



**Summer Camp  
Parent Guide 2024**

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# Overview

Our summer programs are open to Westminster families and to all surrounding schools in the greater Augusta area. We offer over 30 programs for ages 3-18 that include academic and technology courses, enrichment classes, fine arts and sports camps, and a general day camp. Each extends Westminster's mission, which is to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ.

## 2021 Schedule

Session 1: June 3-7

Session 2: June 10-14

Session 3: June 17-21 (No Wednesday Camp)

Session 4: June 22-28

Session 5: July 08-12

Session 6: July 15-19

## Grade Levels

Each program has age/grade level restrictions. Age/grade levels are chosen by the instructor to meet the various developmental needs. On occasion, we do move participants between age groups as maturity indicates.

# Communication

We place a high value on communication and input from parents and welcome the opportunity to talk with them. Contact us with any questions, concerns, or suggestions. For your convenience, we will use the following communication methods:

- The week before the start of your scheduled program, you will receive an email with information regarding what to bring, proper dress, drop-off/pick-up location(s), and procedures.
- You will be notified by email if there are any changes or special instructions that may come up during the week of your scheduled program. On occasion we may also send home a note or letter with the participants.

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Director of Summer Programs

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Make sure to add [summer@wsa.net](mailto:summer@wsa.net) to your email contacts!

# Registration & Payment Info

**Register online by clicking on the link provided on the weebly website.**

You will receive confirmation by email after your registration and payment are processed.

- You will be charged a non-refundable \$25 registration fee for each participant when you register.
- In addition, you'll have the option of paying in full or making a minimum deposit of 30%, with the remainder due no later than May 31, 2024.
- If additional programs are added after May 31, 2024, payment is required in full at the time of registration.
- Any outstanding payments past May 31, 2024, are subject to a late fee and possible collections.

We accept all major credit cards.

## **Refund Policy/ Camp Withdrawal**

A full refund, less the \$25 non-refundable registration fee, will be given for any cancellations prior to April 30, 2024.

## **Waitlist**

If a program is full, we do maintain a waitlist. Register online to be put on the waitlist. You will be emailed if a spot becomes available.

## **Cancellation Policy**

The summer programs director reserves the right to cancel any activities. We also reserve the right to combine programs, as necessary.

In the event of a class change/combination, the dates may also change. If your child is unable to attend the new dates, you may apply the full tuition amount to another program or activity or request a refund.

# Attendance Policies

- We expect all participants to be in attendance for the full scheduled time of each week's activities.
- If you need to pick up your child early on any day, please notify the counselor, coach, or teacher as far in advance as possible.
- If an emergency comes up and you need to pick up your child early, or your child is going to be absent, contact the summer programs director at [summer@wsa.net](mailto:summer@wsa.net).

# Drop-off and Pick-up Procedures

Parents will be notified by email a week before the program starts with the drop-off/pick-up location(s) and schedule. A car line system will be used for all drop offs and pickups. Please have your child exit via the right side of your vehicle.

- Counselors will open and close the car doors.
- For pick up, your child will be brought to your car.
- Drop-off begins 15 minutes prior to the program start time.
- Pick-up ends 15 minutes after program dismissal time.
- Please do not exit your cars in the carline. If you need to speak with a Summer Programs employee, park your car and someone will come to your vehicle.
- Students attending a morning specialty camp and an afternoon specialty camp may stay for lunch with prior approval.

**Important:** A \$25 late fee plus an additional \$1.00 per minute will be charged for late pick-ups after 4:15 p.m.

## Child Release Policy

For safety, only the individual(s) designated on the registration form can pick up program participants. If you wish to add an additional individual, you must do so in writing. Parents/guardians should contact the summer programs director or give written consent to a summer counselor during drop-off. The designated person will be asked to show a valid photo ID. Safety is our primary concern.

# Snacks and Hydration

## Lunch

Campers attending full day camps must bring a lunch. Lunches cannot be shared with others. Lunches must be clearly labeled with the camper's name.

## Daily Snacks

Campers should bring their own snacks with them each day (two snacks if it is a full day). All snacks should be in a sealed bag that is marked with the camper's name.

## Hydration

Every participant is encouraged to bring a refillable water bottle each day, which they can refill throughout the day as needed. Please make sure your child's water bottle is clearly labeled with his/her name.

# What to Bring/Wear

## Appropriate Dress

All participants need to dress modestly and appropriately for indoor/outdoor summer activities. We suggest T-shirts, shorts, and close toed/sturdy footwear.

If girls wear dresses or skirts, please have them wear shorts underneath. **Please note:** Some field trips and camps may require specific clothing.

We do not allow clothing that reveals underwear, excessive display of skin (e.g. halter/crop tops, short shorts, etc.) or clothing that interferes with safety (e.g. exceptionally baggy or long pants).

We also do not allow clothing that advertises alcohol or other chemicals, weapons, or groups that condone chemical use or satanic cult affiliation. Anyone in violation of the dress code will be asked to change into appropriate clothing.

## Sunscreen

We ask that all participants who are registered for outdoor activities, apply sunscreen before they arrive. We do not provide sunscreen.

## Use of Electronic Devices

All participants are discouraged from bringing or using any electronic devices while actively engaged in activities, unless required for their respective programs. This includes cell phones, iPods, iPads, personal gaming systems, etc. Please note:

All electronic devices will be taken from the camper and stored in a plastic tub until they leave that day. Those who bring such devices do so at their own risk; Westminster is not responsible for any lost, stolen, or broken items. If there is a concern, please talk with the summer programs director.

# Lost and Found

Lost and found items will be located in the Lower School Gym. If an item is lost, please check there before or after programs. Any unclaimed items will be donated to charity.

Westminster Summer Programs assumes no responsibility for lost or stolen property and discourages participants from bringing items of value to campus. Parents are urged to mark all items with the student's name to insure complete identification and to protect against loss.

# Conduct

We desire for all participants to have the best experience possible in a safe and Christian environment. Most minor misbehaviors will be resolved by the program leaders, coaches, or instructors. More serious incidents and/or accumulation of minor misbehaviors will be handled by the summer programs director. Every participant will be treated as an individual, and actions will be handled in a confidential manner to the greatest extent possible.

The possible consequences for violating expectations will be addressed by any number of ways according to the discretion of the summer programs director and in consultation with the parents. Inappropriate conduct may result in:

- temporary removal from program activity
- a parent meeting with the summer programs director
- day-long suspension from program activity
- permanent expulsion from all summer programs.

## Other Policies

### **Zero-Tolerance Policy**

We have zero tolerance for weapons or anything that could be construed as a weapon. We do not tolerate foul language, threatening language, bullying, or harassment of any sort. Violation of this policy is grounds for dismissal from Summer Programs.

### **Tobacco and Alcohol Policy**

The use of tobacco and alcohol is prohibited on the Westminster Schools of Augusta campus and at any event sanctioned by Westminster Summer Programs, including field trips. This applies to participants and staff. Violation of this policy is grounds for dismissal from Summer Programs.

### **Food Allergy Policy**

In adherence to our commitment to inclusivity and the well-being of all students, our Summer Camp is implementing a policy to ensure a safe and comfortable environment for children with allergies. Recognizing the importance of accommodating diverse needs, we have designated seating areas where children with allergies can enjoy their meals away from those who do not share similar sensitivities. This proactive measure aims to foster an environment of understanding and support for all, promoting a sense of belonging and respect among our campers. By prioritizing the health and safety of every child, we strive to create an inclusive space where all students can thrive and participate fully in summer camp.

# Use of Photographs

A completed online registration form serves as a release, giving Westminster Summer Programs permission to use your child's photo in any promotional materials.

# Safety and Health

Westminster Summer Programs seeks to provide a safe and positive climate for all participants. Maintaining and promoting this environment is of utmost importance to all our summer staff. Westminster reserves the right to implement or change any procedures for the health and safety of our campers and staff.

## Harassment

All forms of harassment (verbal and physical) will be promptly investigated and resolved. Any incident of harassment should be reported to the summer programs director.

## Emergency Policies

All instructors and counselors are trained on how to respond to emergency situations such as fires, tornados, and lockdowns. All outside doors will be kept locked for everyone's safety.

## Inclement Weather

All programs, including sports camps, will be held regardless of normal inclement weather. All drop-off and pick-up locations remain the same. In case of an emergency weather situation, parents will receive an email or phone call if any programs are cancelled. If severe weather occurs during our programs, students will be moved to the nearest shelter in accordance with our Severe Weather Emergency Plan.

## Health/Illness

If a child becomes ill while on campus, parents will be notified to pick up their child. If a parent cannot be reached, the emergency contact will be called.

## Summer Camp Potty Training Policy

Westminster Summer Camp has developed the following guidelines regarding potty training. Our classrooms and teachers are not equipped to change and dispose of soiled diapers and clothing. Similarly, when an adult must attend to a child in the bathroom, this takes away from learning time for all students; it removes one adult from the direct supervision of and interaction with the rest of the class. For these reasons, children enrolled in Wildcat Cubs Summercamp (PK3, PK4, TK, and Kindergarten) at Wildcat Summer Day Camp must be fully potty-trained before attending Summer Camp.



## **A potty-trained child is a child who can do the following:**

Wear regular underwear during the day (no pull-ups).

Communicate to the teachers that he/she needs to go to the restroom before it is too late.

Alert him/herself to stop what he/she is doing, to go and use the restroom.

Pull down his/her clothes and get them back up without assistance.

Wipe him/herself after using the toilet.

Get on/off the toilet by him/herself. We have stools in our restrooms for those children who need a little boost.

Wash and dry hands.

Postpone going if they must wait for someone who is in the restroom or if the student/group is away from the classroom.

Wake up during nap time should they need to use the restroom.

We do understand that even potty-trained children will occasionally have accidents.

“Accidents” are unusual incidents and should happen infrequently. A child having accidents consistently would not be considered potty-trained.

The transition to summer camp and a new environment may cause slight setbacks in this area of development. Wildcat Cub Teachers and Assistants will assist the children in making this transition to their new environment. We will ask your child many times throughout the day and before nap time if he/she needs to use the restroom. If there is an occasional accident, teachers will help the child change clothes, encouraging independence as much as possible. As stated above, children enrolled in Camp Wildcat Cubs Day Camp must be fully potty-trained before attending Summer Camp.

After the first three (3) days of camp, the following policies will be in place for children who have potty accidents:

If an accident occurs more than once in a given camp week, the child will be asked to stay home for the following week (5 days).

After a child has been asked to stay home two times, parents will meet with administration to determine if the child may remain in Summer Camp.

If a child soils his/her clothing parents may be asked to come to Summer Camp. There may be situations not listed above that require the parents to come to the school immediately to clean and/or pick up the child.

Please note that this policy is not in place to shame or punish a child or inconvenience families, but rather to maintain a safe and happy learning environment for all children.

Thank you for your cooperation and understanding.