

Spring Hollow Summer Camp Policies

Immunization forms

If your child does not have a current immunization form (or exemption form) on file at Spring Hollow, you'll need to email their record to us at director@springhollowschool.com at least **ONE WEEK** prior to your start date. 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.

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 1st of June and the 1st of July, as applicable. You will receive a notice email to this address in advance.

A 30-day notice is required for withdrawal.

If your child has been exposed to or contracted COVID-19 and is in quarantine during their camp session, a 50% refund will be issued for days they cannot attend camp. Should Spring Hollow need to close due to COVID-19, a full refund will be issued for days we are not in session.

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, rash guards, or swimwear are recommended). Shoes should be appropriate for water play. A Keen 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, if it is not already on file at Spring Hollow. If you choose to bring your own sunscreen or bug spray it should be turned into a teacher for locked storage. It may not be stored with the children's belongings.

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 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.
 - Face mask – will only be used if we have to go indoors during thunder and/or lightning. See our COVID-19 addendum for details.