



Our Lady of Guadalupe Summer Camp 2026 Summer Camp Handbook

Welcome to Our Lady of Guadalupe Summer Camp!

Please read through our Handbook for all information for our 2026 summer season!
Our six-week program will run from **Monday, July 6th through Friday, August 14th**

We hope to see you there!

Our summer program will be held at the
SAM Center, located at 1528 73rd Street,



Brooklyn, NY 11228.



Registration Date & Essentials

Summer Camp registration will be held in the Rectory Office, located at 7201 15th Avenue, Brooklyn, NY 11228, on the designated registration days. Additional registration appointments may be scheduled directly with the Program Director.

****Please note that Rectory Office staff are only authorized to accept registration fees to secure your child's placement in this year's summer program and cannot accept any other payments.**

There will be five in-person registration dates:

Saturday, March 21st from 11-1pm in the Rectory Office

Sunday, April 19th from 11-1pm in the Rectory Office

Saturday, May 16th & Sunday, May 17th from 11-1pm in the Rectory Office

***Last day to register: Sunday, May 31st** from 11-1pm in the Rectory Office

Registration Location: OLG Rectory office (7201 15th Ave Brooklyn, NY 11228)

***Families who register after May 31st will be subject to pay a late registration fee of \$65.00
(see the Tuition Breakdown page for more information)**

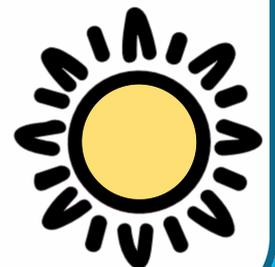
All families **must** provide the following documents for their child at the time of registration:

- A copy of your child's Birth Certificate
- Mandatory Signed Forms: Handbook Signature Page, Registration Form, & Family Tuition Form
- Non-refundable registration fee (\$50 per family/\$65 for registrations after May 31st)
- Any legal documents pertaining to your child's medical/educational needs (IEP/504)
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***Our Summer Camp Orientation session will be announced to registered families closer to the summer camp start date!**

Emergency Cards

- All campers **MUST** have a yellow Emergency card on file. Campers will not be permitted to start camp without one on file.
- The card will include: Parent's contact information & will authorize all other individuals allowed to pick up the child from camp.
- ID may be required at pick-up for all members listed.
- Yellow Cards will be available at all registration dates & in the rectory office where forms are available.



Camp Operations & Daily Activities

- Our day begins at 9:00 am, with student arrival by 8:55 am. Attendance is taken daily.
- There will be designated signs to indicate each group's pick/drop off area for signing in and out daily.
- Campers are generally grouped by grade/age; however, assignments may change based on enrollment and administrative discretion.
- All groups will follow a daily schedule with each activity ranging for approximately 45-55 minutes.
- Campers will eat lunch in a designated lunch area. OLG Summer Camp is unable to reheat or microwave any food items during the day. Please be sure to provide your camper with a lunch that can be eaten cold or at room temperature.
- Each group will participate in the following activities daily:
 - Arts & Crafts
 - Movie Time
 - Indoor Play Time
 - Outdoor Play Time
 - Pool Time
- Our facility has two outdoor pools: approximately 2.5 feet and 4.5-5 feet. Families must indicate which pool campers will be allowed to use on their registration forms. Any updates to pool authorization should be done in writing and provided to the program director. Please keep in mind that pool time is for recreational enjoyment only and does not include any formal instruction.
- Pick up begins at 2:45. All campers **must** be picked up by 3:00 PM. Late pickups will be documented and families will be notified. After **two** incidents of late pick up, families will be subject to a \$10 late pick up fee per child.
- A calendar of special events and themes will be provided to families closer to the start of summer camp.

Behavior Policy/Code of Conduct

- OLG Summer Camp upholds high standards within our Code of Conduct to ensure that all campers and staff feel safe, valued, and respected throughout the program. Please review the following points with your campers prior to the start of summer camp:
- **Respect for Others:** Treating all campers, and staff with kindness and respect. OLG Summer Camp does not tolerate bullying or harassment of any kind to our campers or staff members.
- **Safe Behavior:** It is crucial to keep all hands, feet and any objects to ourselves. Foul or inappropriate language toward campers or staff will not be tolerated.
- **Responsibility:** Caring for our summer camp helps keep it safe and enjoyable for everyone. Please keep your belongings tidy and clean up after yourself during lunch and play.
- Failure to abide by the Code of Conduct may result in documented warning, parent notification/meetings, removal from activities and/or suspension/dismissal from the program.

Early Drop Off Program

The Early Drop-Off Program is an optional service from 8:00–9:00 AM for a flat fee, with drop-off anytime during that window. **Please note:** *Any child not registered for Early Drop-Off who arrives early to camp (prior to 8:55am) will be required to wait at their group's designated drop off area.* To enroll, please review the attached Tuition Form for pricing and submit the Early Drop-Off Registration Form with your child's registration.

Extended Day Program

The Extended Day Program is an optional aftercare service from 3:00–5:00 PM for a flat fee, with pickup anytime during that window. All children must be picked up by 5:00 PM. Late pickups after 5:00 PM will result in dismissal from the program. To enroll, please refer to the attached Tuition Form for pricing and submit the Extended Day Registration Form with your child's registration.

Lost/Stolen Property Policy

- OLG Summer Camp is not responsible for any lost or stolen property.
- Please be sure to label all of your camper's belongings. All toys/games should be left at home.
- Any lost items found throughout the duration of the program will be placed in our program's lost and found. Please notify your child's counselor if an item has been lost.

Communication Policy

- All family communications will be sent via our campwide Remind system and email. Please provide an accurate email address to be added to our summer mailing list. The camp office phone will be available for direct calls during operating hours (9:00 AM–3:00 PM).

Cellphone/Electronics Policy

- Summer camp discourages the use of cell phones and electronic devices during the program day. We understand that some campers may carry a phone for emergency purposes. Any camper bringing a cell phone or electronic device must sign a Technology Agreement prior to use. Devices may not be used to record, photograph, or video staff or other campers at any time. Failure to comply with the Technology Agreement will result in the device being confiscated and returned directly to a parent or guardian. Please be sure to have these conversations with your campers prior to the beginning of our program.

Tuition Information & Policies

- Summer Camp provides weekly and daily registration options.
- Payments may be made by cash, check, or credit card. A 3% processing fee will apply to all credit card payments.
- To reserve your child's spot in the program, a nonrefundable registration fee is due at the time of enrollment. All tuition payments must be submitted directly to the Program Director. The rectory office staff is authorized to collect registration fees **only** and cannot accept tuition payments.
- Please note: **It is the parent/guardian's responsibility to schedule an appointment or attend an in-person registration day to submit payment for their child(ren).**
- **Weekly Registration** is offered at a flat rate of \$325 per camper. A sibling discount is available for families registering more than one child for the weekly program. This is a flat rate of \$275 for each additional child.
- All families with campers registered for all six weeks, and paid in full prior to May 31st will receive the last week of camp at 50% off!
- **No refunds or credits will be issued for absences due to illness or any other reason.**
- **Day-to-Day Registration** provides flexible options for families and their campers. All daily registrations must notify the Program Director in advance of the number of days and the specific days their camper will attend. Payment is due on the child's first day of attendance each week. Daily registrations are a flat rate per camper.
- **Sick Policy for Daily Registrations:** Campers who are absent due to illness may make up the missed day only during the same week they are registered. Refunds or credits cannot be applied to any other week.
- **Credit Policy for Daily Registration:** Daily registration credits may be transferred between siblings in the event of illness; however, no refunds will be issued for additional days outside of the registered week.
- **Two Incident Rule for Late Pick Up:** All campers must be picked up by 3pm. Campers picked up after 3pm will be documented & families will be notified. After two incidents of late pick up, families will be subject to a \$10 late pick up fee per child.
- **Late Payment Fee for Weekly Payments:** All payments must be made by the end of each week. Any outstanding balances carried over into the following week will incur a \$20 late fee.

😊 *Thank you in advance for your cooperation!* 😊

Our Lady of Guadalupe Summer Camp

2026 Summer Camp Handbook

Signature Page

I certify that I have read and understand the Summer Camp Handbook. I agree to support and uphold all camp policies, procedures, and expectations. I understand that these guidelines are in place to ensure the safety, well-being, and positive experience of all campers and staff.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Camper(s) Name:

1. _____

2. _____

3. _____

Tuition & Fees

Breakdown

Six-Week Program Tuition	Fee
Weekly Tuition	\$325
Weekly Tuition (Sibling Discount)	\$275
Registration Fee per family (non-refundable) *MUST be paid at registration	\$50
Late Registration Fee per family (registrations made after May 31st)	\$65

Day-to-Day Camp Tuition	Fee
1-Day	\$75
2-Days	\$140
3-Days	\$215
4-Days	\$280

Additional Programs	Fee
Early Drop Off (8am-9am)	\$20 per day/ \$100 per week
Extended Day (3pm-5pm)	\$30 per day/ \$150 per week

Important Notes
<ul style="list-style-type: none"> Weekly tuition payments should be received by the Monday of the week that your child is attending. If your child(ren) are registered for all six weeks and full payment is received by May 31st, the last week will be discounted by 50%! Daily tuition payments are due on each camper's first day of attendance for the current week. Weekly payments are subject to a \$20 late payment fee if not paid at the start of the week. Please keep the Two Incident Rule in mind: <i>Two Incident Rule for Late Pick Up: \$10 charge per child for children picked up after 3pm.</i> Please review the Handbook for all policies and protocols, including Tuition and payments.

OLG SUMMER CAMP REGISTRATION FORM

BASIC INFORMATION

Child's First & Last Name

Gender

Full Address

Date of Birth

Age

Name of School Child Attends

Child's Grade (as of 24-25 School Year)

CONTACT INFORMATION

Mother's Name (or Other)

If Other, please indicate relationship to child:

Contact Number

Email Address

Father's Name (or Other)

If Other, please indicate relationship to child:

Contact Number

Email Address

ACADEMIC/MEDICAL INFO

Please describe any specific needs your child may have related to learning/participation in activities

Does your child have any legal documentation for these needs during the school year (IEP or 504 Plan)?

Note: Please provide copy of paperwork to summer camp director to properly accommodate your child's needs

Please list all medical issues, allergies, medications and/or medical concerns for your child

Please indicate what you would like us to do in the case of a medical emergency

POOL AUTHORIZATION

Please check off which pool size your child is permitted to use

Small Pool (2.5 Feet) **ONLY**

Large Pool (4.5-5 Feet) **ONLY**

Both Pools

Parent Authorization (Initials)

PHOTO AUTHORIZATION

By signing this agreement, I give Our Lady of Guadalupe permission to use my child's photo(s) on the parish website and social media (Instagram/Tiktok), along with any present or future advertisements for the program.

Parent/Guardian's Name (Print)

Date

Parent/Guardian's Signature

EMERGENCY CONTACT INFORMATION

Please indicate Emergency Contact Information (Other than parent/guardian)

Name

Phone Number

Is this person authorized to pick your child up?

 Yes No

Relationship to Child

Name

Phone Number

Is this person authorized to pick your child up?

 Yes No

Relationship to Child

Name

Phone Number

Is this person authorized to pick your child up?

 Yes No

Relationship to Child

FAMILY TUITION FORM

**ONE PER FAMILY

Family Last Name

Names of each Child enrolled:

Group

1.

2.

3.

4.

Please initial next to the registration package your child/children will be signed up for:

Six Week Program

Weekly Program Registration (Please check off weeks)

W₁

W₂

W₃

W₄

W₅

W₆

Number of Days per week

****Please initial next to each additional program your child will be signed up for:**

Early Drop Off Program (8am-9am)

Extended Day Program (3pm-5pm)

For Office Use: **Payment Type:** Full / Weekly

Weeks:

Total:

Payment Notes:

<u>Weeks:</u>	<u>Total:</u>	<u>Payment Notes:</u>
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		

EARLY DROP OFF REGISTRATION

PROGRAM TIME 8:00-9:00AM

Child's Name

Acknowledgement Statement

*I understand that this program is an additional payment (\$20 per day/\$100 per week).

I understand it is my responsibility to pay this fee at the beginning of each week.

Parent/Guardian's Name(Print)

Parent/Guardian's Signature

Date

FOR OFFICE USE

Group

Weeks:	Monday	Tuesday	Wednesday	Thursday	Friday
W1					
W2					
W3					
W4					
W5					
W6					

EXTENDED DAY REGISTRATION

PROGRAM TIME 3:00-5:00PM

Child's Name

Acknowledgement Statement

*I understand that this program is an additional payment (\$30 per day/\$150 per week).

I understand it is my responsibility to pay this fee at the beginning of each week. I understand that piick up after 5:00pm will result in dismissal from the Extended Day Program.

I am also aware that Extended Day is **not** offered on the last day of camp, Friday, August 14th.

Parent/Guardian's Name(Print)

Parent/Guardian's Signature

Date

FOR OFFICE USE

Group

Weeks:	Monday	Tuesday	Wednesday	Thursday	Friday
W1					
W2					
W3					
W4					
W5					
W6					X