

Sam Davis Home Summer Day Camp

Policies and Procedures

Registration

The camp registration form can be found on the Historic Sam Davis Home & Plantation (HSDH&P) website or by contacting education@samdavishome.org. Once completed, please mail the registration form with payment to the HSDH&P. Payment is due 14 days prior to the start date of the camp and checks should be made payable to Sam Davis Memorial Association. A camper's spot is not guaranteed until you receive a written notice from the HSDH&P staff.

Waiting List

If a camp is full, the registering camper will be added to a waiting list on a first-come first-served basis. If spots become available the camper will be notified within three days prior to the beginning of camp.

Location

All camps are held at the Historic Sam Davis Home & Plantation in Smyrna, TN. The address is 1399 Sam Davis Rd. Smyrna, TN 37167.

Authorized Adults

If anyone will be dropping off/picking up your child that is not you or is not listed as an emergency contact, please inform us at least 24 hours in advance. ALL authorized adults MUST present I.D. when picking up campers EACH DAY.

Check-In Procedures

Before Care check-in will take place in the Creek House at 7:00 a.m. Guardians who arrive earlier than 7:00 a.m. will be required to wait with their child until check-in time. An authorized adult must accompany camper(s) into the building.

Regular camp check-in will take place no earlier than 7:45 a.m. in the Creek House. Campers arriving before 7:45 a.m. must be enrolled in Before Care. An authorized adult must accompany camper(s) into the building.

Check-Out Procedures

Regular camp check-out begins promptly at 4:00 p.m. An authorized adult must retrieve their camper(s) from the Creek House and present identification. Only the registered guardian and emergency contact will be allowed to sign out campers. Any campers remaining past 4:00 p.m. must be enrolled in After Care.

After Care check-out occurs anytime between 4:15 and 6:00. An authorized adult must retrieve their camper(s) from the Creek House and present identification. Guardians who fail to check-out their campers by 6:15 p.m. will be charged \$1.00 per minute after.

Snacks and Lunch

All campers are expected to bring their own lunch, snacks, and water. Please send a lunch and at least two snacks labeled clearly with the camper's full name. There is a refrigerator and

microwave available for daily use. Filtered water will be available, and campers are encouraged to bring reusable water bottles. Campers are also asked to bring their lunch in reusable containers and lunch bags to limit waste. Because of the increasing number of campers with nut allergies, we ask that you refrain from sending your camper with any food containing nuts.

Clothing, Bug spray, and Insect Repellent

Campers are asked to wear comfortable and seasonally appropriate attire. There is a chance the clothing will get dirty. Wear tennis shoes or closed-toed shoes. Heelies, flip flops, sandals and other backless shoes are not appropriate due to safety concerns. Participants may choose to wear period clothing from their own collection. The HSDH&P will only provide period clothing for specific activities. Staff will not administer application of any insect repellent or sunscreen. It is recommended that the campers come with their own and that the bottles are clearly labeled with the camper's name.

Conduct

All campers are expected to act appropriately before, during, and after camp. Inappropriate behavior includes, but is not limited to, cursing, bullying, both verbally and physically, shoving, and disrespect towards staff and campers. If a camper exhibits inappropriate behavior, counselors will address the issue immediately and will contact either the guardian or emergency contact. If a camper continues to disrupt the camp environment after the inappropriate behavior has been addressed by counselors and guardians, HSDH&P reserves the right to cancel that camper's enrollment with no refund.

Technology

All electronics are prohibited during camp hours. This includes tablets, MP3 players, cell phones, etc. If there is an emergency, the camper may use his/her phone after consulting a camp counselor. In special circumstances, phones may be kept on a camper during camp; however, this should be discussed with the Director of Education prior to the start of camp.

Special Needs

HSDH&P will make every attempt to serve campers who require special attention or consideration. Since we are not a special needs camp, there may be some needs that we are unable to meet. Please discuss your camper's needs with the Director of Education prior to registering so that program compatibility can be determined.

Non-English Speaking Campers

Currently no interpreters are provided for, and the HSDH&P Staff cannot accommodate non-English speaking campers.

Campers Taking Medicine

HSDH&P staff prefer that all medicines be administered at home before the camper arrives at camp. If medicine during camp is necessary, the camper must check his/her medicine in each morning. Campers are not allowed to hold onto their own medicines. If a camper needs to take medication during the day, discuss his/her needs with the Director of Education before the first day of camp. Medicine will not be accepted if it is not in the original packaging.

Cancellation Policy

You may cancel your camper's registration up to two weeks before the first day of camp. A \$25 administrative fee will be charged for **all** cancellations, and cancellations within two weeks of the first day of camp will forfeit all registration camp fees. No refunds will be issued for missed days of camp.

Please feel free to contact us with any questions!