



**KE CAMPS**

# BISW Day Camp

Parent Manual

Dear KE Camps Families,

Welcome to our camp family! Our entire KE Camps Team is looking forward to a wonderful and meaningful summer of laughter and memories that will last a lifetime. Please read through this parent manual to gain a better understanding of what to expect at camp. The information provided here is important and we hope you will take the time to read it carefully. Should you have any questions at all, please do not hesitate to contact us. Our phone lines and inboxes are always open.

With warmest wishes for a fantastic summer,

Ashley & Dan Schmitz  
*Owners, KE Camps*

## CAMPER AGES

Camp is for children ages 3 to 11. **\*\*Please note that all campers must be at least 3 years old by the first day they attend camp. In addition, campers must be potty trained.**

## CAMP DATES AND TIMES

Camp is open July 3 – August 4, Monday through Friday

*\*Camp will be closed on Tuesday, July 4.*

	<b>Camp Time:</b>	<b>Notes:</b>
<b>Camp – Full Day</b>	9:00am – 3:00pm	Open to Ages 3 - 11
<b>Camp – Half Day</b>	9:00am – 12:00pm	Open to Ages 3 – 5; Does not include Lunch
<b>Before-Care</b>	8:30am – 9:00am	No need to officially sign up for Before-Care; Our staff will be ready should you show up at 8:30am
<b>After-Care</b>	3:00pm – 5:00pm	Campers need to be signed up for After-Care as there is an added fee for this service

## CAMP TUITION

	<b>BISW Students</b>	<b>Guests</b>
<b>Weekly – Full Days</b>	\$425	\$455
<b>Week of July 3<sup>rd</sup> – Full Days</b>	\$350	\$380
<b>Weekly – Half Days</b>	\$295	\$320
<b>Week of July 3<sup>rd</sup> – Half Days</b>	\$250	\$280

<b>Before-Care</b>	Complimentary	Complimentary
<b>After-Care</b>	\$150 per week	\$150 per week

**If you enroll on or after June 1<sup>st</sup>, weekly tuition increases by \$40.**

There is a one-time \$42 registration fee per child that includes two camp t-shirts.

**REGISTRATIONS, CANCELATIONS AND REFUNDS**

Registration will open on December 12, 2022. Once a week is full, we will start a waiting list and will let you know should a space open up. Full payment is due upon registration. There is also a one-time Non-Refundable registration fee of \$42, which includes two camp t-shirts. We accept ACH payments and Visa, MasterCard, American Express, and Discover Card. We encourage all families to pay via ACH as all credit card transactions will be subject to a 2.75% surcharge to offset the cost of credit card processing.

ALL requests for cancelations or changes must be informed in writing via email to [info@kecamps.com](mailto:info@kecamps.com). Cancelations made by May 1, 2023 will be refunded in full (less the registration fee and credit card surcharge (if applicable)). If you do not submit it in writing by May 1, 2023, you will be responsible for all fees as space is limited. We will however, always offer a credit towards a future week (if space is available) or for the following summer.

**CAMPER ENROLLMENT FORM AND HEALTH HISTORY FORM**

You will be prompted to complete a Camper Information Form and Health History Form when you register online. Please make sure you fill in all the necessary information at the time you enroll. We must have all of your forms filled out in order for your child to attend camp. If you have any trouble accessing the online registration and health form, please contact us at 877-671-2267 and we will be more than happy to walk you through the online system or provide you with a hard-copy version of the forms.

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**ADDRESS FOR CAMP, ARRIVAL AND PICK UP PROCEDURES**

British International School of Washington, DC is located at 2001 Wisconsin Ave NW, Washington, DC 20007. Details regarding the drop-off and pick-up locations will be emailed to you a few days before each week of camp begins.

Parents (or the authorized guardian listed on the enrollment form) must check-in and check-out their children to camp. For their safety, children are not allowed to be dropped off, or check themselves in or out. If you would like to pick up your child before normal camp dismissal, please inform the camp director, so that we can have your child ready to depart on time.

**WHAT TO PACK**

Camp t-shirts must be worn each day at camp. Two shirts will be provided for you on the first day of camp. Additional shirts may be purchased from the Director for an additional \$15 each. Campers should dress in comfortable shorts, the official camp t-shirt and sneakers each day.

The following items should be brought to camp each day in a backpack:

- Water Bottle
- Lunch (for Full Day Campers only)
- Afternoon Snack (for Campers staying for After-Care only)

On certain days of the summer there may be a special theme or event that might require you to pack something extra such as a plain white t-shirt for tie-dying or a fun hat for a crazy hat day. Your director will let you know every Monday morning what the week's schedule includes so that you and your camper can be prepared! **Also, be on the lookout for a pre-camp welcome email about 5 days before the start of each camp week...this email will include important reminders.**

Please remember that KE Camps is not responsible for any items brought to camp. All lost items or left items will be returned to their owners. If items are not labeled and we cannot locate the owner, the items will be donated at the end of the summer. Please make sure to label all belongings.

### **WHAT "NOT" TO PACK**

Expensive jewelry, electronic games/music players or items with sentimental value are strictly prohibited. Please note that if you choose to send your child to camp with a cell phone, we will ask that he or she keep the phone in his or her backpack throughout the entire camp day as electronics of any kind are not allowed at camp.

### **LUNCH AND SNACKS**

All Campers will be served a morning snack. Full-Day Campers: Please pack a lunch and an afternoon snack(s) for your child in a cooler or backpack.

Please note that we are a "Nut Aware" camp. We ask that you do not send your child with any food that contains nuts. PLEASE MAKE SURE TO INFORM US IF YOUR CHILD HAS ANY FOOD ALLERGIES OR DIETARY RESTRICTIONS.

### **CAMPER EXPECTATIONS**

Parents, please discuss the following Camp Rules with your child before the start of the camp season.

#### **CAMPER RULES:**

1. Stay with your group and listen to your counselors at all times.
2. Be courteous with the words you use. Inappropriate language will not be tolerated.
3. Keep your hands and feet to yourself at all times. Physical abuse of any kind (including hitting, kicking, biting, etc.) may lead to immediate dismissal from camp.
4. Be respectful of others' belongings. Do not take anything that is not yours.
5. Respect your environment by throwing out all trash, and returning equipment to its proper place after use.
6. Always follow the Golden Rule – Treat others as you wish to be treated.
7. Laugh and Smile every day.
8. You are at camp to have a fun, safe and exciting time, make new friends, try new activities, and feel great about yourself.

### **DISCIPLINE**

Camp is a place for fun, friends, growth and memories. It is not a place for poor behavior. Any behavior that detracts from the positive experience your fellow campers are having may lead to consequences including dismissal from camp.

KE Camps reserves the right to dismiss any camper for inappropriate or unsafe behavior. The camp director will always make an effort to discuss and resolve any issues with a camper with their parent(s) or guardian(s). If a problem persists and cannot be corrected, the decision to dismiss a camper will be made

by the camp director in consultation with management. No refunds will be given for children who are dismissed from camp.

## **THE CAMP STAFF**

Your camp staff are some of the finest and caring adults. They are teachers, educators, coaches and college students usually majoring in education or other related fields. Each camp has a camp director and general counselors. All staff members are CPR and First Aid certified and have undergone a thorough hiring process including background and reference checks. They attend orientation with KE Camps and adhere to our strict code of ethics. Should there ever be an issue with a staff member, please do not hesitate to contact us immediately and we will work to resolve it. Positive feedback is always welcome as well.

## **ILLNESS AND EMERGENCY PROCEDURES**

A camper with symptoms of illness, but no probable exposure to Covid-19, should be monitored at home for at least 24 hours before returning to camp fever-free and symptom-free. *\*For Covid-19 protocols, please refer to the Covid-19 page of our website, which is updated regularly according to CDC guidelines.*

In the event of a minor accident, our staff will administer First Aid and notify you at pick-up. If a child is injured or becomes ill during the camp day, you will be contacted right away. If the illness or injury is significant to the extent that your child can no longer participate in camp activities, you will be notified immediately and asked to pick up your child.

In the unlikely event that an injury or illness requires emergency care, you will be notified immediately. The director will contact 911, and paramedics will transport your child with an accompanying staff member to an emergency care facility. Parents or the designated guardian will be responsible for any medical fees incurred.

We strongly encourage you to administer any regular medication your child takes at home. However, if it is the case that your child *must* receive a dose of his or her medication during camp hours, please bring the medication in its original labeled container and hand it directly to the camp director. Please complete the **Authorization to Administer Medication Form**, which can be found on our website, and either submit to the KE Camps office directly or hand in to your Camp Director on your child's first day of camp. ***\*\* This form should also be completed for any camper who will be carrying an Epi-Pen and/or Inhaler.\*\****

In the case of severe weather, KE Camps reserves the right to cancel any activities that may endanger our campers.

## **COMMUNICATION**

You will receive a welcome email about one month before the camp season begins with detailed information on what to expect at camp. In addition, you will receive a weekly informational email a few days before each week of camp begins with helpful reminders.

During the summer, should you need to contact your camp director during the camp day, please call the KE Camps Office at 877-671-2267 and we will relay the message to him or her and have him or her return your call.

Your camp director will share tidbits and anecdotes about your child's day at pick-up time. Should you need more information or have questions about your child's camp experience, please feel free to chat with your camp director at drop-off and/or pick-up time!

## CUSTOMER SERVICE AND QUESTIONS

Our number one goal is to ensure that all of our campers, parents and families' experiences are the best that they can be. We want to exceed all of your expectations and provide you with any help that you need. Please do not hesitate to contact us at your convenience by phone at 877-671-2267 or by email at [info@kecamps.com](mailto:info@kecamps.com).

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