

# Wildcat Summer Camp



## Camp Policies 2026

### PreK – 5th Grade

Location: Hillside Academy, 26423 NE Allen St, Duvall, WA 98019

Welcome to Wildcat Summer Camp! We are excited to partner with your family to create a safe, enriching, and fun-filled summer experience for your child.

This handbook outlines our policies, procedures, and expectations to ensure a smooth and successful camp season.

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## 1. Our Mission

Our mission is to provide a safe, engaging, and inclusive summer environment where children can build friendships, explore new interests, and grow socially and emotionally.

We focus on:

- Safety
- Creativity
- Physical activity
- Character development
- Positive peer relationships

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## 2. Camp Overview

Ages Served: 3-11 (Pre-K to 4th graders in 2025-26 school year)

All campers must be fully potty trained.

Camp Dates: June 22<sup>nd</sup>-August 21<sup>st</sup> (Closed July 3<sup>rd</sup>)

Camp Hours: 9:00 AM – 4:00 PM

## Extended Care

7:30am-9:00am Before Care available at additional cost

4:00pm-5:30pm After Care available at additional cost

Extended care must be registered and paid for in advance for the full camp week.

Extended care will be offered only if a minimum of 5 children register. Families will be notified the Wednesday before the camp week if extended care will not run due to low enrollment.

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## 3. Daily Schedule (Sample)

7:30–9:25 AM – Before Care/Free Choice

9:25–10:00 AM – Snack/Recess/AM Meeting

10:00–11:00 AM – Activity Block 1

11:00–12:00 PM – Activity Block 2

12:00–1:00 PM – Lunch/Recess or Quiet Time (PreK & K)

1:00–2:00 PM – Activity Block 3

2:00–3:00 PM – Activity Block 4

3:00-4:00 PM – Snack/Recess/PM Meeting

4:00-5:30 PM – After Care/Free Choice

Schedules may vary by age group and special event days.

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## 4. Drop-Off & Pick-Up Procedures

Drop-Off

- Families must sign campers in daily.
- Staff will greet and supervise children upon arrival.
- Please do not leave your child unattended.

#### Pick-Up

- Authorized adults only (photo ID required).
- Children must be signed out daily.
- Notify the camp office of any changes in pick-up arrangements.

#### Late Pick-Up Policy

- Late fees of \$1.00/min will apply after 4:00 PM, unless enrolled in After Care.
  - Continued late pick-ups may result in review of enrollment.
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## 5. Attendance & Absences

If your child will be absent, please notify us by 9:00 AM.

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## 6. What to Bring Daily

Please label all items with your child's name.

- ✓ Backpack
  - ✓ Water bottle
  - ✓ Lunch
  - ✓ Change of clothes (PreK–1st required; recommended for all)
  - ✓ Sunscreen (Please apply before arrival)
  
  - ✓ Swimsuit
  - ✓ Towel
  - ✓ Plastic bag for wet clothes
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## 7. What NOT to Bring

- Electronics (phones, tablets, gaming devices)
- Toys from home (unless requested for special events)
- Valuable items or money
- Weapons of any kind

Camp is not responsible for lost or damaged personal items.

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## 8. Meals & Snacks

Campers should bring:

- Lunch (no microwaves will be provided to heat food)
- Campers are free to bring their own snack from home, but snack will also be provided.

No sharing of food, due to potential allergens.

Staff monitor for allergies, but parents remain responsible for checking ingredients.

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## 9. Health & Illness Policy

To protect all campers, please keep your child home if they have:

- Fever (100.4°F or higher)
- Vomiting or diarrhea within 24 hours
- Contagious rash
- Persistent cough
- Any communicable illness (pink eye, measles, Covid, etc.)

Children must be fever-free for 24 hours without medication before returning.

## 10. Medications

- Parents or guardians should share any information about medications in the registration form. If anything changes, they should contact the [summercamps@hillsideacademy.com](mailto:summercamps@hillsideacademy.com)
  - Includes all prescriptions and over the counter medications.
  - Must be in original packaging with prescription label attached.
  - Children with life threatening conditions may not attend camp until their medication is on site, along with the appropriate paperwork.
  - Staff may not administer medication without proper paperwork and training in place.
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## 11. Safety & Supervision

Your child's safety is our top priority.

We maintain age-appropriate staff-to-camper ratios:

- PreK: 1:10
- K-5th: 1:15

Staff are trained in:

- CPR & First Aid
- Emergency procedures
- Child supervision best practices

We conduct routine headcounts throughout the day.

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## 12. Behavior Expectations

We promote a positive and respectful environment.

Campers are expected to:

- Be Safe
- Be Kind

- Be Responsible

If behavior concerns arise:

1. Verbal reminder
2. Redirection
3. Reflection time
4. Parent communication
5. Possible suspension (if needed)

We work collaboratively with families to support positive behavior. Should a child display behavior that jeopardizes the safety or security of themselves or others, our team will contact the child's parent or guardian, and request that the child be removed from the program for that day. Additional removals may follow as warranted. Upon the child's return, a family conference may take place to develop a plan for improving behavior. Repeated removals from the program could result in termination of care.

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## 13. Bullying Policy

Bullying is not tolerated.

If concerns arise:

- Notify camp staff immediately.
- We will investigate promptly.
- Parents will be contacted as needed.

Our goal is to ensure every camper feels safe and included.

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## 14. Special Needs and Support

We are committed to providing an inclusive environment for all campers. If your child has any of the following, please inform us prior to camp so we can plan appropriate support:

- An IEP or 504 Plan

- Medical needs
- Behavioral supports
- Sensory accommodations

Sharing this information in advance helps us ensure the best possible experience for your child. However, please note that due to our responsibilities for all campers, we are not able to accommodate students who require ongoing one-to-one supervision.

## 15. Registration and Payment Policy

Camp registration is confirmed once payment is received.

Because staffing and materials are planned in advance, camp fees are non-refundable unless Hillside Academy cancels the session.

### Camp Cancellation or Changes

Hillside Academy reserves the right to modify or cancel a camp session due to low enrollment, staffing, or unforeseen circumstances.

If a camp session is canceled by Hillside Academy, families will receive a full refund or transfer option.

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## 16. Bathroom and Toileting Policy

Campers should be able to use the restroom independently.

Staff may provide reminders or guidance but cannot provide extensive personal care.

If a toileting accident occurs, staff will assist the child in changing clothing if spare clothing is available.

Repeated accidents may require discussion with parents regarding whether the camp environment is appropriate at that time.

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## 17. Field Trips & Special Events

Families will receive advance notice of:

- Field trips
- In-house events
- Theme weeks
- Water days

Permission slips are required for off-site trips.

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## 18. Communication

We communicate through:

- Weekly emails

Please ensure your contact information is current.

For concerns, contact:

Camp Director: Joni Hamasaki

Phone: 425-844-8608 or cell number to be shared later

Email: [summercamp@hillsideacademy.com](mailto:summercamp@hillsideacademy.com)

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## 19. Photo & Media Policy

Camp may take photos for:

- Newsletters
- Social media
- Marketing materials

Campers will not be tagged.

Families may opt out on the registration form.

Staff are prohibited from posting camper photos on personal accounts.

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## 20. Weather Policy

Camp operates rain or shine.

Outdoor play occurs daily unless:

- Severe storms
- Lightning
- Extreme heat advisories

Indoor alternatives will be provided when needed.

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## 21. Emergency Procedures

In case of emergency:

- Families will be contacted immediately.
  - We follow established evacuation and safety procedures.
  - Updates will be shared via phone or email as appropriate.
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## 22. Parent Partnership

We believe camp is most successful when families and staff work together.

You can support your child by:

- Ensuring they arrive prepared
  - Reviewing behavior expectations
  - Communicating concerns promptly
  - Encouraging independence
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Thank You!

We are honored to spend the summer with your child and look forward to creating lasting memories together.