



ST•BARTHOLOMEW
CATHOLIC CHURCH AND SCHOOL

Summer Camp Family Handbook

Hours of Operation: Monday through Friday from 8:00 am - 5:00 pm



Contact Information

Registration and Payment Information:

Devon Kirschner or Jen Folkens

Phone: [\(952\) 473-6189](tel:9524736189)

Email: office@st-barts.org

Daily Operations:

Kara Kortan, Lead Summer Camp Coordinator

Email: kkorton@st-barts.org

LOCATION

630 Wayzata Blvd. E, Wayzata, MN 55391
School Office (952) 473-6189

Summer Camp Phone: 651-249-4071

Table of Contents

What is Summer Camp?	4
Calendar and Hours	4
Camp Dates and Themes	4
Registration	5
Requirements	5
Contracts and Agreement of Terms	5
Financial Information	6
Payments	6
Tax Statements	6
Refunds	6
Fees	7
Staff	7
Children to Staff Ratios	7
Attendance	8
Signing in/out	8
Pick-up	8
Absences	8
Illnesses	8
Behavior Expectations	9
Expected Behaviors	9
Behavior Management	9
Inappropriate/Harmful Behavior	10
Special Needs	10
Weapons Policy	10
Suggested Attire	11
Personal Items	12
Student Property	12
Toys	12
Electronics	12
Medical	12
Injuries	12
Medication Administration	13
Insurance	13
Field Trips	14

General Information.....	15
Snacks.....	15
Lunch.....	15
Transportation.....	15
Sunscreen.....	15
Hand Sanitizer.....	15
Communication.....	15
Photos.....	16
Child Abuse/Neglect.....	16
Parent/Guardian Access.....	16
Administrative Discretion.....	16
Technology Policy.....	17
Purpose.....	17
Scope of Use.....	17
Responsibilities of the User.....	17
Technology Use Guidelines.....	17
Examples of Unacceptable Use of Technology.....	18

What is Summer Camp?

Summer Camp is a school age child care program at St. Bartholomew Catholic School. Our mission at St. Bart's Summer Camp is to provide a nurturing, faith-based atmosphere where kids can have fun and expand friendships through a variety of creative and interactive activities. We also provide a variety of experiences that support age-appropriate development. Summer Camp includes movement with indoor and outdoor play, STEM, field trips, group activities, arts & crafts, peer play, free time, and more. Our program is a wonderful place to be because of our three key expectations: **be welcoming, safe, and respectful.**

The summer program is being offered for children entering Kindergarten through 6th Grade. The summer program begins approximately 1 week after the school year ends and concludes the second week of August.

Hours: Monday - Friday 8:00 am - 5:00 pm

Camp Dates	Themes
June 15-19, 2026	STEM Camp
June 22-26, 2026	Explore Wayzata
June 29 - July 3, 2026	NO CAMP for 4th of July Week
July 6-10, 2026	Art Camp
July 13-17, 2026	Vacation Bible School AM/ Summer Camp PM
July 20-24, 2026	Jurassic Park Camp
July 27-31, 2026	Cardboard Camp
August 3-7, 2026	Under the Sea Camp
August 10-14, 2026	Wild Outdoors **Last Day August 14**

Registration

Registration for Summer Camp is scheduled to take place for current school families in January, and it will open to alumni and parish families in February. Families currently enrolled at St. Bart's School are given the first opportunity to register for the upcoming summer program. Specific dates and information will be sent out to current families via email. Siblings of a currently enrolled child may register during the early enrollment dates. You must be in good financial standing in order to register for Summer Camp. If you register your child after April 1st, it is considered late registration. Spaces are limited based on staff availability, so register early.

Registration Process

Complete all registration forms.

Your family TADS account must be in good standing in order to register.

You will receive an email once your registration paperwork has been submitted. You will also be notified if we need to place your student(s) on the wait list.

Contract and Agreement of Terms

The following is a copy of the agreement that is listed in the registration form.

Payment is expected for all days your child(ren) are registered whether or not they attend St. Bart's Summer Camp on their scheduled day(s). Registrations can be terminated by the school if there are continuous late child pick ups, past due accounts, or failure to follow program guidelines and safety expectations.

At the time of enrollment, families must agree to the terms of our program. By signing the Acknowledgment of Handbook form in the registration packet, you are accepting our terms as:

- I understand that I am responsible for all fees, on registered days, regardless if my child is in attendance or not.
- We are an active environment with multiple free-choice activities. It is a busy setting with many children, family members, and staff coming and going, and our program may not be the best suited to fit the needs of all children. As stated in the Behavior Expectations section of this handbook, if your child has any behavior and social needs, it is the responsibility of the parent/guardian to reach out to Kara Kortan, Lead Summer Camp Coordinator, to discuss your

child's needs and staffing support. We are not designed for nor will we provide one-on-one care.

- I understand that an exchange of information between administration and Summer Camp staff may occur for the safety/health of my child and/or whenever it would be beneficial to my child.
- Children must have the ability to clearly communicate their needs and understand others' needs. They must have the ability to work as part of the group, think before acting, and stay in supervised areas.
- I agree to release St. Bartholomew Catholic Church/School and its employees of all liability to accidents or injuries which my child(ren) incur while attending Summer Camp, on field trips, etc. Medical/dental insurance coverage for child(ren) is the responsibility of parents/guardians.
- I grant permission for St. Bart's School to use pictures or images of my child/ren on the social media platforms of St. Bart's Instagram and Facebook page and the parish bulletin. No names will be associated with pictures
- I grant permission for St. Bart's School to use pictures or images of my child/ren on marketing materials for St. Bartholomew. No names will be associated with pictures
- I hereby grant permission for my child to leave the school premises under staff supervision for walks, activities, and/or field trips.
- I have read and understand all policies/procedures outlined in the family handbook which can be found online on the St. Bart's Catholic School website.

Financial Information

Payments

Summer Camp fees will be charged to family TADs accounts. All payments for Summer Camp must be made through TADs unless another arrangement has been made with the school office.

Tax Statements

A tax statement can be printed by families in their TADs accounts at the end of the calendar year (late January) for tax purposes.

Cancellations and Refunds

Unenroll prior to May 15 — 100% refund

Unenroll between May 15th-June 1st— 50% refund

Unenroll after June 1st — No refund provided

Fees

Registration fee \$25

Late pick-up fees:

Pick up between 5:01 pm and 5:15 pm: \$15

Pick up after 5:15 pm: \$30

Staff

The primary focus of staff is every child's safety, development, and happiness. We focus on building positive relationships with children. St. Bart's Summer Camp are school employees and have completed criminal background checks and Virtus training prior to hiring.

Children to Staff Ratios

Regular Day: 15:1

Field Trips: 10:1

Every effort will be made to reduce the ratio of children to staff during field trips to even less than 10:1.

Attendance

Signing in/out

Children must be escorted in and out of the Summer Camp site by an authorized adult or sibling 14 years of age or older. Children cannot be dropped off or picked up at the door. Each parent or authorized person must have verbal contact with a Summer Camp staff upon arrival and departure.

Summer Camp staff are required to ask for photo identification from anyone unfamiliar attempting to pick up a child.

Children will be released only to their parent(s) or person(s) on your authorized pick-up list which is on your School Pass account. If a child is to be released to anyone other than a person on your list, a written note, email, or School Pass note authorizing a person must be received prior to pick up time along with a copy of their drivers license.

Pick-up

Children must be picked up by 5:00pm. If families have an emergency and will be late, please notify Summer Camp immediately. A late pick up fee will be charged as listed in 'Fees'. If a family is late multiple times, they will be dismissed from the program. If Summer Camp has not been notified of a late pick up, and you or your contacts listed on the emergency forms cannot be reached, further steps will be taken.

Absences

You must notify the Summer Camp Coordinator of all absences. The school office is not responsible for notifying Summer Camp of absences. **Use School Pass for absences and change in schedule.**

There are no refunds or credits for an absence. If your child is not attending Summer Camp for the day, please call the Summer Camp phone at 651-249-4071 to notify staff.

Illnesses

A child who is too ill to participate in all summer activities must be kept home.

If your child becomes ill while in our care, he/she will rest until you arrive. If your child's temperature is 100 degrees or above or demonstrates the symptoms of illnesses listed below you will be contacted.

For the care and safety of others, you or emergency contact person(s) are responsible to pick up your child within an hour of being contacted.

Children with the following symptoms or conditions may be communicable and cannot attend Summer Camp until symptoms have subsided, the recommended treatment has been initiated, and the exclusion time has passed:

- Fever of 100 Degrees or Higher – Child may not attend Summer Camp until 24 hours after the temperature returns to normal without medication.
- Vomiting or Diarrhea – Children may not attend Summer Camp until 24 hours after the last episode of vomiting or diarrhea.
- Strep Throat, Impetigo, Ringworm, Scabies – Children may not attend Summer Camp until at least 24 hours after treatment has been initiated.
- Undiagnosed Rash Associated with Fever or Behavior Change – Child may not attend Summer Camp until a consultation with a physician has been completed to ensure the rash is not communicable.

Students must be fever-free for 24 hours, unmedicated, before returning to school. If vomiting or diarrhea is present, the child must be excluded for 24 hours after symptoms clear.

Behavior Expectations

Summer Camp follows St. Bart's School rules:

B: Be a Bulldog!

A: Accountable

R: Respectful

T: Team Player

S: Safe

Expected Behaviors

Staff and students will discuss and define what accountable, respectful, team player, and safe behaviors look, sound, and feel like in all areas of Summer Camp. Examples of appropriate behavior include but are not limited to:

Use acceptable language; respect fellow students and staff; treat materials and equipment appropriately; share all toys and materials; listen to directions of staff at all times; report problems to staff; keep hands and feet to yourself; stay in room/area that is supervised by staff; follow all school policies/procedures.

Behavior Management

Strategies supporting a welcoming, respectful, and safe environment include but are not limited to:

1. Redirection
2. Verbal warnings
3. Loss of privileges
4. Take a break/calm down space with written or verbal processing
5. Communication with parents/guardians
6. Office visit/send home early/meeting with parents/guardians

Depending on the severity and frequency of the behavior, Summer Camp reserves the right to suspend or dismiss a child from the program at any time.

Inappropriate/Harmful Behavior

If student behaviors threaten the safety of another child/children or staff, parents will be called to pick up their child and immediate suspension or withdrawal from the program may be warranted.

Examples of inappropriate behaviors include but are not limited to:

directly or indirectly threatens others including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching; behavior which intentionally causes destruction or misuse of property and equipment; behavior that threatens the safety of students or staff; behavior demonstrating lack of self-control (i.e. anger, blatant disrespect or refusal to follow directions of staff, etc.), and/or leaving the group or program area without staff approval; behavior which may be perceived as sexual harassment or intimidation (i.e. verbal language, gestures, physical contact, etc.) to fellow students or staff; bullying another child or staff either, emotionally, verbally, or physically; leaving the area/program or running from staff.

Weapons Policy

St. Bart's School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term "weapon" shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

Summer Camp does not allow or tolerate weapons; toy weapons (either look alike or real – i.e. squirt guns, play guns, "weapons" constructed with building blocks, etc.); or the use of any instrument to threaten another child or staff member. A student violating this policy may be subject to suspension or dismissal from Summer Camp.

Special Needs

We welcome all children. Our program is very busy, active, and can be a noisy environment with multiple free-choice activities. We are located in the Clubhouse, resource and kindergarten classrooms, gym, and cafeteria with limited space. Such an active and loud environment may not suit

the needs of all children. Children whose limitations create a safety issue, harm to themselves, others or property, or whom substantial alterations to the program would be required may not be accommodated.

Notify us prior to enrolling if your child has a health condition that requires regular or continuous medication, has special needs, or a medical condition that impacts the child's health, well-being or involvement in activities.

A meeting may be necessary to review the child's special needs. Program staff reserve the right to speak with school staff regarding a child's behavior or needs. Staff will work with families to meet the health needs, through training if possible. Accommodations will be reviewed based upon the needs of the individual child.

Please contact Kara Kortan, Lead Summer Camp Coordinator, to request a phone call to discuss your child's needs. After the phone call, a meeting may be necessary to determine how/if we can meet the child's needs. Enrollment could be delayed until appropriate arrangements/staffing is secured.

Suggested Attire

We encourage each child to have an extra set of clothes available for accidents and spills. Children must be prepared to go outdoors every day unless temperature or weather prohibits it. Please label all items with your child's name. Tennis shoes are required for the gym.

Flip flops are not allowed. During the summer we are walking throughout the community and playing outside regularly. If flip flops are allowed for special field trip trips or activities, it will be noted in the weekly newsletter.

Uniforms are not required.

For safety reasons, children must wear their Summer Camp field trip t-shirt on all field trips. All students will be provided with one field trip t-shirt.

Personal Items

Student Property

St. Bart's School and Summer Camp is not responsible for student property, including money or other valuables, that are lost, stolen, or misplaced.

Toys

Summer Camp would greatly appreciate no toys being brought from home unless a special day has been designated. We provide a wide variety of toys for groups and individuals. If your child does bring a personal item(s) to Summer Camp, Summer Camp is not responsible for the loss or damage of personal items.

Electronics

Students are not allowed to use cell phones, iPods or cameras during Summer Camp. These items should be kept at home. If a child uses a cell phone, iPod or camera during Summer Camp, it will be confiscated and returned to the parent/guardian. Use of TV and movie viewing is up to the discretion of Summer Camp. Movies will be rated G only. Students may have access to the internet during computer time. However, students will be supervised and students will need to follow school policy. Students not following the school technology policy will have consequences according to policy.

Medical

Injuries

In the event of an accident, injury, or the need for First Aid, students will be escorted to the Health Office for attention appropriate to their condition. Staff will administer basic first aid. As needed, 911 Emergency services will be contacted. Parents will be notified as soon as possible regarding the nature of their child's condition. If an accident needs medical attention, the staff will first call 911 and immediately thereafter notify the child's parent in order for the child to receive the necessary medical or dental treatment. If the paramedics determine that the child needs emergency treatment, they will take the child to the closest medical facility. Parents or guardians are responsible for all expenses incurred due to injury. Summer Camp or St. Bartholomew Catholic Church is not liable or responsible for any accidents or injuries which may occur in the absence of negligence by staff.

Medication Administration

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the summer camp day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the student's health records. The authorization form must be filled out and signed by the parent/guardian (and doctor for long term medication which is typically prescribed for over 2 weeks) in order for a staff member to administer medication.
- Medications must be in the original container/prescription bottle labeled a pharmacist with the following information:
 - Child's first and last name, address, and phone number of pharmacy Name of Physician/Pharmacist Directions for use Name of Manufacturer Date of original issue/renewal-parents must track expiration dates and resupply medication.
- Medications are stored in a locked cabinet or drawer.
- Students who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

**Allergy and Epinephrine Administration

Parents of children with allergies need to inform the school health office and create a plan for administering medication related to allergic reactions with appropriate school health personnel.

Summer Camp staff can administer over-the-counter medication such as Tylenol, cough drops only after the parent has filled out and signed the Medication Permission Form. We follow the recommended dosage and directions on the medication container. Although Summer Camp staff can not administer medication deemed as intrusive such as shots, accommodations may be made where appropriate so that children or parent/guardian or nurse may administer shots. When students self-administer medication, staff supervision will be provided. Summer Camp does not have a registered nurse on staff.

Insurance

Medical/Dental insurance coverage for children is the responsibility of the parent/guardian.

Field Trips

Summer Camp provides opportunities for the child to experience many facets of the Twin Cities and surrounding areas. Children will be transported by bus or will walk. Parents will be notified in advance of field trip dates, destinations, and departure/return time. Summer Camp reserves the right to cancel any field trips due to inclement weather or for your child's health and safety. Staff to child ratio will vary according to the type of field trip that is scheduled. By submitting your registration form, you have given permission for your child to attend all field trips.

Children may not stay back on site instead of attending the field trip.

Summer Camp will not provide care if a parent brings the child and the field trip bus has left Summer Camp. Children must ride the bus to and from the field trip, parents will not be able to drop off or pick up at field trip locations when summer camp uses a bus as transportation to and from the field trip.

For safety reasons, children must wear their Summer Camp field trip t-shirt on all field trips listed on the activity calendar. On field trips, "flip flops" sandals are NOT allowed. On swimming field trips, your child must bring a swimsuit, towel, and bag. Watch the newsletter for special events that require specific attire.

If a child demonstrates behaviors that would make the field trip unsafe for the child or others, parents will be notified to pick up their child as soon as possible.

Children must arrive 20 minutes prior to departure of the field trip to listen to field trip expectations.

Roll call will be taken before departure on site, during the field trips and before departure from the field trip location.

The children will follow all bus policies. Continued violations will be subject to withdrawal from our program. Children will notify staff members when going to the bathroom. When possible, children will go to the bathroom as a group. We will use the buddy system when necessary.

No money is allowed on a field trip unless the Camp Coordinator gives prior approval.

General Information

Snacks

During the summer, families are required to bring a snack from home but please keep them nut free. There will be two planned snack times, in the morning and the afternoon.

Lunch

The summer families are required to bring their own lunches from home. St. Bart's School and Summer Camp is a nut aware facility. Please provide your child with utensils as Summer Camp does not use the school kitchen utensils and a microwave is not available to students. Please provide only water, juice or milk in your child's lunch - no caffeinated or carbonated beverages.

Transportation

Transportation to/from Summer Camp is the parent/guardian's responsibility. Transportation in staff vehicles is limited to emergencies. Staff will try to receive parent consent. Bus service will be contracted to provide Summer Camp with transportation for field trips.

Sunscreen

Summer Camp will supply sunscreen during the summer. Parents may provide sunscreen for the summer if they would like a certain kind for their child. Children are responsible for applying their own sunscreen. If a parent DOES NOT want their child to apply sunscreen, a written statement must be given to the staff, otherwise we expect all children to apply sunscreen.

Hand Sanitizer

Summer Camp may use hand sanitizer when access to soap and water is not available.

Communication

The Camp Coordinator will send out periodic emails with important information such as registration information, deadlines, field trip information etc. It is critical that you keep your account updated with current phone numbers and email addresses. Contact the School Office and Summer Camp Coordinator to let them know if your personal information has changed.

Photos

From time to time, St. Bart's School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of students or their activities and work may be included. St. Bart's School requests that parents who are willing to allow use of their child's photograph, name, and work on such documents, indicate that approval by completing an authorization for consent and release. Forms for authorization for consent and release of photos are signed as part of the registration process.

Child Abuse/Neglect

We are mandated by law to report all suspected physical, emotional, sexual abuse and/or neglect of children.

Volunteer and Visitor Policy

St. Bart's Summer Camp is fully staffed and does not have a need for volunteers. If additional support is ever needed, parents would be notified in advance and would be expected to have met all [safe environments requirements](#) for St. Bart's Parish and School in order to volunteer. Due to the busy environment, visitors cannot be accommodated on a drop-in basis. In extraordinary circumstances, arrangements may be possible but would need to be requested of the Camp Coordinator at least 24 hours in advance.

Parent/Guardian Access

St. Bart's Summer Camp will not be involved in custody disputes between parents. In cases where one parent has sole custody, St. Bart's must have proof of the court order that outlines both custody and visitation. In the case of a restraining/protection order, St. Bart's requires a hard copy of the order and will follow the court order until further documentation is provided. If St. Bart's does not have a copy of a court order on file, we have no choice but to allow either parent to pick up their child(ren). Proper ID will be required.

Administrative Discretion

Summer Camp Coordinator has administrative discretion to make choices that best suit the camp.

Technology Policy

Purpose

St. Bart's Responsible Use Policy for Technology below applies to all technology use including but not limited to internet use. Our Responsible Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers, and community members allowed access to school technology resources.

Scope of Use

St. Bart's school recognizes that the digital world allows anytime, anywhere access. Uses listed in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. The types of electronic and digital communications referenced in the Responsible Use Policy include, but are not limited to, social networking sites, cell phones, iPads, Chromebooks, laptop computers and devices, digital cameras, text messaging, email, chat rooms, instant messaging, cloud, and web-based tools.

Responsibilities of the User

St. Bart's School will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using computer hardware, software, and electronic communication tools including the internet. With this privilege comes the responsibility for appropriate use.

Technology Use Guidelines

Students are expected to abide by the generally accepted rules of digital citizenship, including:

- A student should NOT reveal his/her full name, age, photo(s), parents' names, personal address, phone numbers, address(es), and/or school's name for yourself or another.
- Illegal activities are strictly forbidden. (Please see examples below)
- Students will have limited access to email for educational purposes only. Note that electronic mail is not guaranteed to be private. Be polite. Messages of any kind should not be abusive to others. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.

-
- All aspects of social media are prohibited. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Users shall not access and/or download any text, pictures, or engage in any online communication that includes materials which is obscene, libelous, defamatory, indecent, vulgar, profane, or lewd; advertises any product or services to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts.
 - School technology is to be used to enhance student learning. Students can access gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.
 - If a student accidentally accesses material which is prohibited under this policy, he/she should immediately notify the teacher or the system administrator to avoid penalty or punishment.
 - Users shall not use the network in such a way that would disrupt the use of the network by other users.
 - All communication and information accessible via the network should be assumed to be accessible and viewable by St. Barts School.
 - Users shall respect all copyright laws and license agreements. Copyrighted software, pictures, or music shall not be downloaded for any use which violates the copyrights of that material.
 - Personal outside use of technology shall not falsify information, deface, or threaten the school.
 - Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.
 - Users shall not use another individual's device nor account under any circumstance, nor allow any other person other than the account holder to use the student's St. Bart's account. Users shall not attempt to gain access to server information that is not open to the public.

Examples of Unacceptable Use of Technology

- Vandalize, damage, or disable the property of another person or organization.
- Access another person's materials, information, or files without the implied or direct permission of that person.
- Vandalize, harm, destroy, damage, or disrupt the operation of the network, data of another user, or the internet. This includes but is not limited to the uploading of or creation of viruses.
- Intentionally seek passwords belonging to other users. Transmit obscene, abusive, or sexually explicit language.
- Access, upload, download, or distribute obscene, pornographic, or sexually explicit materials.
- Violate any local, state, or federal statute.
- Violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation.

Thank you for reviewing the Summer Camp Handbook!

Your agreement with the policies in this handbook are acknowledged through the registration process. St. Bart's staff reserve the right to update the handbook at any time and will advise parents as such.

We look forward to serving your child(ren) this summer. Thank you for entrusting them to us!

God bless!