2026 Summer Camp Parent Handbook

Table of Contents

Mission and Goals----------Page 3

Payment and Registration Policies----------Page 4

Preparing for Camp----------Page 5

Sign-In/Sign-Out Procedures----------Page 6

Health and Safety----------Page 7

Parent Responsibilities----------Page 8

Code of Conduct----------Page 9

Camper Information Form*----------Page 10

Medical Treatment Authorization Form*----------Page 11

***Information or** Completed forms must be brought or completed online to Empower Adventures before campers can attend.

Mission and Goals

Mission
To Empower Individuals and Teams through Adventure Experiences.

1. We seek to improve the way individuals and teams lead themselves through challenge, adversity, fear and temptation.

2. We aim to inspire and motivate individuals to step outside of their comfort zones into their "stretch" zone – this is where greatness is born and a sense of purpose is discovered.

3. We strive to provide moments of triumph, victory and accomplishment that result in an unstoppable force of momentum towards further achievement and confidence in oneself to overcome any obstacle.

Camp Objectives
1. To have a safe summer camp experience. We are 100% safe, 100% of the time!
2. To enhance campers' social skills through group interaction, leadership opportunities, and teamwork.
3. To increase campers' health and well-being through active participation in outdoor games, sports, and creative activities.
4. To build campers' character through positive values, peer engagement, interaction with adult role models, and diverse, instructive activities.
5. To have fun!

Staffing and Training
Summer camp staff members are hand-selected from a diverse pool of applicants who are carefully screened and evaluated by Empower Adventures' professionals. Qualified applicants are hired based on leadership abilities, experience working with children, character, and enthusiasm. All summer camp staff have to pass a background check. Empower Adventures does not discriminate due to age, gender, national origin, religion, marital status, disability, or any factor prohibited by federal, state, or local legislation.

Once hired, staff members are required to attend training on the topics of child development, communication, problem solving, and curriculum implementation. Utilization of information/techniques outlined in training along with consistent adherence to Empower Adventures' policies and procedures is carefully monitored by Empower Adventures' professionals.

Payment and Registration Policies

Payment Policy

To register for camp, payment must be made in full prior to their attendance. Registration is available online, over the phone or in person at Empower Adventures.

Fees for programs are based on each camper having a guaranteed spot for the entire week; Empower Adventures will not refund or deduct fees for any days missed in a camp week due to the fact that the child fills a spot in camp even if they are not in attendance.

Admissions and Enrollment

Each participant must submit the following for enrollment:

- Waiver (link will be provided)
- Emergency Contact Medical information form (approved pick up persons listed on this form)
- Authorization to dispense medication (if applicable)

Preparing for Camp

What to Bring

Snacks and lunch will be provided and lunch may be brought if preferred. Water is available all day at any time, so please bring a refillable water bottle everyday to camp. Concessions are available during lunch, where campers are allowed to purchase candy, chips, and drinks with money that they might bring. All campers will receive a camp t-shirt. We will tie dye the shirts and all the campers wear their camp t-shirt on Friday!

What Not to Bring

Camp is an interactive setting intended to serve as a retreat from amenities and to build relationships with other campers and positive adult role models. Portable music devices, electronic games, valuables, cards, etc. should be left at home.

In addition, matches, lighters, tobacco products, weapons, and any other items that should not be in the possession of a child should be left at home both by campers and adults, be it counselors, facility staff, and authorized pick-up persons.

Cellular phones or tablets are only acceptable as an emergency contact device or use with permission. Campers will not be allowed to use them while at Empower Adventures without permission.

What to Wear

- Shorts or comfortable pants, and a t-shirt that your child can play in
- Close-toe shoes.

What Not to Wear

- Jeans
- Expensive clothing and jewelry
- Items that promote/advertise tobacco, alcohol, vulgar slogans, innuendos, etc.
- Open-toe shoes, flip flops, or shoes with wheels (e.g. Heelys). NO CROCS to zipline.

Lost Articles

Empower Adventures is not responsible for lost items or items stolen from the premises, parking lot, or activity areas. We strongly advise against your child bringing items with high monetary or sentimental value. Please check your child's belongings before leaving the facility to identify any lost or missing items. There will be a designated lost and found area, but unclaimed items will remain there for a limited time before being donated to charity.

Sign-In/Sign-Out Procedures

Dropping Off

Please come to the sign-in desk with your child. You do not need to present a photo ID when dropping off, but you do need to sign the form to acknowledge that we have your child in camp. Information regarding daily activities and special events will be available at sign-in.

Picking Up

You must present a photo ID **every time** you pick up your child. No exceptions will be made; please inform every person you list as an approved pick-up person of the policy. If your child will be picked up by someone other than who dropped them off, this needs to be indicated on the sign in form with their full name, relationship to the child, and phone number.

Should an authorized person arrive to pick up a child and there is any reason to suspect that the person is under the influence of drugs/alcohol or appears to be of a mindset that presents a danger to the child, we reserve the right to withhold the child from being released and may have no recourse but that of contacting the police.

Custody/Persons Listed on Sign In Form

In the best interest of the child, we ask for your cooperation in clearly defining custody terms in advance of registration so that there is no confusion on the part of the staff members or the child. The individual who registers the child is responsible for identifying the people approved to pick up; if an individual not listed on the registration form claims to have custodial rights, that person will have to show court documentation that proves those rights and under what conditions those rights exist. Staff members will consult with management and the authorities before making any changes.

Arriving Early

Supervision begins at 8:00am for anyone registered for early drop off. Supervision begins at 8:30am for anyone not registered for early drop off. Participants may not be dropped off prior to the start time for which they are registered.

Picking Up Late

In fairness to our staff and the rest of the programs at our facility, it is important that you pick your child up by 4:30pm if the camper is not registered for late pick up and by 5:30pm if the camper is registered for late drop. There will be a fee of $1 per minute for anyone who is not picked up by 5:30pm. Empower Adventures will contact authorities if we cannot get a hold of the emergency contact and an hour or more past pick up time has passed.

Health and Safety

Medication Policy

Empower Adventures does not have medical professionals on duty, therefore we will not administer medication without written permission from the parent or legal guardian. If your child requires medication during program hours, the following will be required:

> The person registering the child must supply all necessary medication and fill out the authorization to dispense medication form in full with written instructions, including dosage, time/frequency of administration, method of administration, name and phone number of doctor, reason for medication, and any other pertinent information related to the medication or condition.

Non-prescription medication will not be administered.

A record will be kept with date, time, dosage, and name/initials of the person administering medication. A copy of the record will be sent home with any remaining medication at the end of the session.

Emergencies

In case of emergency, Empower Adventures staff will take immediate action to secure medical treatment while making every effort to contact you or the emergency contacts listed on waiver or in our system. Your signed authorization on the waiver allows us to secure prompt treatment. Should there be any changes in contact names or numbers, please notify us immediately and update the registration form.

Illness

Empower Adventures cannot provide care for sick children. If your child is sick before camp they should be kept home for their sake and the sake of others. If your child shows signs of illness or fever during program hours, you will be called to pick up your child. If your child shows no signs of illness or fever but displays significant behavior changes and is unable to participate, you will be called to pick up your child. If your child has a contagious condition, they will not be admitted back to the program without clearance from a physician. There are no refunds for time missed due to illness.

Parent Responsibilities

Evaluations and Feedback

Your feedback is important! We need your comments, ideas, and input on how to make our programs better. Evaluation forms/emails will be sent periodically throughout the summer; please take the time to fill them out and return them promptly. If you have any questions, comments, or concerns at any point please feel free to talk to the staff and the director(s) in charge.

Visiting

You are always welcome to visit, but please do not send anyone who is not listed when you sign your child in to visit without your attendance. If you visit, please go to the front desk when you arrive at the facility and please check in with our camp director(s) before you leave to let us know how we are doing.

Support at Home/Positive Reinforcement

Children's actions often reflect situations they are experiencing at home, and we understand that disruptions in home environments sometimes occur. If there are any significant changes in home life (i.e. argument with sibling, parent divorce, death of a pet, etc.), please let us know so we can serve as a partner in meeting the needs of your child.

Supervision

Please do not leave your child on site before or after they are signed into the care of the summer camp staff unless the camper is under the care and supervision of a responsible adult.

Staff and Volunteer Interaction with Campers Outside of Camp

Empower Adventuress strongly recommends that staff/volunteers do not interact with program participants outside of the facility. This includes babysitting, phone/email communication, social media contact, etc. Empower Adventures staff will not transport children at any time unless they are a family member and it is approved in writing by the child's parent or guardian. Please do not ask staff members to provide care, supervision, or transportation for your child.

Code of Conduct

Approach to Discipline

Empower Adventures staff members are trained to provide positive behavior management, teach peaceful peer-to-peer conflict resolution, and take a progressive approach to discipline. We attempt to determine the motivation of any child who is acting inappropriately and encourage them to take responsibility for their actions in an effort to keep all children physically and emotionally safe.

Rules and Expectations

Children will be given the basic rules of safety and behavior expectations for each activity and environment. The progressive discipline steps used for guidance are as follows and at the discretion of the staff involved:

1. Verbal warning, redirection
2. Temporary removal from the activity, redirection
3. Parent/guardian contacted, parent/guardian conference
4. Parent/guardian contacted, removal for the remainder of the day and possible suspension from program
5. Termination from the program

Threat to Safety

If a child is determined to be a threat to the safety of other children, staff members, or themselves, the child will be removed from the program immediately. Any incident of threat to safety can result in immediate termination from the program after a review of the incident.

Refund Policy Related to Behavior Issues

If a child is removed from the program for any period of time, including suspension or termination, no refund will be awarded for the session in which they are removed. If a child is terminated from the program, a refund will be awarded for future sessions.

Empower Adventures' coaches do not have specific training to care for children with special needs, but will accommodate all campers to the best of their ability.

Camper Information Form

Dear Parents,

We are looking forward to your child's participation in Empower Adventures Summer Camp! Please fill out this form completely and bring this form with you to your child's first day of camp. If you have more than one child participating in camp, please fill out one form for each camper. Thank you!

Camper's Name _____T-shirt Size_____

Camper's Date of Birth _____/_____/_____ Camper's Grade (Fall) _____

Parent/Guardian Name(s)_____

Address_____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

Email _____

Emergency Contact _____ Phone _____

Emergency Contact's relation to camper _____

Allergies (Please indicate if none) _____

Special Needs _____

Please list all approved pick up persons

_____

Other Notes for Empower Adventures' Staff

_____

I acknowledge that I have received and read the Parent Handbook for Empower Adventuress Summer Camps. I understand that the Parent Handbook contains information that my child and I may need during summer camp and that all campers will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the parent handbook. If I have any questions regarding this Handbook, I should direct those questions to Summer Camp Directors.

Parent/Legal Guardian's Name (Please Print) _____
Parent/Legal Guardian's Signature _____ Date _____

Medical Treatment Authorization Form

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them. This form should be given to the Summer Camp Leader then carried by the designated adult.

Minor

Full Legal Name: _____

Home Address: _____

Date of Birth: _____ Gender: Female Male

Information for Medical Treatment

Physician's Name and Location of Practice: _____

Physician's Phone Number: _____

Medical Insurer/Health Plan: _____ Policy #: _____

Allergies to Medications: _____

Allergies (Other): _____

Please note **all** conditions for which the child is currently receiving treatment:

_____

Note any other significant medical information, or notes for Empower Adventures' staff:

_____

AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)

I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for Empower Adventures (hereafter "Designated Adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize Designated Adult to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physical, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practiced in the state in which treatment is to occur. I agree to assume financial responsibility for all expenses of such care.

It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of such medical or emergency personnel.

This authorization is effective through: _____ Signed on: _____

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Printed Name: _____