

## Spring Hollow Summer Camp Policies

### Immunization forms

If your child does not have a current immunization record (or exemption form) on file at Spring Hollow, you can either email their record to us at [director@springhollowschool.com](mailto:director@springhollowschool.com) or bring a copy on the first day of camp. It can also be sent via USPS to 4207 Arno Rd, Franklin TN 37064. If your child has an exemption form, the notarized copy should be brought on the first day of camp.

Forms must be received in order for your child to attend camp.

### Drop off and Pick up

The camp day is from **9:00 am to 2:00 pm**. Pickup time is **1:45 pm - 2:00 pm**. There is a \$1 per minute late fee beginning at 2:05.

### Authorized Pick-Up List

Please notify a teacher if someone on your Authorized Pick-Up list will be picking up your child. Any changes to this list must be made in writing.

### Payment

Your auto-draft payment will be processed on the 1<sup>st</sup> of June and the 1<sup>st</sup> of July, as applicable. You will receive a notice email to this address in advance.

A 30-day notice is required for withdrawal.

### Activities

Camp is held primarily outdoors and includes water play, full access to our nature-based playground, books, music, games, snack and lunch time, and a variety of art and free play activities! The weekly themes are inspired by children's literature, the world around us, and the interests of our campers.

All of our activities are optional and are offered on the basis of the children's interests. Your child may choose not participate in all activities every day. Many activities will be made available on multiple days. The monthly calendar simply highlights one of them.

### What to wear

Your child should come **dressed to get wet and messy** (quick-dry athletic wear is recommended). Swim suits are not necessary; some children find it uncomfortable to wear all day. Shoes should be appropriate for water play. A Keen or Native style shoe is ideal, as they can be worn for all activities. (Flip-flops are NOT permitted.)

### Sunscreen/Bug spray

If your child needs sunscreen and/or bug spray, please apply it before arriving at camp. If you would like us to reapply in the afternoon, please complete the release form provided on the first day of camp. We will provide REPEL Eucalyptus DEET Free insect repellent. We do not provide sunscreen, but you may send a RUB-ON STICK. All sunscreen is kept in a locked box at camp for the duration of your child's camp session(s).

### What to bring

All items should be **clearly labeled** with your child's name. Please ensure that your child can identify their things and knows where to find them. They will need the following each day:

- Snack: simple non-perishable item, such as granola bar, crackers, or piece of fruit, in a small bag separate from lunch. Reusable cloth or silicone snack bags are perfect for this.
- Lunch: We do not provide refrigeration or heat lunches, so please pack accordingly with ice packs and insulated lunch boxes. Consider having your child practice using their containers and packing/unpacking their food if they are new to the process.
- Refillable water bottle - we recommend stainless steel double-wall insulated bottle as they'll be kept outside for easy access. These can be refilled at camp as needed.
- A large tote bag with the following items:
  - Towel
  - Full change of play clothes (including shoes if needed). Clothing should be appropriate for wet & messy play.
  - Separate waterproof bag for wet clothing.
  - Diapers, wipes, and/or swim diapers, if needed.