



**2022**

## **POLICIES AND PROCEDURES**

**Camp Times and Location:** Traditional Camp Hours are 8:00 a.m. - 5:00 p.m. Before/After Camp Hours are 6:30 - 8:00 a.m. and 5:00 - 6:00 p.m. Camp is located at the St. John Neumann main campus. Camp will be Closed on May 30th (Memorial Day) and July 4th- July 8th.

**Camp Contacts:** Camp Director, Emilee Cawvey, Assistant Director, Lilly Cawvey.  
Camp Phone: 618-345-2780 (Neumann Club extension),

Email: [campcrusader@sjncrusaders.org](mailto:campcrusader@sjncrusaders.org)

Principal,

Office Phone: 618-345-7230,

Email: [principal@sjncrusaders.org](mailto:principal@sjncrusaders.org)

**Face Coverings:** Face coverings are optional

**Illness:** If your child is sent home due to illness, they cannot return to camp until they have been fever free for 24 hours (fever is considered to be 99.9) without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

**Sign Up:** We will be requiring that everyone sign up their campers for the days that they would be attending to ensure proper staffing. The sign ups will be open until the Wednesday before the week that they will need to attend. If you sign up and do not attend you will still be charged the appropriate fee. If you show up and are not signed up you will be charged a \$10 fee.

**Drop Off / Pick Up:** Please drop off and pick up your camper at the Neumann Club classroom. Neumann Club drop off and pick up is located in the back of the school. A full signature is required by the person dropping off and picking up, noting the time on the sign-in/sign-out sheet each day. We allow children



to leave only with the adults listed on the attached Signature Page. These adults must have a picture ID for us to release the child into their care. If there is an emergency and no one listed can come pick up your children, please call us.

**Fee for Late Pickup:** Extended care ends at 6:00 p.m. A Camp Leader will attempt to contact a parent or the emergency contact person to pick up the child. A \$15.00 late fee will be charged per family from 6:05-6:15 p.m. A late fee of \$1.00 per minute will be charged from 6:15 p.m. and later.

**What to Wear and Bring:** Campers should wear comfortable and appropriate clothes. **Please send the following items in a backpack (that your child will be able to identify)** with your child's name on it each day, and replace items as needed: lunch, extra set of clothes, tennis shoes, sunscreen, and bug spray. All items should be labeled with the camper's name. If your campers wear flip flops to camp, then they must bring tennis shoes in their backpack. Please do not send valuable or expensive items to camp. St. John Neumann is not responsible for lost, stolen, or damaged belongings. Campers also need to bring their backpacks to camp daily.

**Personal Electronic Devices:** Phones, iPads, Kindles, etc., will not be permitted at Camp.

**Lunch and Snacks:** Please send lunch and a drink in a lunch container with an ice pack every day. A light afternoon snack will be provided by St. John Neumann. Campers may bring their own breakfasts.

**Payments:** Payments for camp will be deducted on the Friday, following the week attended. All families must have an ACH withdrawal form on file, which is included in the Camp Crusader registration packet.

**Behavior Management:** Our goal at Camp Crusader is for your child to have fun while being safe. In the event of a behavioral problem, the parents will be notified. If the behavior continues, notice will be given to the parent and a conference will be scheduled with the Camp Directors and SJN Principal. The camper may be suspended depending on the severity and frequency of the behavior. Children can also be removed from our program due to inappropriate



behavior by the parent. It is at the sole discretion of the St. John Neumann staff to determine inappropriate behavior. We reserve the right to suspend any camper at any time for inappropriate behavior.

**Medication:** Camp staff will dispense medication required by a physician. **A signed School Medication Authorization Form is required.** All medicines must be labeled with the camper’s name and it will be kept in a locked container. Campers may not carry medicine with them.

**Injuries:** If your child is injured at camp, our staff will evaluate the situation and take whatever immediate steps are necessary to care for your child. Minor injuries will be treated as needed including cleaning, bandaging, applying ice, etc. Parents will be notified of any injuries at the time of pick-up. In the case of a major injury, the Camp Director will take whatever steps are necessary to obtain appropriate medical attention including contacting a parent, emergency contact, or 911. A St. John Neumann staff person will accompany the child at all times until their parent or emergency contact arrives to be with the child.

**I have read this form and agree to abide by the Policies and Procedures of SJN Camp Crusader.**

\_\_\_\_\_  
Parent Signature and Date

\_\_\_\_\_  
Camper Signature and Date

**PLEASE RETURN THIS PAGE TO COMPLETE YOUR CHILD’S REGISTRATION BY April 29 at 6:00PM.**