

2026 Camp Francis Policies

Welcome to Camp Francis!
We are excited to have your kids share some of their summer with us.
Please read the information below about our camp and procedures.
If you still have further questions, feel free to contact:

Ashley Watson (919-847-8205 extension 444): Ashley.Watson@stfrancisraleigh.org

Registration and Payments– Please note that camps are listed for your child’s grade for the 2026-2027 school year!
We encourage early registration since camps are limited in size and we operate on a first come first serve basis. Many camps will close before the start of camp.

Registration is not considered complete until final payment is received with the registration form.

Refunds & Transfers

- All refund requests received in writing 14 days or more in advance of the start date of the program are entitled to a full refund less \$25 cancellation fee (per camp).
- All transfer requests to a different camp offering must be received in writing 14 days or more in advance of the start date of the program, and will be honored if camp availability exists. You will be responsible for any additional cost if the new camp costs more than the original. If the new camp costs less we will issue a refund for the difference.
- Refund or transfer requests received less than 14 days prior to the start date of the camp will not be granted
- Refunds for medical reasons requested prior to the start date of program will be granted at 100% subject to verification.
- Upon the start of camp **no refunds** will be issued.
- Non-attendance/Non-participation in a camp including suspension from the camp due to failure to abide by the Code of Conduct does not entitle a refund
- 100% refund if Community Center cancels a camp.

Waitlists Notification

If your child clears the waitlist, you will be notified by the Community Center Staff by telephone. You will have 24 hours to accept and remit payment for the requested camp; the camp registration must be confirmed. If notification is not received within 24 hours you will forfeit your camp placement.

Lunch Bunch

Lunch Bunch is a program that we offer between morning and afternoon camps and runs from noon to 1:00 pm (occasional exceptions for Explorers may occur due to the schedule of the day). In this program we will pickup your child from their morning camp and take them to lunch where they will eat their lunch and watch a movie until it is time for their next camp (or to be picked up to go home at 1pm). The campers will be supervised at all times.

All campers in Lunch Bunch should pack their own lunch. *There are no refrigerators or microwaves available.* Make sure your child’s name is on his/her lunchbox or lunch bag. **We have several campers who have severe food allergies. We ask that you speak to your child and remind him or her that sharing food is absolutely not allowed.**

Please be aware that we follow the Diocesan Safe Supervision of Minors and every minor must be supervised at all times by a parent, guardian or a supervisor approved by the Safe Environment Program. All campers remaining on campus between camps (between noon - 1:00 pm) must be enrolled in Lunch Bunch or must be supervised by a parent or guardian.

Please notify Camp Francis Staff if the Lunch Bunch camper will be picked up after their camp and not attending Lunch Bunch.

Snacks & Water

We will have snack break during each camp, morning and afternoon. Campers will be provided with a nut-free snack. (if your child has specific food allergies please let us know at drop off and we can share our snack menu with you)
We ask that you don’t send your own snacks with your child unless approved by Camp Francis Staff. Please send a labeled **water bottle** with your child daily.

Dress Code

Campers should wear comfortable clothing and non-black soled tennis shoes each day (please no sandals, crocs, etc). If appropriate attire is not worn, therefore preventing participation, the parent may be asked to bring appropriate clothing or will be required to pick up the camper

Illness

Any camper should remain home from all summer camps if they have had any of the following in the past twenty-four (24) hours:

- Contagious conditions (i.e. fever- 100 degrees or higher without fever reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, etc)
- Physical Injury that does not allow the camper to safely participate in the camp program. If a camper demonstrates any of the above while at camp, the parent/guardian will have one hour to pick up the camper from Camp. If the camper becomes sick while at camp, he/she will be separated from the other campers while the parent/guardian is called to come and pick them up.
- After 24 hours, if the camper is symptom free or written documentation has been received from a doctor stating the camper is not contagious or can safely participate, they may return to camp. If you suspect that your child has a contagious condition that may be spread to others, please notify your camp director as soon as possible. Please do not bring the camper back to camp until the camp director has been contacted.

Administration of Medication

Camp Francis staff will only administer medications to campers if the Camp Francis Authorization for giving medication form is complete and submitted to Camp Francis staff. This form can be submitted with registration forms or submitted on first day of camp. All labeled medication must be delivered directly to Camp Francis on the first day of camp. All medication must be picked up on the last day of camp. Any medication not picked up will be disposed of after 14 days.

Drop Off

Please note we **can not** accommodate early drop off (unless they are enrolled in Before Camp Care). Please park in the Siena/TFS parking lot which is just behind the Community Center as we would like to be respectful of those attending daily mass who will use the front parking lot at the Community Center. You will need to bring your child into the Community Center on Monday Morning (Or Afternoon if your child is only attending an afternoon camp) to Check them in for their camp. At that time you will check that all contact information is correct, receive your pickup cards (you will need these in order to pick your child up each day. Please let us know at that time if you need additional cards), and your camper will join their instructor in their designated area. For the remainder of the week you will bring your child to their designated classroom location, which can be found on your pickup card. Campers will not be permitted to be dropped off before camp begins.

We ask that all parents escort their children into the building to check them in and then come into the building at the end of camp for pick up.

Pick Up

Please note we **can not** accommodate late pick up. Please pick up your child promptly at the end of camp which is either 12pm (if attending only morning session), or 4pm (unless they are enrolled in After Camp Care). Campers will only be released to individuals who have your child's pickup card or a digital image of the card. If the person picking up the child doesn't have possession of the card or its image but is listed on your child's pickup list they can show a photo ID instead. Any camper not picked up on time will be walked to the Community Center by the camp instructor and can be picked up there.

Late Pick-up

Late Pick-up campers should be picked up at the Community Center and will be charged a late fee unless enrolled in After Camp Care. The fee is as follows: Once the parent/guardian is up to ten minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up.

Before and After Care

In order for campers to attend Before or After Care they must be enrolled in our Before/After Care prior to the start of camp. Enrollment in Before and After care is for the entire week in which you register for. *Please note Before Care runs from 8am-9am and campers may not be dropped before 8am. After care runs from 4pm-5pm and campers must be picked up by 5pm.*

Personal Care

Camp Francis staff does not provide personal care for campers. Staff does not assist in the toileting of any campers or help with dressing campers. The camp requires that all campers are "potty" trained in order to participate. If a toileting accident does occur, a change of clothes must be brought to the community center or the camper must be picked up from camp within one hour of the incident. If toileting accidents become routine, campers may be dismissed from the program.

Babysitting

Camp Francis will not provide any form of babysitting for campers or siblings at any time. All campers must be registered in an active camp or lunch supervision program. All other minors in the Community Center must be supervised by a parent or guardian at all times.

Electronic Devices

No electronic devices are allowed to be used during summer camps. (examples: cell phones, MP3 players, gaming devices, etc.)

Code of Conduct & Behavior Expectations

The Assisi Community Center Summer Camp Program is meant to support the mission of the Catholic Community of Saint Francis of Assisi and the Community Life ministry within our parish community. We promise to inspire growth opportunities, offer support, encourage participation, and safeguard the environment as we build our summer family. We enable our community to renew the spirit within, maintain the physical body, and grow the mind as we enjoy the quality recreational, educational and spiritual activities within our exceptional facilities and grounds. We welcome with joy all those young people who come to us and invite them into the life of our summer community.

All campers are expected to abide by the Assisi Community Center Code of Conduct on the following page. Any behavior contrary to the Code of Conduct will initially be handled by the instructor. Should these behaviors continue the Camp Francis Director will be involved and contact to parents will be made. Continued failure to abide by the Code of Conduct may result in suspension from the camp without a refund. Likewise any problems brought to your attention should first be brought to the attention of the instructor. If these problems don't receive a resolution please bring them to the attention of the Camp Francis Director.

It is asked that any special physical, emotional, psychological or medical need of your child be identified on their registration form or discussed with the Camp Francis Director.

Financial Aid

Camp Francis summer programs are part of the Community Life ministries of the Catholic Church. We are a non-profit organization with limited Financial Aid funds. All Financial Aid requests should be made through the Camp Francis office by contacting Ashley Watson at: Ashley.Watson@stfrancisraleigh.org.

Parents at Camp Francis

Adults and children who are not registered campers, instructors, assistants, volunteers are not permitted in the camp during camp hours unless invited by the instructor. We are asking this so we can respect the teachers and students time in camp as well as their safety. Some instructors will reach out to parents inviting them for specific planned activities to observe at the conclusion of the week of camp.

Handling Emergencies

In the event that the church has an emergency (tornado watch, fire, lockdown, etc) Camp Francis will abide by the St. Francis Emergency Procedures as posted in each building.

The Catholic Community of St Francis of Assisi

Code of Conduct

The Catholic Community of Saint Francis of Assisi is committed to providing a welcoming, positive, faith-based, and safe environment for all guests of St. Francis of Assisi. To promote and achieve this environment, it is the expectation that all participants will act appropriately and adhere to our Participant Requirements and Facility Use Requirements at all times. To ensure the integrity of the facility and its programs, St Francis of Assisi (SFA) has the right to dismiss any individual(s) whose behavior disrupts the positive experiences of the other participants.

Participant Requirements

- Each individual person or group ministry leader must sign in upon entering the building.
- All minors must be accompanied by a non-playing parent or qualified Diocese of Raleigh Level C adult volunteer at all times.
- All managers, coaches, or ministry group leaders will be responsible for the conduct of all participants connected with the activity, including opponents. SFA reserves the right to suspend or expel any organization or individual, if their actions cause potential damage to the facility or potential harm to an individual. These conduct guidelines require each participant to:
 - Bullying will NOT be tolerated under any circumstances. We are committed to a safe and civil environment for ALL children, employees, volunteers and visitors, free from harassment, intimidation or bullying. Harassment, intimidation, or bullying can take many forms and may include slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.
 - Support an environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment.
 - Be responsible and accountable stewards of facility resources entrusted to their care while observing canon and civil law.
 - Accept personal responsibility to protect, to the best of their ability, children, youths, adults, especially those who are physically or mentally challenged from all forms of abuse or neglect.
 - Uphold the authority of those responsible for the program or activity (Parish Athletics Program Manager, Principal, Parish Staff, Officials, etc.) and assist them in every way to encourage learning and to conduct fair and impartial events.

Facility Use Requirements

- Any individual or group found guilty of damaging the property may be excluded from further use of the facility and shall be held responsible for such damage. Facility requirements include but are not limited to:
 - No food or drink in the gym. Water only is permitted in plastic bottles.
 - Illegal Drugs, alcohol, tobacco, gum, and weapons are not allowed in the building. No profanity shall be used on premise. No gambling is allowed on premise.
 - Respect facility equipment. No hanging on basketball rims or dunking. No kicking volleyballs or basketballs.
 - No climbing or jumping on or from the bleacher seating. No one is allowed under the retractable seating at any time.
 - Participants are responsible for picking up all trash and placing the trash in the appropriate receptacles.
 - Non-marking rubber soled shoes are required to be worn at all times in the gym. Wheeled shoes, bicycles, or scooters are not allowed.
 - Shirts and shoes are required at all times. Youth will wear modest, appropriate clothing at all times. Clothing with inappropriate words, symbols, cigarette, or alcohol advertisements should not be displayed on clothing. Change clothing in restrooms or locker rooms only.
 - In the event of body fluids present on the gym floor, all activities will be stopped until the fluids have been properly cleaned. Any participant who is bleeding or has an open wound shall cover wound completely.
 - All sports equipment must be used in the gym. No gym equipment not allowed in the hallway or outside. Running, horseplay, bouncing balls, and loitering in the lobby, rest room, lounge, or coffee bar area is not allowed.
 - Preparation for a game or event is the responsibility of the user and is required to be coordinated with authorized parish staff including moving basketball or bleachers. Setting up scoring tables, volleyball standards/nets are the responsibility of the user. All equipment, including mats, must be returned to its original location. There will be no modification or physical changes to the facility. (For Community Life Ministries)
- The Community of St Francis of Assisi is not responsible for lost or stolen articles left anywhere in the building.
- In the event of a fire or alarm sounding, evacuate the building, move 100 yards away from the building and wait for parish staff to instruct the safe return to the building.
- Anyone who feels this Code of Conduct is being violated should immediately report the problem to parish staff.

Camp Francis

Authorization for Giving Medication at Camp

I request and authorize Camp personnel to give my child, _____

the following medication prescribed by _____

(Doctor or authorizing adult / phone number)

and to administer according to the written instructions on the medication container and/or this written authorization.

Name of Medication

Amount to be Given

Times to be Given

_____	_____	_____
_____	_____	_____
_____	_____	_____

Other instructions concerning medication or administration of medication:

Side effects to be aware of: _____

Date

Signature of Physician (if prescription medication)

Date

Signature of Parent/Guardian