



# Saint Benedict Academy Summer Camp Policy 2026

Welcome to Saint Benedict Academy Summer Camp! Throughout the summer your child will enjoy crafts & activities associated with a different theme each week. Our camp policies and information are included in this document.

## **Date and Hours of Operation**

Program dates: • June 22 thru August 14, 2025 (We will be closed the week of June 29-July 2)

Program hours:

- Monday through Friday 8:00 am to 5:00 pm (Full Time)
- Monday through Friday 8:00-12:00 (Part Time)

## **Who Can Attend**

Students entering PreK in 2026-2027 and those currently in grades PK-5 are eligible to attend camp. Priority is given to fully enrolled Saint Benedict Academy students.

## **Payment Information**

1. The 2026 non-refundable registration fee for Summer Camp is \$50.00 per student and will be applied to their first week of camp.
2. Tuition is:
  - ★ \$200 per child per week (FT 8:00-5:00)
  - ★ \$150 per week (PT 8:00-12:00)Late pick up fees:
  - ★ For part time campers, a late fee will be charged after 12:00 of \$1.00 per minute
  - ★ For full time campers a late pick up fee will be charged if your camper is picked up after 5:00 pm.
    - ★ Pick up between 5:01 pm and 5:15 pm is \$15.00 per camper
    - ★ Pick up between 5:16 pm and 5:30 pm is \$30.00 per camper
    - ★ Pick up after 5:30 pm is \$50.00 per camper
3. All camp fees will be billed through FACTS incidental billing
4. Camp fees will be posted in FACTS 10 days prior to the first day of camp for each week attended so that they are withdrawn on the Monday of that week.
5. You will be billed for all weeks that you register for.
6. Your child(ren) will not be able to attend if your account is not current.

## **Registration Notification**

Upon completion of registration you will receive an email verifying your registration and dates of attendance.

## **Cancellations**

In order to cancel any weeks registered for, you must provide written notification of cancellation to the office on or before May 29, 2026. Email notification can be sent to [tpaiva@stbenedictacademy.org](mailto:tpaiva@stbenedictacademy.org). After the May 29, 2026 deadline, you are responsible for the weeks that have been confirmed and reserved for your child/ren. There will be no exceptions after this deadline. (Registration fee is non-refundable)

## **Emergency Care Policy**

Staff members are informed of the policies and procedures to be followed in case of an emergency. The following steps will be taken in an emergency:

- We will attempt to contact the parent or guardian using the information provided on the Emergency Contact Form.
- We will attempt to contact an emergency contact listed on your Emergency Contact Form.
- If a parent or emergency contact cannot be reached in a life-threatening emergency, an ambulance will be requested, and the child will be transported to the hospital accompanied by the director.

## **Illness**

If your child is not feeling well, please do not send them to camp. If your child is not feeling well, has a fever or has vomited, you will be contacted to pick up your child. Please notify us immediately if your child has a communicable disease.

## **Drop Off and Pick Up**

Drop off will take place at the Ferry Street entrance (near the main office) Teachers will be outside between 8:00-8:45 for drop off.

Half Day pick up: Students will be picked up on the Walker Street side of the building (regular pick up area) between 11:45 and 12:00.

Full Day pick up: Students will be picked up at the Ferry Street entrance any time before 5:00. If the students are in a different location, this will be posted on the Ferry Street door.

## **Snacks and Drinks**

- Morning snack: 9:30 am to 10:00 am
- Afternoon snack: 2:30 pm to 3:00 pm

Snacks and drinks are not provided by the program. It is important that your child bring a refillable water bottle everyday. We suggest that you pack a spare water bottle in your child's bag.

## **Lunch**

Lunch: 12:00 pm to 12:30 pm. Please pack your child's lunch, along with the proper utensils and a drink in a labeled bag or lunch box with an ice pack. **Glass containers are not allowed.** Please note: we can NOT heat up lunches for our campers.

## **What to pack for Camp EVERYDAY**

In order for your child to be prepared for all the events we have at camp, we suggest that they bring the following items to camp with them every day in a backpack; please label all of your child's items with their first and last name.

- Sunscreen: Sunscreen is a must and will be applied every time we go outside. Please apply sunscreen prior to your arrival to camp. If your child needs help applying sunscreen while at camp, please send a can of continuous spray (not lotion) labeled with your child's first and last name. In order for the staff to apply sunscreen to your child, parents MUST sign the Permission to Administer Sunscreen form.
- Bathing Suit & towel for water play
- Extra set of clothes
- Lunch, snacks & drinks including utensils if needed

- Refillable water bottle (if the camper arrives without their water bottle, parents will be contacted and asked to bring one to camp)
- Two pairs of footwear: one they wear into camp, the second is a spare. Sneakers for sport games and water shoes or crocs for water games.
- Backpack for all their belongings

**What NOT to pack for Camp**

Campers should NOT bring the following items to camp:

- Glass bottles
- Bug Spray
- Electronic Devices (computer, I-Pad etc.)
- Cell phones (campers are not allowed to be on their phones during camp hours)
- Toys and games (pokemon cards, beyblades)
- Valuables We ask parents to support our efforts by NOT sending electronic games and cell phones to the camp.

**Behavior and Disciple Procedures**

The same standards of conduct that are expected throughout the school day are expected of children in the Summer Camp Program and are listed in the *Saint Benedict Academy Parent/Student Handbook*. The program is committed to the principle of guiding our children in a respectful way. Adults are expected to interact with children in a way that supports self-discipline and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. All students must respect the adults and one another, as well as school property including toys and games used in the summer camp program.

Poor attitude, bad language and inappropriate behavior will not be tolerated. When children misbehave during Summer Camp, a staff member will notify the parents at pick-up time. If the behavior does not improve, this matter will be brought to the attention of the principal and a plan of action will be put in place. Continuous misbehavior may result in suspension or dismissal from the Summer Camp Program.

**Summer Camp Weekly Themes**

<b>Week</b>	<b>Grades PK-2 (Current Grade)</b>	<b>Grades 3-5 (Current Grade)</b>
June 22-26	Welcome Summer	Welcome Summer
July 6-10	Messy Art	Messy Art
July 13-17	Every Day Is A Holiday	Every Day Is A Holiday
July 20-24	STEM	STEM
July 27-31	Literature Around the World	Literature Around the World
August 3-7	Fun in the Sun	Basketball Camp with Coach Soucy
August 3-14	Let's Make Music	Geometry Fun with Miss Wood

## **Enrolling in Summer Camp**

In order to complete enrollment you must return the following forms to the school office:

### Current SBA Students

1. Registration form for each child attending
2. Signed Parent/Guardian Summer Camp Acknowledgement form (one per family)
3. Signed Summer Camp Payment Agreement (one per family)
4. Signed permission to administer medication/sunscreen form (one per student)

### Non-SBA Students

1. Registration form for each child attending
2. Signed Parent/Guardian Summer Camp Acknowledgement form
3. Signed Summer Camp Payment Agreement
4. Signed permission to administer sunscreen form
5. Copy of most recent physical (within one year)
6. Immunization record
7. Permission to use Sweeney Park form

# Saint Benedict Summer Camp 2026 Registration



**Please complete one form per child**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Please check your choice for each week. Please be sure to register for the grade that your student is currently in.

## **Current Grades PreK-Grade Two or Entering PreK**

Week	Theme	Half Day 8:00-12:00 \$150/week	Full Day 8:00-5:00 \$200/week
June 22-26	Welcome Summer		
July 6-10	Messy Art		
July 13-17	Every Day is A Holiday		
July 20-24	STEM		
July 27-31	Literature Around the World		
Aug. 3-7	Fun In The Sun		
Aug 10-14	Let's Make Music		

## **Current Grades Three-Five**

Week	Theme	Half Day 8:00-12:00 \$150/week	Full Day 8:00-5:00 \$200/week
June 22-26	Welcome Summer		
July 6-10	Messy Art		
July 13-17	Every Day is A Holiday		
July 20-24	STEM		
July 27-31	Literature Around the World		
Aug. 3-7	Basketball with Coach Soucy		
Aug 10-14	Geometry Fun with Miss Wood		

The names listed below are the only persons authorized by me to pick up my child(ren).

\_\_\_\_\_ (Name)  
(Phone #) (Relationship to the child)

\_\_\_\_\_ (Name)  
(Phone #) (Relationship to the child)

Please list significant health factors that we should be aware of such as allergies, inhalers, eyeglasses, hearing aids, etc. Please list any medications that your child uses.

I agree to have my child transported by ambulance and/or treated for medical or dental problems if an emergency should arise. I accept full responsibility for all medical expenses incurred as a result of my child(ren)'s participation in this program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Physician's Name \_\_\_\_\_

Office Phone # \_\_\_\_\_

\_\_\_\_\_ Address

\_\_\_\_\_ Parent/Guardian (signature)

\_\_\_\_\_ Parent/Guardian Name (print)

**Parent/Guardian Summer Camp  
Acknowledgment Form**  
**(one per family all families)**

I hereby acknowledge and confirm that I have received and read the **Saint Benedict Academy Summer Camp Program Policy**. I understand and agree to comply with the policies stated in the **Handbook**. I further agree that Saint Benedict Academy reserves the right to cancel this agreement at any time in the event that any of the following occur:

- 1.) Student behavior becomes harmful to others
- 2.) Parents fail to make timely payments
- 3.) Parents have repeated late pick-ups

I understand that if I have questions about program policies, I should consult with the school principal.

Student(s) name(s):

---

---

---

Parent/Guardian Name (Print):

---

Signature:

---

Date:

---

# Summer Camp Payment Agreement

**(one per family all families)**

- I/We must maintain a current FACTS agreement as directed by Saint Benedict Academy and must make all Summer Camp payments through FACTS.
  - I/We agree to set up autopay for incidental billing for the purpose of Summer Camp payment
  - I/We agree that payment for each week of camp registered for will be withdrawn from my/our incidental account on the Monday of each week registered for.
- My/our obligation to pay the fees for all weeks of camp registered for is unconditional unless cancellation is received in the office by May 29, 2026.
- In order to attend camp, all fees must be up to date
- Outstanding summer camp fees must be resolved prior to the beginning of the academic year.
- I/We agree to fulfill all financial obligations by the required due dates.
- I/We will pay any bank fee incurred by the school due to insufficient funds. Late fees for tuition payments are assessed through FACTS.
- Saint Benedict Academy believes that a positive and constructive working partnership between the School and student's parents (or guardian) is essential to the fulfillment of the School's mission. Therefore, the School reserves the right to discontinue Summer Camp enrollment if the school concludes that the actions do not allow for a positive and constructive relationship with the School. The decision of Saint Benedict Academy in these matters shall be final.
- If an outstanding balance is unpaid or delinquent, I/We understand and agree that I/we will be held responsible for all costs, expenses, and interest at the current legal rate, including but not limited to, attorneys' fees, collection agency fees, and court costs.

I/We understand that in signing this Summer Camp Agreement, I/We agree to accept the rules, policies, and regulations of the School, including, but not limited to, the rules concerning payment of tuition and fees.

Student(s) name(s):

---

---

---

Parent/Guardian Name (Print):

---

Signature:

---

Date:

---

# Permission to Administer Sunscreen Form

**(One per student)**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Name of Sunscreen and SPF #: \_\_\_\_\_

**(Parent or guardian must supply sunscreen)**

**Please apply sunscreen to your child every morning before drop off.**

**I give my permission for Saint Benedict Academy staff to apply sunscreen needed throughout the day, for my child. I understand that my child's care provider will assist with applying sunscreen (supplied by parent) to bare surfaces including the face, tops of ears and bare shoulders, arms, legs, and feet 15-30 min before outdoor activity. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian.**

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sweeney Park Permission Form**

**(One per student, new families only)**

I \_\_\_\_\_ hereby give my child \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Permission to participate in the Activity described below.

Sponsor Organization	St. Benedict Academy
Activity Description	Visit Sweeney Park
Date(s) and Times	June 22, 2026 – August 15, 2026
Transportation	Walking

I certify that My Child is physically fit and capable of taking part in the Activity.

I give permission for My Child to receive any emergency medical treatment deemed necessary until the Emergency Contact(s) can be notified, and I agree I will assume full responsibility for the payment of such treatment.

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

On the lines below, I have listed any medical condition, physical disability, and medical, food, insect, and other allergy that may be relevant to rendering medical care. Any medication taken during the activity must be provided in its original container.

---

I understand that photographs and videos of My Child may be taken, and I authorize them to be used for publicity. I understand that staff will use their best efforts to supervise the Activity; however, I agree and acknowledge that the Roman Catholic Bishop of Manchester, a Corporation Sole d/b/a as the Sponsor Organization and its respective directors, officers, trustees, employees, and volunteers shall not be responsible for bodily injury or loss of or damage to personal property that may result from the Activity.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_