

GraceWay Summer Camp

Policies & Procedures

“Clear Expectations. Safe Environment. Consistent Experience.”

1. Code of Conduct Policy

All campers are expected to follow these behavior standards at all times:

1. **Keep Hands and Feet to Yourself**
 - No touching, pushing, pulling, fighting, or kicking
 - Respect personal space at all times
2. **Use Respectful Language**
 - Speak kindly to others
 - No abusive, inappropriate, or harmful language
3. **Respect Property**
 - Care for buildings, grounds, toys, furniture, restrooms, and equipment
 - Treat camp property better than personal belongings

2. Behavior Policy (3-Strike System)

GraceWay Summer Camp uses a structured behavior system:

1. **First Strike**
 - Verbal warning (immediate escalation if behavior is physical)
 2. **Second Strike**
 - Written reprimand sent home
 - Possible removal from activity
 3. **Third Strike**
 - Phone call to parent/guardian
 - Written reprimand
 - Removal from group
 4. **Ongoing Behavior Issues**
 - Consistent behavioral issues may result in **suspension from camp (2026 season)**
 - No refunds will be issued
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3. Cell Phone Policy

1. All cell phones must be stored in a **secure location** in the classroom
 2. Campers are not permitted to use phones during camp hours
 3. Phone use is only allowed:
 - In emergencies
 - With staff permission
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4. Lunch & Snack Policy

1. **Lunch Requirements**
 - Campers must bring their own lunch daily
 - Campers without lunch will not be permitted to stay
 2. *Exceptions:*
 - Wacky Wednesday Pizza Days
 - CFA Fri-yays (Cash only, paid upon arrival)
 3. **Snacks**
 - Camp provides a morning and afternoon snack
 - Campers may bring additional snacks if desired
 4. **Hydration**
 - Strongly recommended to bring a water bottle
 - No water fountain available
 - Water refill station provided
 5. **Food Preparation**
 - No microwaves or ovens available
 - All meals must be ready to eat
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5. Health Policy

1. **Illness**
 - Campers may not attend if they have:
 - Fever
 - Cough
 - Runny nose
 - Diarrhea
 - Any signs of illness
2. **During Camp Illness or Injury**
 - Parents will be contacted immediately
 - Child must be picked up promptly
3. **Lice Policy**

- Camper will be sent home immediately
 - Return requires a doctor's clearance note
 - 4. **Medical Care Authorization**
 - Staff may administer:
 - First aid
 - CPR
 - Emergency services (EMS if necessary)
 - Parents will be notified
 - Incident report will be completed
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6. Fees Policy

- Weekly payments are due **every Monday**
 - Late pick-up fee:
 - \$5 per minute after **6:00 PM**
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7. Custody Policy

- Only individuals listed on the **Authorized Pick-Up List** may pick up a child
 - Any custody agreements must:
 - Be disclosed during registration
 - Be supported with proper documentation
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8. Medication Policy

- All allergies must be disclosed on registration forms
 - Medications (including EpiPens, inhalers, etc.):
 - Must be labeled with:
 - Child's name
 - Parent's name
 - Instructions for use
 - Must be stored in the **camp office**
 - May only be administered by authorized staff
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9. Dress Code Policy

1. **Clothing Standards**
 - No string tank tops
 - No short shorts or cut-offs

- No clothing with inappropriate content
 - Shorts must reach fingertips
 - 2. **Water Days**
 - Bring extra clothing
 - Swimsuits allowed
 - Shirts must be worn at all times
 - 3. **Accessories**
 - Sunglasses: Outdoor use only
 - Hats: Allowed indoors and outdoors
 - 4. **Hygiene**
 - Sunscreen strongly encouraged
 - Deodorant recommended
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10. Check-In / Check-Out Policy

1. Parents are responsible for:
 - Signing campers in and out daily
 - Using designated check-in station
 2. Pick-Up Procedure:
 - Parent must sign child out from classroom clipboard
 3. Early Drop-Off:
 - Begins at **7:00 AM**
 - Location: **Building B**
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11. Parent Agreement Requirement

All parents and guardians must:

- Review all policies listed above
 - Sign the waiver acknowledging agreement
 - Comply with all camp procedures and expectations
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Policy Statement

GraceWay Summer Camp is committed to maintaining a **safe, structured, and respectful environment** for all campers. These policies are designed to ensure consistency, protect all participants, and create the best possible camp experience.