

# **2023 XL Summer Camp Mt. Laurel Parent Handbook**



**Camp Dates:  
June 19–September 1, 2023**

**Camp Hours: 7:00 am – 6:00 pm**

**XL Summer Camp  
Lynne Prairie  
Camp Administrator  
1 Hovtech Blvd  
Mt. Laurel, NJ 08054  
Phone: (856) 273-2828  
[www.xlmtlaurel.com](http://www.xlmtlaurel.com)  
[Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com)**

---

# Table of Contents

2023 Important Dates .....	4
GENERAL CAMP INFORMATION .....	5
CAMP POLICIES AND PROCEDURES.....	7
Enrollment Contract .....	7
Changing/Adding Days Policy .....	7
To Add/Change Camp Days:.....	7
Absence Policy .....	7
Payments .....	9
What should campers wear to camp? .....	9
What should campers bring to camp?.....	10
What are campers not permitted to bring to camp? .....	10
Triage - Injury/Illness .....	11
Policy on Illness and the Management of Communicable Diseases:.....	12
Camp Rules.....	12
DAILY OPERATIONS.....	13
Camp Check-In.....	13
Before Care.....	13
Camp Roll Call.....	13
Daily Schedule .....	14
Electives.....	14
Lunch/Snack .....	14
Food Allergies .....	15
Camp Special Days .....	15
Special Guests.....	15
After- Care .....	15
Camp Check-Out .....	15
Check-Out Policies:.....	16
PK/K Program .....	16
Swimming & Field Trips .....	17
Swimming: ..	17

Field Trips.....	19
Enrichment Programs .....	20
'MISCELLANEOUS INFORMATION.....	21
Photo Release .....	21
Lost and Found .....	21
Camp T-Shirts .....	21
Sunscreen Policy .....	21
Camper Birthdays.....	22
Fire Drills .....	22
Parking Lot Safety.....	22
One Final Note .....	22

# WELCOME TO 2023 XL SUMMER CAMP!!!!

Dear Camp Parents,

I want to take this opportunity to welcome you to our summer program and thank you for entrusting your child's care with us this summer. We assure you that we will make every effort to make this a positive experience for both you and your child. XL Summer Camp wants our campers and counselors to be part of a safe, happy, and fun environment that shares a common set of core values. These core values are interwoven into camper and counselor relationships as well as our daily activities and decision making, in hopes of instilling a lifelong code of positivity, respect, kindness, and acceptance.

This summer marks the 22nd season for our summer camp. Every summer we have over 950 campers in our program, with approximately 300–525 campers attending each day and we expect to have the same this year. Since last summer, we have worked diligently to improve our program, and we have many new and exciting plans for our campers. Our camp is licensed through the State of NJ Department of Health and Senior Services and receives an annual inspection. Our goal is to provide the safest possible environment for your child and the most fun summer! We are extremely proud of our camp staff, many who return year after year.

The 2023 Camp Parent Handbook contains all the information about our summer camp program. Please review it carefully as it will answer many of your questions and help you to better understand our program and our camp policies. Please remember that these policies are in place for a reason. **Our main goal is to keep all campers SAFE & HAVING FUN.** We also encourage you to go over these policies with your child to ensure your child's camp experience is a positive one. Returning camp parents should also review this information, as changes and additions have been made from previous years. I know it contains a lot of information but trust me, it will make your camp experience more enjoyable if you and your child understand all our policies and procedures ahead of time. As much as we like to please every parent & camper, we have a large camp, and all our policies are based on the safety and welfare of all our campers.

You can expect to receive a pre-camp email by June 12, 2023, with any final information about our camp program along with a copy of our "Meet the Staff" guide to introduce you to our incredible staff. Please do not hesitate to contact me with any questions or concerns that you may have.

Sincerely,

*Lynne*

Lynne Prairie

Camp Administrator

Lynne@xlsportsworld.com

---

## 2023 ML Important Dates

April 20, 2023	If your child's school schedule has changed since you submitted your Enrollment Contract, please let us know by April 20. After that date you cannot remove any days due to a change in your school schedule.
April 20, 2023	<p>Deadline to complete your Enrollment Contract to guarantee all dates selected.</p> <p>After April 20, we will continue to accept Camp Enrollment Contracts; however, we cannot guarantee that all the selected days will be available.</p> <p>If you select a day that is full you will be notified by email immediately. We also keep Bulletin Board on the camp website updated with the dates and field trips that are full.</p>
April 20, 2023	Vacation week deadline – see enrollment contract (This is only for campers enrolled for all 11 weeks – 5 days per week and want to remove one week)
April 20, 2023	Payment for all Field Trip, Swim Trip, and Enrichment Programs is due. After April 20, we will continue to accept Field trip, Swim Trip and Enrichment Program enrollments based on availability. You may add additional camp days, Field Trips, Swimming Trips and Enrichment Programs throughout the summer based on availability. All trips that are full are listed on the Bulletin Board on the camp website.
June 14, 2023	<p><b>PK/K New Camper Orientation @ 6:00 PM</b></p> <p>This is an opportunity for new parents and campers to come and meet our camp staff and ask questions about our program.</p>
June 14, 2023	Payment due for the first week of camp
June 15, 2023	<p><b>1<sup>st</sup>- 8<sup>th</sup> Grade New Camper Orientation @ 6:00 PM</b></p> <p>This is an opportunity for new parents and campers to come and meet our camp staff and ask questions about our program.</p>
June 19, 2023	<b>2023 XL Summer Camp begins!!!</b>

## GENERAL CAMP INFORMATION

Once you have completed your camp registration, you will receive an email confirmation with the link for the following Camp Enrollment Forms:

- Enrollment Contract (2 pages)
- Health and Wellness (2 pages)
- Authorization for Child Release
- Behavior Management Policy

The Enrollment Forms are on the camp page of our website. All forms must be completed before your child attends our summer camp. A copy of your child's immunization records, and a current photo must be included. Forms can be brought to the facility, mailed, or emailed to [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com).

Camp registration holds a place for you in the camp, however, until you submit your completed Enrollment Contract with credit card details or payment in full, we cannot hold camp days for you.

### Contact Information

Camp Phone #: 856-273-2828  
Camp Email: [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com)  
Website: [www.xlmtlaurel.com](http://www.xlmtlaurel.com)  
Federal Tax ID: 831998620

### Camp Hours

XL Summer Camp hours are 9:00 am – 4:30 pm. Extended care is provided from 7:00 am – 9:00 am and 4:30 pm – 6:00 pm at no additional cost. All campers must be picked up by 6:00 pm. Campers that are picked up after 6:00 pm will be charged a late fee (See Check-Out on Page 15).

### Camp Office Business Hours

9:00 am – 4:30 pm; Monday - Friday

If you have questions about your camp schedule, payments, or your camp account, please call the camp office during business hours. You can also email the camp office: [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com). Voicemails and emails left after business hours will be answered on the next business day.

### Questions/Concerns

If you have any questions or concerns regarding your child's camp experience, the Camp Administrator, Lynne Prairie, is available during the day and can be reached in person, by phone or email. You may also speak to one of our Camp Directors or Assistant Directors when dropping off or picking up your child. If you have an urgent matter during the camp day, please ask for the Camp Administrator.

### Camp Staff

Our summer 2023 staff includes counselors consisting of professional educators (many of whom hold advanced degrees), current high school and middle school coaches, graduate students, and undergraduate students. We have many former campers working at the camp who are now teachers or are attending college. All staff members over the age of 21 are certified in CPR for the Professional Rescuer, go through

an extensive orientation, and have background checks completed by the State of NJ.

Under the direction of the Camp Administrator, Lynne Prairie, there are four Directors and several Assistant Directors. Our Directors and Assistant Directors are teachers who have worked at camp for many years.

All our staff members love working at the camp and return year after year! Each summer, campers return to camp and see the same familiar faces. Most of our staff are over the age of 21. All our camp families will receive a “Meet the Staff” booklet before camp starts with pictures and information about our staff. Because this is a summer camp and the campers are on vacation from school, each counselor ensures all our campers have the best time possible at summer camp, engaging their special interests, and helping them to foster new friendships.

### Camper to Counselor Ratios

Grade	Camp Ratio	Field Trip Ratio	Water Trip Ratio
PK/K	6:1	5:1	4:1
1 <sup>st</sup> – 8 <sup>th</sup>	10:1	9:1	8:1

### Camp Groups

- Campers are placed in separate groups according to the grade level they completed during the 2022-2023 school year. Campers that have just completed Pre-1<sup>st</sup> will be placed with the kindergarten group. If you think your child would feel more comfortable with the 1<sup>st</sup> grade group, please contact the Camp Administrator.
- All other campers are placed in the grade they just completed, **not** the grade they will be entering in September 2023. When filling out your camp paperwork, please make sure you fill in the correct grade.
- Children in different grades cannot be placed in the same group.
- Each camp grade will have several Head Counselors who will be with them throughout the summer. These are the counselors with the most experience at XL Summer Camp, most of whom are teachers.

### Daily Camp Rates:

- \$61/first child or child with the most camp days
- \$58/second child or child with the second most days
- \$46/for each additional child
- Sibling Rate is for siblings only

### Employer Discounts

We are pleased to offer a 10% discount on camp tuition for parents of campers who work for **the State of NJ, Subaru, Active Military, Virtua Health Systems, Cooper Health Systems, Lockheed Martin, Penn Medical, NFL Films, CMI Media Group and Compass, Inc., TD Bank and Holman.**

Please check the appropriate box on your Enrollment Contract. If proof of discount is not received before your child’s first day of camp, you will not receive the discount or have it retroactively applied. We will accept a copy of your badge, letter from an employer, email from your work email address or any other proof of employment. This is for tuition only and does not include the registration fee, Field Trips,

Swimming Trips, or any other camp costs.

### **Referral Program**

We are pleased to continue to offer our referral program to our camp families. If you refer a family to the camp that has never attended and they enroll for the 15-day minimum, you will receive a \$50 credit towards your tuition. The new camp family must check the appropriate box and list your name on their enrollment contract. Only one referral credit will be issued for each new camp family that you have referred. Referral credits are issued the last week of July.

## **CAMP POLICIES AND PROCEDURES**

### **Enrollment Contract**

The Enrollment Contract is the form in the packet you use to set your child's summer camp schedule. To set your schedule, put an X in the box to mark each/every day you want them to attend. You will also use this form to select any Field Trips, Swimming Trips or Enrichment Programs. You can only select one additional activity for each day, as they all happen at the same time. There is an extra charge for Field Trips, Swimming Trips and Enrichment Programs. Prices for additional activities are included on the Enrollment Contract and are also available online.

### **Changing/Adding Days Policy**

Once you have submitted your Enrollment Contract, your schedule will be set for the summer and there can be no cancellations of any days/weeks selected. You are required to pay for the total number of days chosen on the Enrollment Contract. We cannot deduct from the number of days originally selected for any reason.

The only exception to this is for your child's camp start date. April 20, 2023 is the deadline to notify us of any changes to your child's start date due to a change in your school calendar. After April 20, 2023, you are responsible for all dates selected.

We understand situations may arise that warrant a change in your schedule. We will make every effort to accommodate these changes based on availability. The Camp Administrator must approve any changes.

### **To Add/Change Camp Days:**

- Fill out a Schedule Change Request Form (available on our website and at the camp desk) or email the camp office ([lynne@xlsportsworld.com](mailto:lynne@xlsportsworld.com)) with your request.
- Submit your request by 9:00 am Wednesday for the following week. No Exceptions!
- You will receive an email confirming whether the request has been approved.

### **Absence Policy**

It is not necessary to notify us if your child will be absent from camp. However, if your child has tested positive for COVID-19 or any other condition that is contagious, please notify us immediately.

If your child is absent from camp for any reason, there are no opportunities to make that time up. There are no refunds, credits, or substitutions for missed days due to illness, injury, or family activities



### **Absence due to COVID-19 and Illness:**

The following policies apply in relation to COVID-19 and any other illness. No refunds will be provided where a camper tests positive for COVID-19 and must quarantine.

1. No refunds, credits, or make-up days will be provided for the first two missed camp days of any mandatory quarantine period.
2. If a camper is required to miss more than two camp days, then:
  - a. The camper can select make-up days, subject to our availability. If make-up days are available (based solely on the criteria in 3.b. below) but the camper declines to select any make-up days, the camper will not receive a refund or credit.
    - i. For example, Camper X selected 15 days on their Enrollment Contract. During the summer, Camper X is positive for COVID-19 and is required to miss 4 camp days due to quarantine. Camper X is given the opportunity to select 2 make-up days, but declines. Camper X does not receive a refund or credit for the missed camp days.
  - b. Make-up days may be unavailable where 1) camp capacity is full for all remaining camp days; 2) the quarantine period occurs at the end of the summer during the last days of camp; or 3) the camper has already selected all camp days on their Enrollment Contract.

Where make-up days are unavailable, any amounts previously paid for missed camp days (beyond the first two missed days) will be applied as a credit to upcoming tuition charges. If the camper has paid in full, a credit will be applied to the camper's camp account in DASH.

**\*\* No refunds will be provided.**

- i. For example, Camper X has selected all camp days on their Enrollment Contract. During the summer, Camper X is possibly exposed to COVID-19 at camp and is required to miss 8 camp days due to quarantine. Make-up days are not available as Camper X already selected all camp days on their Enrollment Contract. Camper X would then receive a credit for 6 missed camp days towards their upcoming tuition charges, or a DASH credit if they had already paid in full.
3. If a camper cannot attend a Field Trip due to quarantine, then:
  - a. Where possible, we will provide the camper with the entry ticket to the Field Trip destination. No refund or further compensation will be provided.
  - b. If this is not possible, we will apply the amount paid as a credit towards the camper's upcoming tuition charges. If the camper has paid in full, a credit will be applied to the camper's camp account in DASH. **\*\***
5. If for any reason the New Jersey or Burlington County Departments of Health make any changes to the operation of the summer camp or camp guidelines, such as requiring masks or cohorts, no refunds or credits will be provided to any campers who withdraw from camp as a result. Each camper will remain responsible for the number of days selected on their Enrollment Contract.
6. If for any reason XL Mount Laurel Summer Camp is shut down or otherwise unable to operate, no refunds will be given. However, we will apply any amounts paid for services we are unable to provide as a credit to the camper's camp account in DASH. **\*\***

\*These policies apply only where a camper is required to quarantine due to possible COVID-19 exposure where the potential exposure occurred at XL Sports World Mount Laurel. If this occurs, you will be notified by XL Sports World Mount Laurel or the Department of Health directly. If a camper was exposed elsewhere and is required to quarantine, you will not receive a refund or credit for that day.

**\*\*This DASH credit will not expire and can be used towards any future XL program.**

## Payments

- Payments are due each Wednesday by 9:00 am for the following week's scheduled camp days.
- All checks and cash that are received after 9:00 am on Wednesday will be credited to your next camp week.
- You can pay by cash, check or the credit card on file each week. Payment Forms/envelopes are located at the camp check-in desk.
- **If you need to make a change to the credit card on file, please do so before Wednesday at 9 am.**
- Changes to your credit card can be made by filing out the Payment Form at the front desk and it is also available online on our website. You can also call the camp office during business hours.
- Please put your child's name on all checks, especially if it is different from yours.
- If you are paying by credit card, please make sure that the money is available by 9 am on Wednesday or you will be charged a late fee.
- If we do not receive payment by 9:00 am, we will begin processing payments via credit card at 9:00 am on Wednesday for the following camp week. It is not necessary to call to make a payment unless you are paying with a different credit card than the one on file.
- If you prefer to pay in full or make payments in advance, you may do so at any time.
- We accept all major credit cards.
- A \$30 fee will be charged to your account for all returned checks.
- A \$25 late fee will be charged to your account if payment is not received on Wednesday by 9:00 am for the following week's camp tuition. This applies to declined credit card payments. If your credit declines on Wednesday, you have until the close of business to call and make payment. After Wednesday, you will be charged the \$25 late fee.
- Campers will not be permitted to attend camp if their tuition is not kept current.
- The parent who registers their child is responsible for all tuition payments. We cannot split weekly payments between two credit cards.
- We will accept checks or credit card payments from another parent/party; however, it is the responsibility of the parent that registers their child to obtain this information.
- If you would like a receipt or statement of any/all monies paid, please email the camp office (lynne@xlsportsworld.com). Receipts and statements are not available in the morning.

**Federal Tax ID Number: # 831998620**

## Child Care Reimbursement Forms

If you have forms that need to be filled out for tax deductible childcare, please drop them off in the morning so they can be ready for you to pick them up at the end of the day at the camp desk.

## What should campers wear to camp?

- We recommend comfortable, lightweight clothing to be ready to participate in all activities.
- Camp shirts are not required to be worn to camp unless your child is going on a Field/Swim Trip.
- Campers are not permitted to wear clothing that is too tight or too revealing.
- Socks are required when campers are skating in the FunZone.

## **What should campers bring to camp?**

Your child should bring a backpack to camp each day with the following items:

- Healthy snacks
- Lunch (you can also purchase lunch at the camp)
- Bathing suit and towel (on Swimming Trips and Splash Days)
- Sunscreen (please put name on it)
- Complete change of clothes (required for all PK and K campers)
- Socks (your child cannot skate or play in the FunZone without socks!)
- Sneakers/close-toed shoes (campers are required to keep their shoes on all day except when playing in the FunZone or while swimming.)
- We have roller blades and roller skates available for campers to use at no additional cost.

Please be sure all items brought to camp are clearly labeled with your child's full name and please remind your child to keep close track of all items. Each camp group is designated a cubby area to store their belongings. Except for PK and K campers, it is your child's responsibility to keep track of all his/her belongings, including their shoes!

## **Spending Money**

Your child is not required to bring in spending money; however, your child may wish to purchase food or snacks from our snack bar or vending machines. We encourage all parents/campers to hand in their spending/snack money to the camp desk where it will always be monitored by our staff. Campers who keep money in their camp bags do so at their own risk. Please note: the XL Summer Camp staff will not be responsible for any money not kept at the camp desk or money that is lost or stolen from a camper's bag.

Envelopes will be available at the camp desk during check in to store campers' spending money. Please write your child's name and grade on the envelope. Please instruct your child as to how you would like them to spend their money, as it is difficult for our staff to monitor what each camper is buying during Free Time.

## **PK and K Spending Money**

Each afternoon after rest period, PK/K campers with spending money are taken up to the vending machines and snack bar by one of their counselors. If you would like your child to purchase a snack, please write on the envelope what you allow your child to purchase and leave it at the camp desk during check-in, so our staff monitor what they buy. Please be specific on the envelope. Do not tell a check-in staff member at check-in, as they most likely will not be the staff member with them during snack time.

## **What are campers not permitted to bring to camp?**

- Gum
- Glass bottles
- Medicine in their bags
- Video games/tablets
- Expensive toys or items
- Pokémon/trading cards

**We prefer your child does not bring a cell phone to camp. We have phones here that they can use to call you at any time. If they do bring a phone, it is only to be used to call their parents and must be kept in their backpack.** We will confiscate cell phones if we feel they are being used inappropriately or are disruptive. If your child's phone is confiscated, it will be held at the front desk until the end of the camper's day. If this problem continues, your child will be prohibited from bringing their cell phone to camp. Campers are not permitted to bring chargers or use the outlets for their phones.

If you allow your child to bring any toys or games to camp, XL is not responsible for any items that are lost, damaged or stolen

### **Triage - Injury/Illness**

If your child receives a minor injury (i.e. scrape, cut, bruise, bump, etc.) while at camp, they will be taken to the camp triage. The triage counselor on duty will assess the situation and take care of any minor incidents. If the triage counselor feels the incident warrants further attention, he/she will notify one of the Directors. The Director will determine whether the parents need to be contacted. We cannot call every parent for every minor bump or bruise, but we will contact you if we deem it necessary. Every illness/injury is written up on an incident report which a Director reviews, takes any necessary action, and takes it to the front desk so that you will receive this at check-out. You will probably get more of these than you would like, but we want you to know as much as possible about your child's day.

If your child becomes seriously ill or injured at camp, a Director will contact you immediately. If necessary, we will contact 911. If your child needs to go to the hospital before you can get here, a Director will accompany your child to the hospital and stay with them until you arrive. Once at the hospital, our staff will not authorize any medical treatment. The camper will be taken to Virtua Memorial Hospital in Mt. Holly unless you request otherwise.

### **If any of the following symptoms occur at camp, you are required to pick up your child within the hour:**

- Temperature over 100°F.
- Fever, coughing, or bronchitis
- Severe cold
- Difficulty or rapid breathing
- Severe pain or discomfort, including ear or throat
- Vomiting or Diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye, ring worm or impetigo
- Ear or Throat infections
- Unusual behavior (i.e. extreme lethargy, refusing food or drink)
- Detection of Head Lice

### **Campers sent home from camp because of illness may not return to camp until they:**

- are free of symptoms for 24 hours
- are on the appropriate medication for 24 hours
- have a physician's note stating they are free of symptoms and can return to normal activity.

## Medication

**\*\*VERY IMPORTANT** - Please do not send your child to camp with medicine in their camp bag or pocket. This includes Tylenol, cough drops, inhalers and EpiPens. This can be harmful to your child and other children if the medication falls out of their pocket or camp bag or if it is needed in case of emergency. Please hand it in at the front desk so we can put it in our triage and ensure it is available for your child.

The following also applies:

- A Medication Form must be filled out and submitted when the medication is turned in at the camp desk. Medication must be labeled and stored in the original container.
- Parents must provide any precautionary information specific to the medication.
- If you want us to give Tylenol to your child for headaches/minor ailments, please indicate this on the Health & Wellness Form.
- You will be contacted by a director before Tylenol is given to your child.

## Policy on Illness and the Management of Communicable Diseases:

- We are genuinely concerned with every camper's health and welfare. To prevent illness from spreading to other campers, do not send your child to camp when ill or possibly contagious.
- No refund/credits/substitutions will be made if your child is sent home sick.
- If your child becomes sick or injured, he/she will be taken to the camp triage. We do not have a nurse on duty; however, all camp staff over the age of 21 complete a course in CPR for the Professional Rescuer and First Aid. All illness/injuries are reviewed by the Camp Administrator or a Director.

## Camp Discipline Policy

We understand children occasionally become upset and act out. Accordingly, we will make every effort to calm your child, redirect them and diffuse every situation. However, if needed, we will take the steps outlined below.

It is XL Summer Camp's goal to provide a healthy, safe, and secure environment for all campers. Campers are expected to follow the camp rules and to interact appropriately in a group setting. A discipline report is written for almost every incident. We do this so you are aware of the incident and can discuss it with your child. We cannot call every time a child is disciplined; however we will contact you during or at the end of the day for more serious incidents. We try to keep the lines of communication open so we can work together to help your child have a good day at camp. Please contact us with any issues at any time

## Camp Rules

- Keep hands, feet, all objects, and all other body parts to yourself.
- Be respectful to yourself, others, and camp property.
- Listen and follow directions.
- Foul language/name calling is not permitted.
- Treat all campers with kindness and respect.
- Always tell a staff member if something is wrong or if you are upset.
- Be responsible for your personal belongings always.
- Play fair and have fun!

If your child does not follow the camp rules, we will take the following actions:

- Staff will direct the camper to an appropriate behavior and remind them of the camp rules.
- If the behavior persists, the camper will be placed in time-out.
- Staff will fill out a discipline report. All discipline reports are reviewed by the Camp Administrator, or a Director and a copy is sent home.
- If a child's behavior is severe or at any time threatens the immediate safety of them, other campers, or staff, you will be notified and expected to pick up your child immediately. The camper will stay in the camp office until they are picked up.
- Continuous disruptive behavior may result in a suspension or expulsion from the camp.

If your child is suspended from camp, you are still responsible to pay for those days. You will not receive a credit/refund for any days during which your child is suspended from coming to camp.

If your child is expelled from the camp, you will:

- not receive a refund for any days paid in the week of the expulsion.
- not receive a refund for any other days paid in advance. You will receive a DASH credit for these days.
- still be able to send any siblings of the expelled child to camp. If you decide to remove any siblings from camp, you are still responsible for paying for all days/weeks the siblings were originally enrolled.

## DAILY OPERATIONS

### Camp Check-In

The check-in/check-out process is extremely important as it is our way of tracking the campers attending camp each day. Although we try to get campers checked in quickly, it does take a few minutes to greet and check-in each child. Please allow extra time in the morning to allow us to carefully check-in each camper and please be patient with our staff.

Camp Directors are available at the camp desk to answer any questions. You can stop by there before or after check-in.

### Check-In Procedures

- Camp check-in will begin at 7:00 am.
- All campers must be accompanied by an adult into the building and at the camp desk.
- Your child will be asked their name, given a name tag and can purchase lunch/snack.
- If your child is attending a Field Trip, staff will make sure they have their lunch and camp shirt. If not, staff will put them on the list for a packed lunch and your credit card will be charged \$6.50 for lunch or \$8.00 for a camp shirt.

### Before Care

Campers who arrive before 7:30 am will remain in the front area of our facility. By 8:00 am, all campers will be separated by grade level and will be on different surfaces until 8:45 am.

### Camp Roll Call

At 9:00 am, there is a camp-wide Roll Call. All campers gather on our wood surface to take Roll Call and have our morning meeting with the entire camp. We use this time to get our campers excited about their

day, go over important announcements, announce campers’ birthdays, tell jokes, and listen to fun music as the campers prepare for their day. At this time Allergy Bands are given to campers with a food allergy or dietary restriction.

We conduct four camp wide Roll Calls (9:00 am, 1:15 pm, 2:50 pm, and 4:15 pm) every day to ensure the campers’ safety. In addition, each grade takes roll before and after each period, every time they leave or arrive at a new surface or activity, and before and after lunch.

### Daily Schedule

After our morning Roll Call campers who are attending Field Trips, Swimming Trips or Enrichment Programs are sent to their activity. All other campers begin their day by going to their first activity. Each grade has a schedule that changes daily and consists of 45-minute periods. Every period each grade goes to a different surface and participates in a different activity. Activities include sports, friendly competitions, Pictionary, Human Knot, Steal the Bacon, Wiffle Ball, Kickball, Bingo, Scooter, Gaga, Knockout, Hula Hoop Relay, Frisbee tag and hundreds of other games and activities. Every grade has at least 1-2 periods outside each day (weather permitting). Our staff introduces new games daily to keep the campers interested and challenged. Our Master Schedule located on the website shows where each grade is each period of the day.

### Electives

Campers in 1st – 8<sup>th</sup> grade can choose their activities during our two elective periods offered Monday - Thursday. During morning Roll Call, campers will be asked to select from a variety of activities offered to their grade that day. Arts and crafts are offered Monday - Thursday during both elective periods, along with “Backyard Games” and group activities. Many other activities are offered that include nutrition, Zumba, and Yoga. The options change every day to give our campers a chance to try new activities.

### Lunch and Snack

Grade	Lunch Time	Snack time
PK/K/1	11:00	2:00 (1 <sup>st</sup> grade 3:00)
2/3/4	11:45	3:00
5/6/7/8	12:30	3:00
Enrichment Programs	12:30	3:00

- Lunch and snacks can be purchased for an additional fee of \$6.00. The menu is included in this packet and available on our website. Choices will include the main lunch or a sandwich (turkey/cheese, ham/cheese, peanut butter/jelly).
- The main lunch choice is available until 10:00 am. Sandwich choice is available until lunch.
- In addition to the main lunch, we offer an **unlimited** salad, fruit, and pasta bar each day. The selections change daily and are included with lunch.
- Lemonade and water are available during lunch. Water is always available to campers throughout the day, and they are encouraged to drink often.
- Campers can bring their own lunch if they do not wish to purchase lunch.
- We do not have refrigeration or a microwave available for the campers. If your child brings a bagged lunch, please make one it does not need to be refrigerated.

- If your child is still hungry after eating our prepared lunch, we suggest you send extra food in their camp bag.

### **Snack Time**

All campers that purchase lunch will receive a snack at snack time. This does not include campers that purchased a Field/Swim Trip lunch. All other campers should bring a snack for the afternoon snack period. Campers can also purchase snacks from the snack bar during Free Time.

### **Food Allergies**

On the Health and Wellness form, we ask you to list any foods that your child is allergic to. ***We take these allergies very seriously.*** We check every ingredient prior to serving any food to our campers. Campers with food allergies will be given a red wristband each morning at the first Roll Call. This band must be worn all day. ***All campers with food allergies are seated at a separate table during lunch.*** Please do not feel your child will be sitting alone as we have many campers with food allergies. This is for your child's safety. Our staff will monitor everything your child has on their lunch tray to ensure safety for each camper.

If your child has a food allergy that requires an EpiPen, we request you have one we can keep on site for the duration of their camp weeks so in the event of an emergency we always have it on site and on Field Trips. **If your child has a SEVERE allergy, please contact the Camp Administrator directly to discuss any special needs. If at any time during the summer anything changes with their allergy, we ask you to inform us in writing of the change.**

### **Camp Special Days**

Our Camp Calendar includes a description of all the Special Day activities and events we have planned for our summer camp program. Please encourage your campers to participate in these events by dressing up! These activities are fun for both the campers and counselors and help to enrich our program.

### **Special Guests**

Most Fridays we have a special guest from 3:30 pm – 4:15 pm. We have put a lot of time into finding interesting, educational, and exciting new shows for our campers. These can be found on our Camp Calendar. We have several other special guests throughout the summer that are listed on the Camp Calendar such as a Petting Zoo for the PK/K campers and Brainwash Game Shows for our 1st - 8<sup>th</sup> grade campers.

### **After- Care**

During the after- care program from 4:30 pm – 6:00 pm campers will be supervised by our staff. All campers must be picked up by 6:00 pm.

### **Camp Check-Out**

When parents arrive to pick up their children they will be asked for their child's name and grade. They will then be asked to show their ID. Parents are not permitted to enter the camp area unless escorted by a staff member. Your child will be called over the loudspeaker or by walkie talkie to get their belongings and come to the front. Please be patient as it may take a few minutes for them to get to the front.



Incident/Injury/Discipline Reports are given to you at check-out. If you have questions about any report you receive, please ask the check-out staff to page a Director to speak to you. We have over 500 campers per day and every Director does not know every incident/injury/discipline that happens to each child firsthand. They will, however, be able to investigate the issue and get answers to all your questions.

#### **Check-Out Policies:**

- All campers must be checked-out at the camp desk.
- **I.D. Please!** When picking up your child from camp, you will be asked to show photo identification. Our check-out staff does get to know the camp parents and you may not be asked for ID because they recognize you, but please bring it in case a new staff person is at the check-out desk. This is for the safety of your child.
- The only people who will be permitted to pick up your child besides the parents are those who are listed on your child's Authorization for Child Release form. No one will be permitted to pick up a child without identification. THERE ARE NO EXCEPTIONS!
- To make changes to the Authorization for Child Release form, please fill out a new one (located at the camp desk) or on our website or email Lynne@xlsportsworld.com.
- Campers returning from Field Trips must be checked out at the camp desk.
- All campers must be picked up by 6:00 pm. If you are unable to pick up your child by 6:00 pm please contact one of the authorized persons on your Authorization for Child Release Form to pick up your child. You will be charged a late fee of \$20 per camper for every 15-minute range in which you are late. For example, if you arrive between 6:01 pm-6:15 pm, you will be charged \$20 per child; if you arrive between 6:16 pm-6:30 pm, you will be charged \$40 per child.

#### **PK/K Program**

PK and K make up our youngest camp groups. The PK group is for those campers who are 3 ½ years old by June 1, 2023, and all campers that have not yet attended Kindergarten. The K group is for campers who have just completed Kindergarten.

We realize the importance of creating a connected and caring camp community that makes a difference in the lives of our young campers. This is the reason we have designed a program for our PK and K campers. The program focuses on each camper's integrated experiences. Each camp week has an overall theme with fun and interesting activities each day to support the theme. We hope your children become immersed in our weekly themes and daily topics using movies, stories and discussion, art projects, dancing, and playing.

**New for 2023:** We have added additional Field or Swimming Trips on alternating Thursdays this year for our PK/K campers.

All PK & K campers:

- stay with their assigned group and counselors the entire day.
- participate in all camp wide activities except for Electives and Free Time and are always under the supervision of their counselors.
- are in separate groups. Occasionally, they are together for a special event.
- store their belongings in cubbies so the staff can monitor them.
- have story time every day along with a rest period. They are not required to nap but do need time to relax. Some campers fall asleep on the cots and mats during this time. If they

are still asleep at the end, they are taken to our Triage Room to finish their nap.

- have the option of skating on Monday and Wednesdays. We have skate mates to assist the campers that cannot skate. They skate in a small area on the wood surface.
- have extra staff during lunch and snack to assist them.
- are always escorted to the bathroom by a staff member. Our staff will remain outside the bathroom area with them.
- **MUST BE COMPLETELY POTTY TRAINED**; however, in the event of an “occasional” accident, we will assist them in cleaning up and changing their clothes.
- All campers should have a change of clothes in their camp bag. If your child has an accident and does not have a change of clothes in their bag, they will have to wait in the Triage Room until you bring fresh clothing.
- should have their name written on EVERYTHING!
- must wear or bring socks to play in the FunZone or go skating!

### **Splash Day – PK & K Campers Only**

This takes place in our outdoor play area and includes sprinklers, a waterslide and small splash pools. The schedule for Water/Splash Day is as follows:

PK: Thursday and Friday at 10:30 am

K: Thursday and Friday at 9:30 am

Here are a few important items to remember to ensure your child has a fun time on Splash Day:

- **PK and K campers must come to camp dressed in their bathing suits under their clothes.**
- **PK/K campers who do not come dressed in their bathing suits will not be able to participate in Splash Day, as it can take the entire period, even with assistance from our staff to change the campers and we do not want the other campers to miss any of the Splash Day activity.**
- Campers must bring a change of clothes, water shoes or flip flops and a towel.
- After Splash Day is over our staff will assist the PK/K campers getting changed into their dry clothes.

### **5 Things We Did Today!**

At check-out each day all PK/K campers will receive a printout of "5 Things We Did Today!"

## **Swimming & Field Trips**

### **VERY IMPORTANT – PLEASE READ**

It is a huge undertaking preparing our campers for Field Trips. Campers not checked-in by 9:00 am will not be permitted to attend the Field Trip that day. No Exceptions! We understand this can be upsetting for you and your child and it is also difficult for us to have to turn a child away from a trip. However, the safety of EVERY camper is always our main priority. Please leave early to ensure you arrive on time when your child is attending a trip, as traffic can be unpredictable. Always make sure you check your child's schedule before they come to camp, so they are prepared to go on the trip.

All campers must bring their lunch and a snack on all Field/Swim Trips (with the exception of the Bowling Trips) Packed lunches are available for \$6.50 during check-in for campers attending a Field/Swim Trip..

Lunch consists of ham/cheese, turkey/cheese or a peanut butter/jelly sandwich, chips, cookies and a juice box. You can purchase this the morning of the trip. Campers can purchase snacks from the snack bar after lunch if time permits.

**Swimming: Woodstream Swim Club , Marlton, NJ**

**Times: 10:00 am – 1:00 pm – Cost \$15**

**Schedule: PK – 1: M & W & TH (6/29, 7/13, 7/27, 8/10) 2 – 4: T & TH 5 – 8: T & W**

All campers will have an opportunity to swim two days a week. The Swimming Trip has an additional fee of \$15. This fee covers admission to Woodstream Swim Club and the bus. You can enroll your child in the Swimming Trips by selecting this on the Enrollment Contract. If you would like to add Swimming Trips weekly, you can do so, but they must be added on Wednesday for the following week. Campers will be supervised by our staff and the lifeguard staff while at the pool.

**PK & K campers** will only swim in the baby pool.

Campers in grades 1<sup>st</sup> – 8<sup>th</sup> grade use the larger pool.

**K Campers:** If you would like your K camper to swim in the larger pool, they must pass the swim test. Please check the box indicating you would like your child to be tested on the Enrollment Contract. K campers will not be allowed in the larger pool unless they pass the swim test.

**Swim Test – K – 8<sup>th</sup> grade campers only**

Campers that have passed the test in prior years do not need to retake the test. All campers must pass a swim test if they would like to go in the deeper water or use the diving board. The test consists of swimming the length of the pool (approx. 30 ft.) and being able to comfortably tread water. The children do not have to know specific swim strokes, but they do need to show that they are able to swim safely. The test is conducted by the Lifeguard Supervisor at the swim club and overseen by our Swim Director. All campers that attend the swim trips in 1<sup>st</sup> – 8<sup>th</sup> grades will have the opportunity to be tested.

Once a camper passes the test, they will be given a colored band each time they attend the Swimming Trip that allows them to go into the deeper water and use the diving boards. If they do not pass the test, you will receive a notice and they must wait 30 days to retake the test. Occasionally, campers have off days due to being nervous about the test even though they can swim. If you feel your child should have passed the swim test but may have been nervous; please contact us and we will retest them again the next time they go. Campers that do not pass the test can swim in a roped off area that is 3 feet deep.

**Swimming Trip Policies and Procedures**

- Typically 50 – 65 % of campers attend the Swim Trips.
- We cannot, under any circumstances, add campers on Swimming Trips on the day of the trip.
- Campers attending Field/Swimming Trips must arrive at camp by 9:00 am. No Exceptions!!!
- Campers who arrive after 9:00 am will not be permitted to attend the Swimming Trip and a credit or refund will not be issued.
- Campers must arrive with a towel, dressed in their bathing suit and a camp shirt. If your child does not have their bathing suit, they cannot attend the trip and a refund will not be issued.
- Campers must bring a change of clothes in their camp bag to change into upon returning to XL.

- Please make sure you put your child's name on everything!
- All campers must have sunscreen applied before they come to camp.
- Campers should bring their own sunscreen in their bag. They will be reminded after lunch to reapply their sunscreen. Our staff will assist the PK/K campers and oversee the older campers in applying their sunscreen.
- There are no refunds, credits, or substitutions on Swimming Trips for any reason.
- Campers can purchase snacks from the snack bar after lunch if time permits.
- PK/K campers must hand in any lunch/snack money they are bringing on the trip to the front desk so we can assist them. Please write on the envelope – "Swim Trip \$" above their name and grade and list any instructions about what they are permitted to purchase.
- Campers in 1<sup>st</sup> – 8<sup>th</sup> grade should keep any snack money in their camp bag when on a Swimming Trip. When campers return to XL, they will be reminded to take any money left over to the camp desk.

### **Field Trips**

**Schedule: PK – 1: T & TH (7/6, 7/20, 8/3, 8/17) 2 – 4: W 5 – 8: M & F**

**Field Trip Itineraries are listed on the website: [xlmtlaurel.com](http://xlmtlaurel.com)**

The Enrollment Forms include Field Trips and pricing information. Typically 50 – 65 % of campers attend the Field Trips. Campers who do not attend the Field Trips will stay at the facility and enjoy the scheduled activities for that day. Field Trips are an additional activity and require an additional fee. The fee includes admission, busing, and extra staffing needed to ensure all campers' safety.

### **Field Trip Policies**

- We cannot, under any circumstances, add campers to the trips on the day of the trip.
- Campers attending Field Trips must arrive at camp by 9:00 am. No Exceptions!
- Campers who arrive after 9:00 am cannot attend the trip that day and will not be refunded or receive credit.
- This policy is for all trips that leave the building.
- Campers can only attend trips with their specific grade.
- The deadline to guarantee enrollment for Field Trips is April 20, 2023. At this time, we order the buses based on the number enrolled. We will continue to take enrollments until the buses are full. We will list any trips that are full on the camp website.
- Field Trips must be paid in full by April 20, 2023. You can pay by check, cash, MO, or we will automatically run your credit card on file on April 20, 2023, for all trips you have selected.
- After April 20, 2023, all Field Trips must be paid in full at the time of enrollment.
- There are no refunds, credits, cancellations, or substitutions if you miss your Field Trip for any reason.
- Parents are not permitted to attend Field Trips with our camp. Our policy is for the safety of your child, as well as the other campers.

### **What should campers bring on a Field Trip?**

- We always bring water for the campers on all Field Trips and Swimming Trips.
- Campers are not permitted to buy lunch on any Field Trips or Swimming Trips.
- Campers must wear their camp T-shirt on all Field Trips and Swimming Trips.

- Campers must have a bag with their name and grade on it to keep track of their belongings.
- The availability of snack and/or souvenir purchases will be listed on the Field Trip Itineraries.
- Bathing suit, towel, sunscreen, and a change of clothes are needed on all water trips.
- Please remember campers must bring their own lunch and drink during all Field Trips (except for the Laurel Lanes Bowling trip). They can also purchase a bagged lunch for \$6.50.
- Glass Bottles are not permitted on any Field Trips.

### **Cancel/Add Field/Swim Trips**

If you do not want your child to attend a Field Trip they are scheduled to attend, you must fill out the Field Trip Cancellation form located on our website and at the camp front desk. You can cancel until 9:00 am on the day of the trip. After 9:00 am our trip list is set, and we are unable to make any changes. If we do not have a signed form from the camper's parents/guardian by 9:00 am, they will have to attend the trip. You will not be credited or refunded if you remove your child from a Field Trip for any reason. If you would like to add a Field Trip to your child's schedule, go to the Bulletin Board on our website and see if the trip is listed as full. If it is not, simply fill out a Schedule Addition Form and submit. These are located on our website and at the check-in desk. Additions must be submitted by 9:00 am on Wednesday for the following week's trips. We will approve additions based on availability. After April 20, 2023, all Field Trips must be paid in full at the time of enrollment.

### **Cancellation of Field/Swim Trips by XL Mount Laurel**

Occasionally, we will cancel a Field or Swimming Trip if we believe the weather is unsafe or if there is some other unforeseen reason. We will make the decision by 9:00 am on the day of the trip and will send out an email notification. If for any reason a Field/Swimming Trip is cancelled:

- Where possible, we will provide the camper with the entry ticket to the Field Trips destination. No refund or further compensation will be provided.
- If this is not possible, we will apply the amount paid as a credit towards the camper's upcoming tuition charges. If the camper has paid in full or the trip is cancelled during your child's last week of camp, a credit will be applied to the camper's camp account in DASH. This DASH credit will not expire and can be used towards any future XL program. No refund or further compensation will be provided.

### **Transportation**

We use T&L Transportation Company for all transportation. We have used this company for the past 17 years. They are dependable and safe. All buses are equipped with seatbelts and all campers are required to use them.

### **Enrichment Programs**

**1st – 8<sup>th</sup> Grade Only – Monday – Thursday Times: 9:30 am – 12:15 pm**

Enrichment Programs are offered for an additional fee. We have selected several programs we think would be interesting and fun for the campers. Descriptions of the Enrichment Programs are available on our website. All Enrichment Programs take place in our facility and are run by an outside instructor.

To enroll your child in any of the Enrichment Programs please select the program on the Enrollment Contract. Payment is due by April 20, 2023. We will accept enrollments after this date based on availability. After April 20, 2023, all Enrichment Programs must be paid in full at the time of enrollment.

### **Enrichment Program Policies**

- Our staff will always remain with the campers while attending the Enrichment Program.
- Campers must be enrolled in camp on any day they are attending these programs.
- If you select a Field Trip or Swimming Trip on the same day, the camper will attend the Field Trip.
- Payment can be made by check, cash, MO or by including your credit card information on the form.
- There are no refunds, credits, or substitutions for Enrichment Programs.
- If your child is absent from camp on a day, they are scheduled to attend the Enrichment Program, you will not receive a refund or credit. These programs cannot be prorated.
- Campers that attend the Enrichment Program will eat lunch at 12:30 pm.

## **MISCELLANEOUS INFORMATION**

### **Photo Release**

Any photos or video footage taken while your child is at camp may be used for promotional purposes in print media and/or internet promotion. No financial compensation is available if a picture/video is used.

### **Lost and Found**

Campers (except for the PK/K) are required to keep track of their belongings including their shoes while they are at camp. Please put your child's name on everything they wear or bring to camp including their shoes. A camp Lost and Found area is located near the front desk. At the end of each day, our maintenance staff will place any items that have been found in our building in the Lost and Found, so please check periodically for any missing items. If your child is missing their shoes, jacket, hat, etc., chances are it will turn up during clean up and it will be placed in the Lost and Found. The Lost and Found will be cleaned out every 2 weeks, with leftover items donated to Goodwill.

### **Camp T-Shirts**

- All campers will be given a camp T-shirt during check-out on their first day of camp.
- If your child is attending a Field Trip on their first day, we will issue the T-shirt at check-in.
- Campers are not required to wear their camp T-shirt to camp each day but MUST wear them on all Field/Swimming Trips. This is done for your child's safety.
- If your child arrives at camp without their camp T-shirt and is attending a Field Trip, they will be issued a new one and we will automatically charge the credit card on file \$8.00. You can also pay at the front register during check-in.
- Each camper only receives one camp T-shirt, but additional ones may be purchased for \$8.00.

### **Sunscreen Policy**

It is your responsibility to apply sunscreen to your child before bringing them to camp. All campers should have sunscreen (labeled with their name) in their bag so they can reapply if needed. All campers spend time outside each day, although rarely after 1:00 pm. You should also send your child to camp with sun protection such as SPF clothing, hats, and sunglasses. Our staff will assist the PK and K campers.

### **Camper Birthdays**

Campers who have a birthday while they are at camp will be announced during our morning Roll Call with a Happy Birthday by the campers and staff. If you would like to send in a treat to share with the campers in your child's grade during snack, contact the camp for a head count for that grade.

### **Fire Drills**

Our staff conducts a fire drill every week of camp on a different day and time. This is for the safety of the campers. These drills ensure we can get all our campers out of the building and accounted for very quickly in case of an emergency. In the event of a real emergency, we can get all campers safely out of the building and accounted for in less than three minutes. You will be notified as soon as possible in the event of a real emergency. You will not be permitted to check-in or check-out your child during a fire drill. We do our best to schedule them at times when we do not have many campers arriving or leaving. However, if you arrive during a drill, we ask you please exercise patience. We will attend to you as soon as the drill has been completed and all children have been accounted for.

### **Parking Lot Safety**

- Mt. Laurel Fire Department prohibits anyone from parking in front of the building.
- Please remember to be patient and cautious in the parking lot during drop off and pick up.
- The front spots are reserved for handicapped people and parents with infants in car seats.
- All other parents must park in one of the designated parking spots in our lot.

### **One Final Note**

Our staff works extremely hard to get to know all our campers and to ensure every camper feels safe and cared for while in our care. Please always treat our staff with respect. With over 80 staff members working at the camp and 350 – 525 campers each day, it is impossible for every staff member to know everything about your child's day. Please ask to speak to the Camp Administrator or a Director/Assistant Director if you have something you would like to discuss about your child. We will always make the time to speak with you about your concerns and address every situation in a timely manner.

