



***Star Hill Family Athletic Center***  
**Recreation Programs**  
*Policies and Procedures*

**1) Hours**

Star Hill summer recreation camp is open Monday - Friday 6:00 AM – 6:00 PM.

**2) Drop-off**

For safety reasons, we ask that you walk your child/children into the facility each day, and sign them in with the staff.

**3) Pick-up**

A parent/guardian or authorized person must sign each child out with the Star Hill staff. For safety reasons, Star Hill will not release any child to an individual not listed on the child's personal information form without prior consent by the parent/guardian. It is our facility policy to ask for valid photo identification, such as a driver's license, if someone we are not familiar with (including a parent) arrives to pick-up a camper. We ask that you always drive carefully through the parking lot and be aware of the kids.

**4) Late Pick-up**

All campers must be picked-up by 6:00 PM. This time is very important to the staffing of the facility. If you are running late, please call the facility to notify the staff. There is a \$1 per minute late fee for pick-ups after 6:00 PM. We reserve the right to move your child(ren) into the daycare room if they are being picked up after 6:00PM.

**5) Medications**

Please see the camp Directors if your child requires any medication during camp hours (including inhalers and Epi-Pens), regardless of whether your child can self-administer the medication. If we have to administer your child's medication during the day, we will need the same doctor's orders that you use at school. We prefer to know about medication prior to camp starting. Please e-mail Mike at [mike@starhillsports.com](mailto:mike@starhillsports.com). We cannot accept any medication at camp without the proper paperwork.

## 6) Lunches & Snacks

Children will need to bring a lunch and two (2) snacks (morning & afternoon) to camp each day. Star Hill will provide a refrigerator for all snacks and lunches. It is recommended that you pack a couple extra things for the kids, they are active all day and tend to be hungry. We have a full service café that is open for the campers to purchase lunch or snacks. The café offers a wide range of items from smoothies to hot dogs, pizza, PB&J sandwiches, nachos, ice cream, candy, popcorn, etc... If a child does not have a lunch or money for lunch, we will provide a hot dog/slice of pizza, chips, and a drink for a fee of \$7.50.

## 7) Bank

Star Hill offers parents a bank account that you can place money in for the campers to use at the café. Parents are able to set limits on what/how much the campers can use on a daily basis. This will eliminate the need for the kids to have cash in their backpacks. **We do not want campers to have any money (or valuables of any kind) in their backpacks.** Parents are encouraged to use a credit card for ease and efficiency, but can deposit cash as well.

## 8) What to bring / What NOT to bring

**Please have the kids wear sneakers daily to camp.** Based on the activity level of our daily routine, flip-flops, crocs, etc... will not be comfortable for the campers. Please do not send cleats with them to camp. We no longer allow cleats on our turf. Kids should bring a swimsuit and towel to camp each day.

Besides lunch and snacks, children are permitted to bring personal items such as books, board games, etc... **We ask that hand-held video games and cell phones be left at home.** Please leave valuable items at home. There will be some quiet time periods built into the daily schedule when campers will be allowed to sit and play games. Please bring all personal items in a bag/backpack. All items should have the child's name on it. It is recommended that that each camper brings a change of clothes (things happen sometimes...). Star Hill is not responsible for any personal items brought to camp.

## 9) Payment Deadlines

All payments are due by close of business Monday for the week, or the first day the camper is at camp that week. A \$10 late fee will be assessed for any late payments.

## 10) Cancellation Policy

We rely on the registration forms in planning camp activities, staffing, and supplies each week. If your schedule will deviate from the registration form submitted, you must submit to one of the camp Directors a "Registration Change Form". To cancel a week, or to receive a full refund for a prepaid week, Registration Change Forms must be received 2+ weeks in advance of the start of the camp week in question. For changes made with less than 2 weeks' notice, Star Hill may allow parents to switch weeks, but payment will be due in full if a week is being cancelled with less than 2 weeks' notice.

## 11) Illness

Star Hill reserves the right to remove a child if he or she appears too ill to participate in the recreation program or is considered contagious. Star Hill will notify the child's parent/guardian or emergency contact and request that the child be picked-up within the hour. If the child has not been picked-up within the allotted timeframe, Star Hill reserves the right to take any action necessary to ensure the health and safety of the child and/or the other children.

## **12) Communicating an Emergency**

In the event of an emergency, Star Hill will attempt to contact the camper's parent or guardian. If the parent(s) or guardian(s) are not available, we will attempt to notify the emergency contacts listed on your child's personal information form. Star Hill will take necessary actions in the child's best interests until the parent, guardian, or emergency contact has been reached. If there is an objection to Star Hill seeking emergency medical care, a statement must be provided by the parent(s) or guardian(s) giving the reason for the objection. That statement must be attached to the campers personal information form.

## **13) Disease**

State law requires that parents notify Star Hill within 24 hours or the next business day after a camper or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health and/or the State Department of Public Health. A full list of reportable communicable diseases can be found on the DPH website or at Star Hill. Life threatening diseases must be reported immediately.

## **14) Allergies**

Parents must communicate any severe food allergies to the camp through written (camper's medical and information forms) and verbal means. We ask that you prepare and send snacks and lunches that accommodate the special needs of your child. Star Hill will provide segregated seating for campers with severe food allergies as required. Please see a camp Director to discuss the specific needs of your child.

## **15) Visiting**

Star Hill has an open door policy regarding custodial visits. Please notify Star Hill staff in advance to arrange any visits by individuals other than parents or guardians. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child at play. Star Hill is committed to the safety of the children at our recreation program; we therefore require all visitors to check in at the front desk or with a staff member. Please notify one of the Directors if you wish to accompany your child at any time during his or her day.

## **16) Acceptable/Unacceptable Behavior**

Star Hill expects campers to respect others and their space, harmoniously participate in games, cooperate with Star Hill staff and be enthusiastic. Unacceptable behavior includes profanity, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, inappropriate or violent physical contact and possession/use of a weapon or other dangerous items. Star Hill will report any incidents of unacceptable behavior to the parents/guardians of all children involved. Star Hill reserves the right to suspend or expel a child for unacceptable behavior. Please see the Directors for a detailed outline of the camp Discipline Policy.

## **17) Safety Policy**

During any unforeseen crisis, such as natural disaster or similar events, Star Hill will cease regular daily activities and gather all participants in a designated safe area (including in case of the evacuation of the facility). Parents/guardians will be contacted if children are to be released early from the program. Star Hill will notify the proper authorities in the event of any emergency. Please see the Directors for a detailed outline of the camp Emergency Preparedness Policy.

## **18) Contact Information**

You may contact the camp directors Mike Smida or Andy Smida ([mike@starhillsports.com](mailto:mike@starhillsports.com), [andy@starhillsports.com](mailto:andy@starhillsports.com)) or staff with any questions at 860-871-8800.

## **19) Reporting Child Abuse & Neglect**

Star Hill is required by law to report any and all signs of child abuse and neglect. This report will be completed by the camp Directors and forwarded to the appropriate authorities in accordance with state law/policy.

## **20) Lines of Authority**

The Star Hill camp team is comprised of camp counselors and counselors in training who report to the camp directors.