

THE ST·JAMES

SUMMER CAMPS

PARENT HANDBOOK

CONTACTS

THE ST. JAMES CONCIERGE

703.239.6870

CAMPS OFFICE (FOR GENERAL QUESTIONS)

703.239.6882 | CAMPS@THESTJAMES.COM

JESS GILLUM, DIRECTOR OF CAMPS

JESSICA.GILLUM@THESTJAMES.COM

ELYSE GRAZIANO, SENIOR DIRECTOR OF SPORTS

ELYSE.GRAZIANO@THESTJAMES.COM

SUMMER CAMP OFFICE HOURS

8:00 AM–5:00 PM MONDAY–FRIDAY

DUE TO HIGH VOLUME OF CALLS AND REQUESTS, PLEASE
ALLOW US 24 HOURS OR 1 FULL BUSINESS DAY TO RESPOND

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GENERAL INFORMATION

CAMP HOURS

FULL DAY CAMPS 9:00 AM–3:00 PM
 HALF DAY CAMPS 9:00 AM–12:00 PM

PICKUP/DROPOFF TIMES

FULL DAY/HALF DAY DROPOFF 8:30–9:00 AM
 HALF DAY PICKUP 12:00–12:30 PM
 FULL DAY PICKUP 3:00–3:30 PM
 BEFORE-CARE HOURS (ADDITIONAL FEE) 7:30–8:30 AM
 AFTER-CARE HOURS (ADDITIONAL FEE) 3:30–6:00 PM

CHILDCARE MANAGEMENT SOFTWARE & AUTHORIZATION

In order to ensure a seamless pickup and dropoff for all families, STJ utilizes Pikmykid. Pikmykid is an app-based software that will require each family to set up an account before camp. Page 18 of this guide includes more information for Pikmykid app use. STJ will send emails with additional information as soon as possible. The paramount goal for our camps is ensuring the safety of each camper. Thank you!

INFORMATIONAL PARENT EMAIL

Before each week of camp, families will receive an informational email about the upcoming week at camp. This will include information on specific specialty daily activities (ex: Swimming is Tuesday & a list of supplies), pickup and dropoff information, and any other pertinent information for the week. **STJ asks that you please read these emails thoroughly, in order to help each camper be fully prepared for camp, and all of the camp’s daily activities.**

CAMP OFFICE

STJ has a camp office that will serve as the hub for all camp business. Feel free to drop in during camp hours with any questions or concerns regarding camps. The camp office located on the event level in the Performance House which is home to the STJ gymnastics program. The front desk can direct parents and guardians to the camp office but will not be able to handle any camp transactions or issues.

THE CAMP OFFICE CAN HELP WITH:

GENERAL QUESTIONS • LUNCH
 BEFORE/AFTER-CARE • LOST & FOUND
 MEDICAL CONCERNS

CAMP GROUPS & DIVISIONS

Campers are divided into age-appropriate groups for daily activities. STJ is not able to honor any group member requests or “anti” requests. STJ acknowledges that every camper can build new relationships, and it is for the safety of all campers that they be sorted appropriately based on age. Please direct any questions or concerns to the Camp Office.

GENERAL INFORMATION

DISCIPLINE POLICY

It is STJ's goal to use positive discipline to assist each camper in learning to understand what behavior or actions are acceptable at camp, learn to take responsibility for their actions, and make socially acceptable behavior part of their regular routine. However, in the event that STJ's efforts to redirect the behavior is not working, please read and be aware of the following discipline policy:

1ST STRIKE: GUARDIAN CONTACT

The Camp Director will contact the parent or guardian to notify them of the situation. If needed, the camper will be placed on a behavior plan.

2ND STRIKE: SUSPENSION

If the camper continues the negative behavior and is not responding to best efforts or the behavior plan put into place, a 1-day suspension will be implemented. Campers who are suspended must be picked up immediately (with-in 1 hour) after being contacted by a STJ Camp Director.

3RD STRIKE: TERMINATION

If the camper's behavior remains unchanged, STJ will take action to expel the camper from the STJ program. Campers who are expelled must be picked up immediately and may not return for any future camp programs in which they are enrolled.

SERIOUS BEHAVIOR INCIDENT

If a camper is involved in a serious behavior incident, The St. James reserves the right to skip the steps listed above and suspend or expel campers for their actions. Examples of such incidents include, but are not limited to bullying, fighting, vandalism, insubordination, and activities that put any person in the STJ facility in danger.

CELLPHONE & ELECTRONICS POLICY

Please leave ALL electronics and other possible distractions at home (e.g., cell phones, tablets, iPods, toys, etc.). STJ has a strict "no phone use" policy for all campers. The St. James is not responsible for lost or stolen property. If given multiple warnings, a camper who does not adhere to the STJ cell phone/electronic policy will have the device confiscated and it will be stored in the camp office and will only be returned to a parent or guardian.

REPORTING OF CAMPER ABUSE

In accordance with Section 63.2-100 of the Code of Virginia, The St. James is MANDATED by law to report suspected camper abuse. If STJ suspects a camper is a victim of abuse, staff will report the case to Camper Protective Services.

DESTROYED EQUIPMENT POLICY

STJ understands that sports and facilities equipment sometimes break with typical use. However, blatant disregard for maintaining STJ property and equipment resulting in damage beyond working order may result in a replacement or repair fee for the responsible parents or guardians. Campers will also be subject to the Discipline Policy.

**REFUNDS ARE NOT PROVIDED FOR
CAMPERS SUSPENDED OR EXPELLED FROM
STJ'S CAMP PROGRAM.**

REFUND POLICIES

In the event your plans change prior to camp, please be aware of the following policies regarding change or cancellation requests for all summer camp programs at The St. James.

PRIOR TO MAY 1

A credit of camp tuition and add-ons paid can be issued to your STJ Summer Camps account. The credit can be used towards any non-waitlisted upcoming camp sessions; or a refund of camp tuition and add-ons paid is available, less a \$50 administrative fee (per camper).

MAY 1-15

A 75% camp credit, usable towards any non-waitlisted upcoming camp sessions; or a 50% camp refund, less a \$50 administrative fee (per camper).

AFTER MAY 15

A 75% camp credit, usable towards any non-waitlisted upcoming camp sessions. No refunds are given for any camp program after May 15. This includes registrations made after May 15.

CAMP CREDITS ARE VALID FOR 2 YEARS AND MAY ONLY BE USED FOR CAMPS AT THE ST. JAMES. CREDITS ARE NOT TRANSFERABLE TO ANOTHER DEPARTMENT OR PROGRAM

UNCONTROLLABLE CIRCUMSTANCES

If cancellation is due to a camper's illness, medical reason, or other uncontrollable circumstance, your camp fees may be refunded if accompanied by a doctor's record or official statement. Each circumstance will be evaluated on a case-by-case basis.

PROGRAM CANCELLATION

The St. James reserves the right to cancel camps for any reason. Typically, this would only occur due to low enrollment or other extenuating circumstances. If a program or camp is cancelled, a full refund will be issued.

MEDICAL & SAFETY PROTOCOLS

VACCINES

Although highly encouraged, The St. James does not require campers to be vaccinated for COVID-19 to participate in our summer camp programs. The St. James continuously monitors and updates COVID-19 policies based on Fairfax County and Virginia Health Department recommendations and guidance.

IN CASE OF MEDICAL EMERGENCY OR ILLNESS

It is vitally important that when parents or guardians have a camper enrolled in one of our camp programs, you or an emergency contact be reachable during camp hours. If a medical emergency or illness occurs, we will reach out to you and all emergency contacts. If we are not able to get in touch with you or any of your emergency contacts, and the situation warrants, we will call 911. If your camper experiences an illness while at camp and is unable to participate in activities, we require a parent, guardian or emergency contact to pickup the camper immediately.

ALLERGIES & MEDICATION AT CAMP

The St. James asks that parents administer medications to their campers before or after camp hours. STJ understands that sometimes this is not possible, and medications must be given when they are in STJ care. If your camper has allergy or medical needs for camp, please download & submit the camp medical form on page 17. This form needs to be submitted 2 weeks prior to camp to camps@thestjames.com. Medication will be administered by a member of our staff based on directions provided by the parent.

IF MEDICATIONS NEED TO BE GIVEN TO CAMPERS DURING CAMP HOURS:

- Medications need to be in their original, labeled container as supplied by the pharmacist.
- Please place medications in a sealed Ziploc bag with the camper's name clearly marked on the outside.
- Epi-pens, inhalers and other items that need to be stored in the camp office must be clearly labeled with the camper's name and must not be expired.
- Any specific instruction on administration must be supplied to the Director of Camps and we may request further documentation if needed.
- Parents or guardians may be asked to come into the camp office on the first day of your camper's camp if further information is needed.

ARRIVAL & DEPARTURE

This year, The St. James has two options for dropoff & pick up. Please review the options below. Check-in begins at 8:30AM every morning, and Dropoff begins at 3:00PM each afternoon (12:00PM for ½ day campers).

EARLY PICKUP

Please notify the Camp Office at least 30 minutes ahead of time so STJ can have the camper to you in a timely manner. We will gather the camper and release them to authorized person for pickup. Early pickup is considered any time before 2PM.

- **THERE IS A \$35 FEE FOR ANY CAMPER IS NOT PICKED UP BY 3:45PM WHO IS NOT ENROLLED IN AFTER CARE.**
- **IN THE EVENT OF INCLEMENT OR DANGEROUS WEATHER, THE CAMP CARPOOL LANE WILL BE CLOSED, AND THE PARENT OR GUARDIAN MUST COME INTO THE COMPLEX TO SIGN-IN/SIGN-OUT THE CAMPER.**
- **PICKUPS ARE NOT PERMITTED BETWEEN FROM 2:00–3:00 PM FOR LOGISTICAL REASONS.**
- **HOCKEY CAMPS USE A DIFFERENT ARRIVAL AND DEPARTURE PROCEDURE. PLEASE WATCH FOR EMAILS FOR MORE INFORMATION.**

ARRIVAL

Upon arrival, enter through the far west entrance of the parking lot (pool side of the STJ complex) and follow signage to the back of the facility to reach the Camp Carpool Lane. At the Unload Checkpoint, a STJ camp staff member will check-in your camper using our software system. A staff member will walk the camper into the complex to their camp staging area.

If arriving after 9:05AM (when the camp entrance shuts), park and come to the front desk to sign-in your camper(s).

DEPARTURE OPTION 1: CAMP CARPOOL LANE

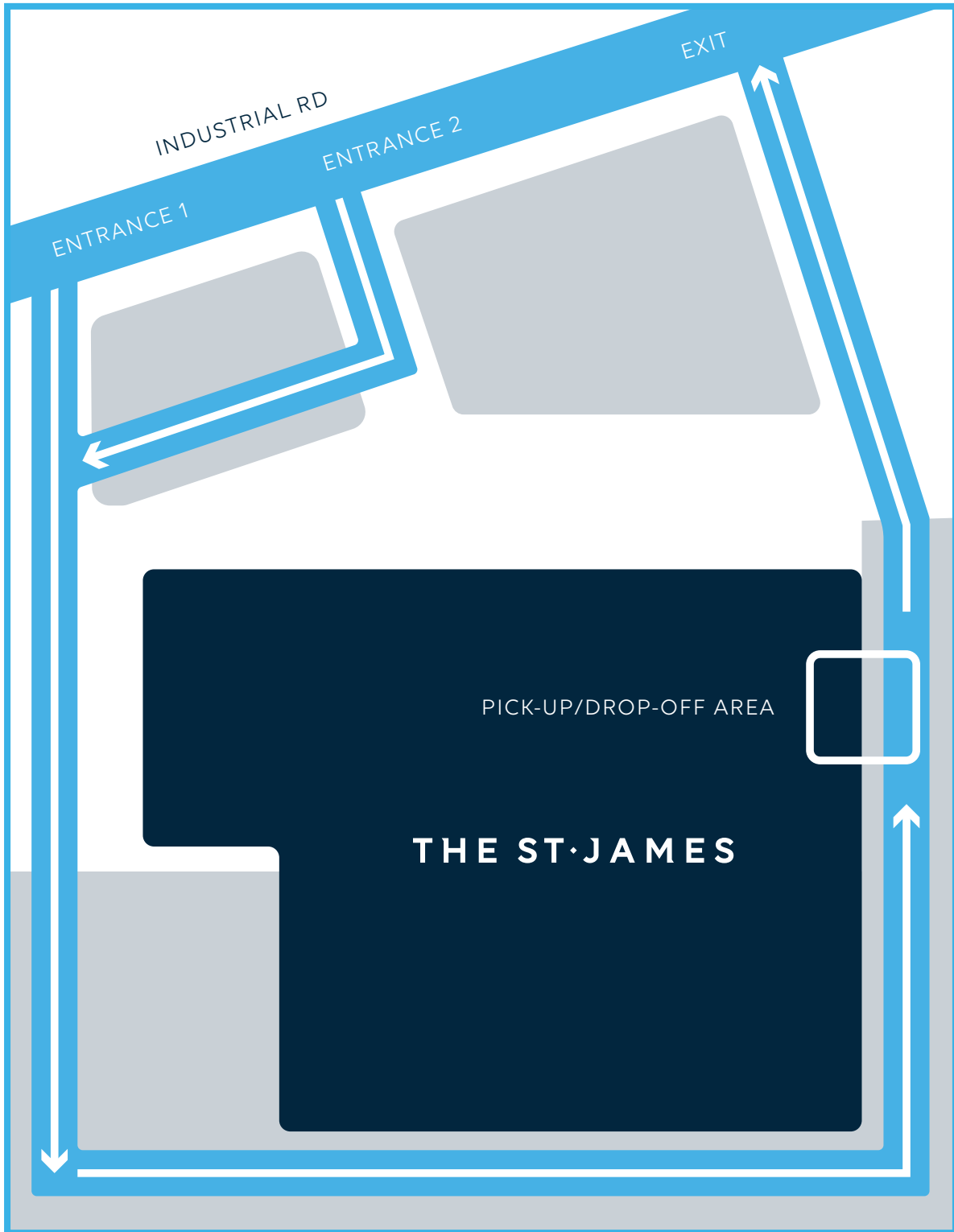
Enter the lane through the directions above.

Camp Staff will ask to state the name(s) of the camper(s) you are picking up and for proper identification using our camp check-out software (more info on page 2). The staff member in this area will advise you which spot to wait. Staff will then release the camper to the car.

DEPARTURE OPTION 2: FIELD HOUSE PATIO

Park in the front parking lot and enter through the front entrance. Walk downstairs to the lower level. The inside sign-in/sign-out area is located inside the closest entrance to the Field House (across from the Hitting House). A STJ staff member will greet and check-out the camper.

ARRIVAL & DEPARTURE



TRANSPORTATION & CARE PROGRAMS

TRANSPORTATION

Pickup and dropoff services are available at a cost of \$160 per week at the following locations:

CAPITOL HILL (DC): EASTERN MARKET METRO

NAVY YARD (DC): NAVY YARD METRO

GEORGETOWN (DC): M STREET

TAKOMA (DC): TAKOMA PARK METRO

ARLINGTON (VA): COURTHOUSE PLAZA

BETHESDA (MD): PERFORMANCE CLUB

Pickup and dropoff times are subject to change due to bus routes. Available pickup locations may vary week to week. Pickup times will be communicated with parents the week prior to camp attendance. Each bus will have STJ staff on-board to ensure camper safety. Normal check-in procedures apply.

More information about pickup and dropoff will be sent out prior to each week of camp. The last day to sign up for transportation will be the Wednesday before camp begins.


BEFORE & AFTER CARE

Check-in for Before Care starts at 7:30 AM. Parents will use the camp carpool lane (detailed above) to dropoff, and a counselor will bring them inside the Field House to start the day.

	BEFORE CARE (1 WEEK)	\$90
	AFTER CARE (1 WEEK)	\$160
	BEFORE CARE (DAILY)	\$20
	AFTER CARE (DAILY)	\$35

After Care begins at 3:30 PM and ends at 6:00 PM. During this time, campers will be taken to Super Awesome & Amazing (SAA), where they will have access to quiet activities (board games, card games, puzzles) & receive a light snack. Parents and guardians will have two options for pickup: (1) enter the complex or (2) utilizing the camp carpool lane.

ANY CAMPER THAT IS PICKED-UP AFTER 6:00 PM WILL INCUR THE FOLLOWING LATE CHARGES:

	6:05PM – 6:15PM	\$35
	AFTER 6:15PM	\$50 + \$2 PER MIN

BEFORE AND AFTER CARE IS NOT AVAILABLE TO FAMILIES WHO OPT FOR STJ TRANSPORTATION OPTIONS.

THE LAST DAY TO REGISTER FOR BEFORE CARE, AFTER CARE, AND TRANSPORTATION IS THE WEDNESDAY BEFORE CAMP BEGINS

LUNCH

LUNCH IS INCLUDED IN FULL-DAY CAMP REGISTRATION

Full-day camp registration includes chef-crafted lunches. Meals are prepared onsite at Vim & Victor and by partner restaurants. Each lunch will also come with an additional side such as a fruit cup, cookie, bread, etc. (depending on the entree). Lunch includes a choice of water or juice. Meals will change from day-to-day and week-to-week. A full menu will be posted prior to the beginning of camp.

DIETARY RESTRICTIONS

The St. James is able to accommodate some food allergies and vegetarian diets. All meals are prepared nut-free. If your camper has a dietary restriction, please report this in your LeagueApps profile. **If your camper has irregular or severe dietary restrictions that require special attention, please email the Camp Director with relevant medical documents in advance of your camp. The St. James will not accommodate non-medical dietary preferences.**

PACKING SNACKS

Campers are welcome to pack and bring their own snacks. The St. James requires all snacks brought from home to be nut-free and labeled with the camper's name. **Campers are NOT permitted to go to Vim & Victor (onsite restaurant) to purchase lunch.**

FREQUENTLY ASKED QUESTIONS

▶ HOW MANY WEEKS OF CAMP ARE AVAILABLE?

12 weeks, with a variety of camps available each week.

▶ WHAT ARE THE AGE RANGES FOR STJ SUMMER CAMPS?

Camper ages range from 4 to 16. If a camper turns age 4 before the beginning of camp, STJ will allow enrollment.

▶ WHEN DOES REGISTRATION CLOSE FOR EACH WEEK OF CAMP?

Registration closes on the Sunday before each week begins. Day-of registrations are not permitted. For registrations after the Thursday preceding camp, a \$55 late fee will be added. Register early to avoid missing out.

▶ DOES STJ PRO-RATE ADD-ONS SUCH AS LUNCH, BEFORE & AFTER CARE OR TRANSPORTATION?

No. The add-on options offered are the only ones available. STJ does not pro-rate or refund any portion that is unused.

▶ I REGISTERED FOR A 3-DAY OR 4-DAY CAMP BUT NEED TO PURCHASE ADDITIONAL DAYS TO FINISH THE WEEK, HOW CAN I ADD ON 1 TO 2 DAYS OF CAMP?

STJ offers a Thursday & Friday Camp add-on for Ultimate Sports Camp. All add-ons can be found in the LeagueApps store after completing registration.

▶ WHERE DO YOUR LUNCHES COME FROM?

All meals are prepared on-site at Vim & Victor by our Executive Chef.

▶ WHAT IS THE COUNSELOR TO CAMPER RATIO?

STJ aims to provide an environment where campers can benefit from small group instruction. For our younger campers (7 and under), STJ's goal is to maintain a camper to counselor ratio of approximately 9:1 in their individual group. For older campers (8 and up), the approximate ratio is 10:1. For the site as a whole, the approximate camper-to-counselor ratio is 7:1 including the STJ Leadership Team, such as the Camp Director, Assistant Camp Director and on-site safety representatives.

WHAT TO BRING TO CAMP



CHEER

- LEOTARD OR LEGGINGS/ TIGHTS WITH A FITTED TOP
- BALLET/JAZZ SHOES OR SOCKS
- CHEER SNEAKERS



DANCE & GYMNASTICS

- LEOTARD OR LEGGINGS/ TIGHTS WITH A FITTED TOP
- BALLET/JAZZ SHOES OR SOCKS



DANCE, GYMNASTICS, & SKATE

- LEOTARD OR LEGGINGS/ TIGHTS WITH A FITTED TOP
- BALLET/JAZZ SHOES OR SOCKS
- LONG THIN SOCKS
- WARM JACKET, PANTS & LEGGINGS
- HELMET FOR SKATING (OPTIONAL)
- SKATES (OPTIONAL)



FLAG FOOTBALL

- MOUTHGUARD
- CATCHING GLOVES
- CLEATS/TURF SHOES (OPTIONAL)



HOCKEY

- HELMET (WITH FACEMASK)
- SHOULDER PADS
- HOCKEY SHIRT
- ELBOW PADS
- HOCKEY GLOVES
- HOCKEY PANTS
- HOCKEY SHIN GUARDS
- HOCKEY SOCKS
- SKATES
- HOCKEY STICK



BOYS LACROSSE

- LACROSSE STICK
- LACROSSE HELMET
- MOUTHGUARD
- SHOULDER AND ARM PADS
- GLOVES
- CLEATS/TURF SHOES (OPTIONAL)
-



GIRLS LACROSSE

- LACROSSE STICK
- GOGGLES
- MOUTHGUARD
- CLEATS/TURF SHOES



VOLLEYBALL

- KNEE PADS (OPTIONAL)



SOCCER

- CLEATS OR TURF SHOES
- TALL SOCKS
- SHIN GUARDS



SQUASH

- RACQUET
- GOGGLES
- NON-MARKING SNEAKERS



SWIMMING

- SWIMSUIT
- TOWELS
- GOGGLES
- SUNSCREEN
- SWIM CAP (OPTIONAL)
- ADDITIONAL SNACKS FOR FUEL



GOLF

- GOLF CLUBS
- GLOVES (OPTIONAL)
- (OPTIONAL)



BASEBALL & SOFTBALL

- BAT
- GLOVE
- BATTING HELMET

WHAT TO BRING TO EVERY CAMP

- A bag or backpack labeled clearly with your camper's first and last name.
- Water Bottle (with camper's name clearly marked on the outside).
- A swimsuit and towel are required for participation on swim days and Ultimate Sports Camp Water Week. The days this is required will be communicated with parents in advance.
- A change of clothes.
- Any equipment needed for sports specific camps.
- Tennis shoes and athletic clothing (Every day for EVERY camp).

WHAT TO LEAVE AT HOME

- Phones, tablets, electronics
- Valuable items (STJ is not responsible for lost or stolen items)
- Any item that could be deemed a weapon or dangerous.



PARENT REGISTRATION

1 Download the App

The Pikmykid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

Scan below to download!



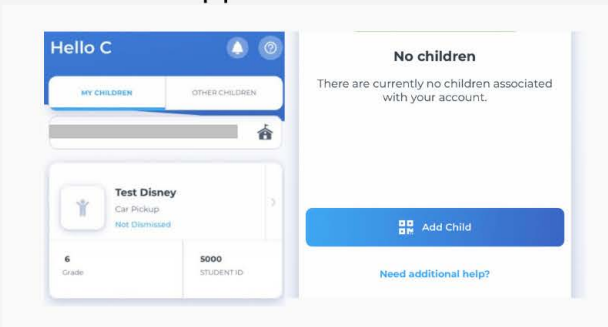
iOS



Android

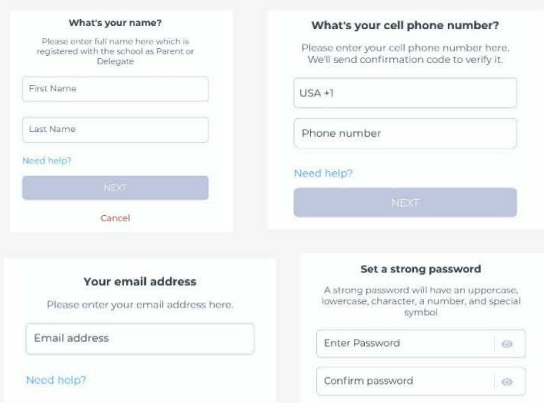
3 How to Add a Child

Schools might connect your children automatically! If you see the "No Children" on screen & the school gave one time Parent Connection QR code, then select "Add Child" to scan the code and add one child at a time, else tap on "Need additional help?" to reach our support desk.



2 Registration

Select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number to complete registration.



Secure Way of Connecting

*Parents can use our website also - parentapp.pikmykid.com to register and make pick-up changes, report student Absence or checkins
 Note: Announcement is only available through the parent phone app.

Need Help?

Email support@pikmykid.com

Be sure to include the name of the school, the child's name, the dismissal ID, and your mobile number, with your questions.