St. James has staff on site who are certified to administer emergency medications. The following forms must be completed and on file in order to administer medication. These forms can be located on our website on the Resources page:

- Medication Administration Authorization Form: This form needs to be completed if you are providing an emergency medication for your camper.
- Allergy Action Plan: This form only needs to be completed if your camper is bringing medication related to an allergic reaction (i.e. EPI pen or benadryl for allergic reaction). If this is the only medication your child is bringing, this is the only form that needs to be completed, both by the physician and the parent/guardian.
- Asthma Action Plan: This form only needs to be completed if your camper is bringing medication related to asthma (i.e. inhaler, nebulizer, etc). If this is the only medication your child is bringing, this is the only form that needs to be completed, both by the physician and the parent/guardian.

ALL medications **MUST**:

- Be in their original container (prescription and over the counter)
- Contain pharmacy prescription label (if it is a prescription medication)
- Be turned in directly to the camp director (or other medication certified staff) upon arrival with the necessary forms completed.

Note: Medications will not be accepted at check-in without proper documentation. Anything with a drug label is considered a medication, i.e. neosporin, melatonin, zyrtec. The only exceptions to this rule are insect repellent and sunscreen.

Allergies:

It is the parent/guardian's responsibility to inform us of their campers health conditions, especially any known or probable allergies in the Camper Health History form. You will need to provide additional information on signs, symptoms, treatment, and medications, when necessary.

Allergy or Medical Emergency Care Plan Form:

If your camper has an allergy or medical condition, whether minor or emergency, that may cause a reaction or require emergency medical attention, **please complete the Allergy Action Form.** *Please also see Medications and Medication Administration Policy.*

Medications that are not accompanied by fully completed paperwork will not be accepted.

Medication Check-In and Check-Out Process:

Campers are not allowed to keep medication, prescription or over the counter, on them or in their personal belongings, except when emergency self-carry medication is authorized in writing by the prescribing physician and guardian. We recommend having this form completed prior to the start of the camp season. At the end of the camp week, all medication must be signed out by a parent/guardian. Medications not signed out will be promptly destroyed in accordance with Maryland recommendations.

Immunizations:

The Camper Health History form requires the state of your campers residency. For campers who reside in the United States, a US territory, or the District of Columbia, submission of immunization records are not necessary. If your camper is exempt from immunizations, state licensing mandates that you list which immunizations your camper has not received. No further documentation is needed. For campers who live outside of the United States, a US territory, or the District of Columbia an original state-mandated Maryland Department of Health immunization form must be submitted.

Sick Camper Policy:

The health and safety of our campers is a priority to all of us. If your child becomes ill while participating in our program, we will call you to come and pick up your child. If we send your child home with a fever, they may not return until they have been without a fever for 24 hours.

Please keep your child home if they have any of the following symptoms:

- ★ A fever over 100 F and/or chills (must be fever free for 24 hours to return to program)
- ★ Congestion or a running nose
- ★ Heavy eye or nasal discharge
- ★ A constant cough
- ★ Recurrent vomiting or diarrhea
- ★ Symptoms of a communicable disease
- ★ Muscle aches or soreness
- ★ Headaches
- ★ Ear aches

General Health Practices:

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending camp with your child. Campers with communicable conditions will be welcomed back in camp with a note from their physician indicating that they are able to return.

Sunscreen:

If desired, please apply sunscreen or bug repellent on your camper before leaving for camp each morning. Campers will provide personal sunscreen for the week (labeled with first and last name). Throughout the day, sunscreen breaks will be taken. Counselors will assist full day preschoolers with re-application. School-age campers should be able to apply their own sunscreen.

Injuries:

Your camper's safety is our top priority. In the event your child needs medical attention, you will be contacted immediately. If we cannot reach you, the Camp staff has the authority to seek medical attention. In case of an emergency requiring immediate medical attention, St. James' Camp staff are trained to:

- Administer appropriate first aid
- Use calming strategies
- Call for an ambulance
- Notify the parent/guardian
- Notify St. James' Administration
- Accompany the child to the hospital
- Administration may follow up on any injuries by contacting parents that evening or the following day

Communication from Camp:

Communication is essential throughout the camp week, and we do this through our ProCare software. We encourage you to download the app for the summer. We communicate information regarding updates, inclement weather, pick-up, and other important information through ProCare. It is also the system we use for checking campers in and out for the day. Each parent, guardian or authorized pickup will be given a pin number for identification at sign-in and sign-out daily. Once you have successfully registered your camper, you will receive an invite to create your ProCare account.

Child Abuse Prevention:

St James staff receive training on the Prevention and Identification of Child Abuse. As stated in the Maryland State Board of Education Child and Family Daycare Center Licensing Regulations, it is mandatory for child care providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All St. James staff are mandated to report any suspected child abuse.

Policy on Staff Working with Campers:

St. James Nursery School does not permit staff to provide babysitting or other services to families or children they meet through St. James programs. St. James Nursery School does not permit personal transportation or communications not related to St. James programs through email,

texting, phone calls, letters, or contact over the internet. Such policies are designed to protect children and staff.

Sign-In and Sign-Out Policy:

For the safety of our campers, parents/guardians (or another authorized individual) must sign camper(s) in and out each day. Campers will be released only to listed authorized adults this includes all minors/ teens. Authorized pick up contacts are required to show photo ID every day, every time they pick up a camper.

Identification Required for Camper Pick Up:

Your child will not be released to any individual including a parent or guardian without proper photo identification. Your ProCare account enables you to place contact information for each parent, guardian, emergency contact, and family member. The safety of your child is our top priority.

Pick Up Backup Plan:

We understand the unexpected sometimes happens, we strongly recommend that you establish a backup plan should you be unable to pick up your camper. Remember that all adults who may need to pick up your camper should be listed on the authorized pick-up list.

Custody Agreements- If necessary, it is required that official, current court documents be submitted to your camper's file if custody or visitation is a concern. Without court orders, we cannot withhold a parent from their camper, even if that parent is not listed as an emergency contact. The parent who registers for enrollment is responsible for the camp fees. We cannot subdivide fees and establish multiple accounts.

Unauthorized Pick Up: Please inform St James administration if you have specific concerns that an unauthorized person may attempt to pick up or visit your camper while at camp. If a visit at camp is required for any reason by any person, please inform the camp staff in advance so that proper arrangements can be made.

Late Pick Up Policy and Fee:

All campers must be picked up by the close of the camp day, 3:00pm, unless otherwise stated. Parents are considered late if the camper is not picked up by the close of camp. If you are running late, please call and inform camp staff as children become anxious when their parents are late. Camp staff will call emergency contacts listed on your Alaris and/or account. If emergency

contacts cannot be reached within a reasonable amount of time, Child Protective Services will be contacted. A \$10 late fee may be applied to camper account after 15 minutes.

Behavior and Discipline Policy:

Our staff strives to provide a fun and safe environment for all our campers. We offer positive guidance and redirection; however, counselors will follow progressive steps when necessary:

Objectionable Behavior:

- ★ Refusing to follow behavior guidelines or camp rules
- ★ Using profanity, vulgarity, or obscenity
- ★ Stealing or damaging property (personal or camp property)
- ★ Refusal to participate in activities or cooperate with staff
- ★ Disrupting a program
- ★ Endangering the health and safety of self, other campers and/or staff
- ★ Teasing, making fun, or bullying of other campers or staff
- ★ Fighting of any kind

Progressive Behavior Guidance:

- ★ A camper will be removed from the area (or triggering activity) for a brief period.
- ★ If a second removal from activity is required, parent may be notified at pick up.
- ★ If the behavior continues past a second removal, a parent conference is required.

Cumulative incidents over the course of multiple camp weeks will be taken into consideration when determining problem resolution.

Major offenses may result in immediate suspension and/or expulsion from the program. Major offenses consist of:

- ★ Physically harming another person
- ★ Threatening, harassing, or otherwise verbally abusing another person
- ★ Endangering him/herself

- ★ Intentionally destroying property
- ★ Possessing or using any illegal substance
- ★ Possessing or using any weapon

Immediate suspension will result from behaviors that threaten the safety and well-being of oneself, another child, or a St. James' employee (physical abuse, threats) as well as behaviors that place the camp program and St James' at risk (running away, threats to camp, endangering of self/others). Incidents will be reviewed and evaluated to determine next steps. Credits and/or refunds are not issued for days of camp missed due to suspension or termination, or due to behavioral issues. It is always our goal to work with our families to mediate and work through issues with discipline, in order to provide a welcoming and inclusive environment for all. Our camp staff looks forward to facilitating a positive experience for your child this summer!

Explanation of Fees:

Camp deposit is \$30.00 per week/per camper. Deposits are non-refundable. Deposits are applied to the weekly camp tuition. Once registration is processed, deposits will be charged to your ProCare account. Camp deposits **MUST** be paid within 30 days of registration. Transfer requests are not guaranteed.

Balance of Weekly Camp Fees:

Payments can be made anytime through your online ProCare account. Credit, check or cash accepted. Checks may be dropped in the box outside the school office. Cash payments must be given directly to administrative staff. The balance is due in full for **Weeks 1-3 by June 1**. The balance is due in full for **Weeks 4-6 by July 1**. For billing questions, please contact Ginny, gedwards@stjamesnurseryschool.com

Payments:

Credits & Refunds- A credit and/or refund will be issued in full if St James make the decision to cancel a camp session. Credits and refunds will not be issued for weather related issues, ill/sick campers, damaged property and/or a camper's/parent's behavior. Camp fees will not be prorated for absenteeism.

Cancellation Policy Cancellation Deadlines:

Deposits are non-refundable. A cancellation request submitted in writing 21 calendar days prior to the camp week start date will receive a full refund. A cancellation request submitted 8-20 calendar days prior to the Monday of the week within which the program session starts will receive a 100% credit on their St. James' account. A cancellation request submitted 7 or less days prior to the Monday of the week in which the program session starts will not be eligible for a refund or credit.

Transfer/Change of Camp Week:

Transfers will be accepted if possible, however, they are not guaranteed.

2026 Balance Due Date Schedule :

☐ Deposits are due 30 days from Registration for all camp weeks.

☐ Deposit fee: \$30 per week (NON-REFUNDABLE)

- **Balance Due by June 1:**

- Week 1 (06/15 - 06/19)
- Week 2 (06/22 – 06/26)
- Week 3 (06/29 - 07/03)

- **Balance Due by July 1:**

- Week 4 (07/13 - 07/17)
- Week 5 (07/20 - 07/24)
- Week 6 (07/27 - 07/31)

St James reserves the right to cancel any camp that does not meet minimum enrollment. Families will be issued an opportunity to transfer to another camp or will be provided a refund.

In case of a medical emergency, a system credit will be issued for a camp not attended. A doctor's note must be presented to receive the credit. General sickness is not considered a medical emergency.

We look forward to a positive camp season! Should any issues, problems, or concerns arise throughout the camp season, you're welcome to share your suggestions, concerns, and complaints with the Administration at any time.