

Camp Griffin Policies & Procedures

To ensure a safe, smooth, and enjoyable experience for all campers, please review the following Camp Griffin policies and procedures. These guidelines support our goal of creating a positive, organized, and inclusive environment for every child.

1. Registration & Payment

- Enrollment is accepted on a **first-come, first-served basis**.
- **Full payment** is required to secure your camper's spot.

Refund Policy

- **Refunds are available until May 1, 2025.**
 - **No refunds will be issued after May 1**, regardless of the reason.
 - **Session Transfers:** Weeks may be transferred to another available session if:
 - Space is available, and
 - The new session is equal to or less in cost (parents must pay the difference if it is higher).
 - Transfers are not guaranteed and are processed based on availability.
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2. Health & Safety

Nut-Free Policy

- Camp Griffin is a **nut-free environment**.
- **No peanut or tree nut products** are allowed in lunches or snacks.
- Staff will check food items to ensure compliance.
- This policy is in place to protect campers with life-threatening allergies.

Toilet Training Requirement

- All campers must be **fully toilet trained** before attending.
 - **Pull-ups and diapers are not permitted** under our license.
 - Campers must be able to use the restroom independently.
 - Children who are not toilet trained may be dismissed from camp **without a refund**.
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3. Medical & Emergency Procedures

- A completed **Camper Health Form** is required before the first day of camp.
 - Please disclose all relevant **allergies, medications, and medical conditions** in writing.
 - In case of illness or injury:
 - Parents/guardians will be contacted immediately.
 - Campers exhibiting symptoms of illness may not attend camp and may be sent home.
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4. Attendance & Behavior Expectations

- Campers are expected to **arrive on time** and participate in all scheduled activities.
 - Camp Griffin promotes a **positive, respectful, and inclusive environment**.
 - **Bullying, aggressive behavior, or repeated disruptions** will not be tolerated and may result in **dismissal without a refund**.
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5. Early & Extended Care

Early Care: Begins at **7:15 AM**

Extended Care: Runs from **3:15 PM to 6:00 PM**

- Campers must be **signed in and out** by a parent or authorized guardian.

- **Valid photo ID is required** at pickup.
- Campers will only be released to individuals on the **Authorized Pickup List** or pre-approved by a parent/guardian.
- Licensing requires that children eat the snack that is provided by Camp Griffin unless documentation is provided by a physician about allergies, other health considerations, or religious accommodation.

Rates

- **Pre-reserved slots:** \$18/hour (or partial hour)
- **Unreserved drop-in slots:** \$21/hour (or partial hour)

Late Pickup Fees (per camper):

- 6:01–6:15 PM: \$25
- 6:16–6:30 PM: \$50
- 6:31–6:45 PM: \$100
- 6:46–7:00 PM: \$150

Extended Care **ends promptly at 6:00 PM.**

6. Personal Belongings

- Camp Griffin is **not responsible** for lost, stolen, or damaged items.
- Campers should **not bring toys, electronics, or valuables** unless specifically requested by staff for an activity.
- All belongings should be **clearly labeled** with the camper's full name.