



All new additions for 2025 are highlighted in this document.

Dear Parents,

Welcome to Saint Philip Neri's Camp Viking!!

The following pages contain a list of rules and regulations which have been established to insure your camper's stay at Camp Viking is a safe and happy one.

Please take a few minutes and review this handbook with your camper(s). If you have any questions, comments or concerns, please call or email Sandee Paul camp@stphilipneri.org or call at 504-421-9392.

We look forward to a fun, safe summer!!!!!!!

Camp Hours:

Morning Care:	7:00AM – 8:30AM	See "Extended Care" section for additional information.
Drop off	8:30AM – 9:00AM	No Charge
Regular Camp Hours:	9:00AM – 3:00PM	See "Tuition" section for additional information.
Pick Up	3:00PM – 3:15PM	No Charge
After Care:	3:15PM – 6:00PM	See "Extended Care" section for additional information.

Tuition:

- Weekly tuition payments must be received by 3:00p.m. on the Thursday of the week BEFORE the child will be attending camp. A \$25 late fee will be assessed for payments not received by 3:00p.m. on the Thursday before. There will be no reminders sent for this deadline. If the tuition payment is not made on Thursday before your camp week, the child(ren) will not be allowed to attend that week's camp. Payments can be made via cash, check, Visa or MasterCard. Online payments can be made by going to www.spncampviking.com.
- In the system, there is a 1% processing fee for all ACH checking accounts and a 3% processing fee for all credit or debit cards. This is a percent on the total amount being paid.
- There will be a \$30 charge for any NSF check. In the event of a NSF check, a cash payment must be made to replace the check and pay the fee. In addition, all future payments will have to be made via cash or credit card (Visa or MasterCard only).
- There will be no refunds of tuition, registration fees, apparel, pre-paid lunch, or extended care.
- All accounts, including extended care, must be current in order for a camper to continue attending camp.
- Tuition is non-refundable and non-transferable when a camper is expelled from camp due to continuing behavior problems.
- Weekly rates are Monday through Friday only. There are no daily rates for attending camp.

- Once anything is paid on the camper's account those paid amounts are non-refundable and non-transferable.

Cancellation Policy:

- Once you register your child to attend a week of camp, we begin to prepare for your camper's attendance with various supplies and activities. Due to this, we will enforce the following cancellation policy.
- A parent must send a Cancellation emailed to camp@stphilipneri.org. No other email addresses, phone calls or texts will be accepted as a cancellation. Please include the camper's name and the week and dates you will not attend.
 - Canceling your camper 4 weeks (28 days) prior to selected camp week – 0% due.
 - Week 1 – Any time ON OR BEFORE Monday, May 5, 2025 – 0% Due
 - Week 2 – Any time ON OR BEFORE Monday, May 12, 2025 – 0% Due
 - Week 3 – Any time ON OR BEFORE Monday, May 19, 2025 – 0% Due
 - Week 4 – Any time ON OR BEFORE Monday, May 26, 2025 – 0% Due
 - Week 5 – Any time ON OR BEFORE Monday, June 2, 2025 – 0% Due
 - Week 6 – Any time ON OR BEFORE Monday, June 9, 2025 – 0% Due
 - Week 7 – Any time ON OR BEFORE Monday, June 16, 2025 – 0% Due
 - Week 8 – Any time ON OR BEFORE Monday, June 23, 2025 – 0% Due
 - Canceling your camper after the 4-week deadline, but at least 2 weeks (14 days) prior to selected camp week – a \$50.00 charge will be incurred.
 - Week 1 – Tuesday, May 6 - Monday, May 19, 2025 - \$50 Due
 - Week 2 – Tuesday, May 13 - Monday, May 26, 2025 - \$50 Due
 - Week 3 – Tuesday, May 20 - Monday, June 2, 2025 - \$50 Due
 - Week 4 – Tuesday, May 27 - Monday, June 9, 2025 - \$50 Due
 - Week 5 – Tuesday, June 3 - Monday, June 16, 2025 - \$50 Due
 - Week 6 – Tuesday, June 10 - Monday, June 23, 2025 - \$50 Due
 - Week 7 – Tuesday, June 17 - Monday, June 30, 2025 - \$50 Due
 - Week 8 – Tuesday, June 24 - Monday, July 7, 2025 - \$50 Due
 - Canceling your camper after the 2-week deadline, but at least 1 week (7 days) prior to selected camp week – a \$100.00 charge will be incurred.
 - Week 1 – Tuesday, May 20 - Monday, May 26, 2025 - \$100 Due
 - Week 2 – Tuesday, May 27 - Monday, June 2, 2025 - \$100 Due
 - Week 3 – Tuesday, June 3 - Monday, June 9, 2025 - \$100 Due
 - Week 4 – Tuesday, June 10 - Monday, June 16, 2025 - \$100 Due
 - Week 5 – Tuesday, June 17 - Monday, June 23, 2025 - \$100 Due
 - Week 6 – Tuesday, June 24 - Monday, June 30, 2025 - \$100 Due
 - Week 7 – Tuesday, July 1 - Monday, July 7, 2025 - \$100 Due
 - Week 8 – Tuesday, July 8 - Monday, July 14, 2025 - \$100 Due
 - Canceling less than 7 days prior to selected camp week (after date stated above) – the full cost of that camp week will be incurred. If tuition for that week is not paid in full, the camper will not be allowed to attend until said tuition is paid.
 - **For cancellation due to illness, please see the "Illness" section of this handbook.**

Extended Care:

- Before camp child care is available from 7:00AM until 8:30AM. There is a daily rate of \$5/per camper. All campers attending before care must be sign by an adult in the Assembly Hall.
- Breakfast may be purchased for \$2 or brought from home. Breakfast will not be sold after 8:30AM, This ensures the camper has enough time to finish eating before camp activities begin.

- After camp care is available from 3:15p.m. until 6:00p.m. at a daily rate of \$10/per camper. A snack and drink will be provided for campers attended after care, included in the cost of after care.
- After 6:00p.m., there will be an additional charge of \$10 per minute per child.
- Extended Care Charges will be invoiced on Friday evening or Saturday and must be paid by the start of the next camp week (Monday 7:00AM) in order to attend extended care the following camp week.

Lunch:

- Campers may bring their lunch or can purchase lunch daily.
- Campers will not be allowed to pay cash for breakfast or lunch purchased at camp.
- Lunch Charges will be invoiced on Friday evening or Saturday and must be paid by the start of the next camp week (Monday 7:00AM) in order to purchase lunches the following camp week.
- For safety reasons, do not bring glass, caffeinated, or carbonated drinks.
- If a camper is going to be tardy and needs to purchase lunch, please call or text camp before 9:30AM. If you arrive after 9:30AM and did not call, we will ask you bring a lunch or go purchase a lunch for the camper outside of school.
- Please note that there will be not refunds of pre-paid accounts.

Arrival/Dismissal:

- Beginning at 8:30AM, Gate 4 will open for regular arrival. Please see below for where to bring your camper at that time:
 - Pre-K 3, Pre-K 4, & Kindergarten – Please bring your camper directly to their group classroom between 8:30AM – 9:00AM. Late arrivals must check in the Assembly Hall.
 - 1st – 7th Grade – Please bring campers to the Assembly Hall. Late arrivals must check in the Assembly Hall.
- The authorized pick-up person must have the camp pick-up placard with the camper(s) name in order to pick up the camper(s).
- Beginning at 3:00PM, camp staff will open the dismissal gates and parents will be asked to have their identifying placard visible. When picking up your camper, please be sure camp staff acknowledges the dismissal. After 3:15, all campers will be sent to After Care and dismissed from the Assembly Hall. As a courtesy to you, if you are detained and cannot pick up your child(ren) by 3:15PM, he/she will be taken to after care. At exactly 3:15PM, You are then responsible for the daily charge rate of \$10 for attending After Care regardless of the length of time attended.
- Please see below for your camper(s) dismissal gate:
 - Pre-K 3, Pre-K 4, & Kindergarten – Dismisses from Gate 3. After 3:15PM you will need to pick up your camper from Gate 4 as your child will be in After Care held in the Assembly Hall.
 - 1st – 7th Grade – Dismissed from the White Top. After 3:15PM you will need to pick up your camper from Gate 4 as your child will be in After Care held in the Assembly Hall.

Schedules:

- Major camp activities will be made available prior to camp.
- Please be aware that activities may be cancelled or changed without notice.

Insurance:

- All campers must be insured in the event of an injury during camp. Saint Philip Neri's accident insurance will serve as the secondary insurance. Parents must first file with their insurance, then with Saint Philip Neri's insurance. Please check with the camp office if a claim needs to be made.

Clothing:

- **Camp Viking shirts must be worn every day/all day!!!** There are no exceptions to this rule. If a camper comes to camp without the proper t-shirt, the camper must purchase a shirt in order to remain in camp that day. The parent also has the option to bring a proper shirt to camp.
- If campers wear their bathing suit to camp in the morning, they must have their Camp Viking shirt over their bathing suits.
- Camp Viking shirts are the only shirts allowed. This is the same neon yellow shirt from the past 2 years. Camptastic shirts will not be allowed as authorized camp shirts.
- **FOR SAFETY PURPOSES, CAMPERS MUST WEAR TENNIS SHOES TO CAMP EVERY DAY.** There are no exceptions to this rule. If a camper comes to camp without tennis shoes, the parents must bring a pair of tennis shoes in order to remain in camp that day.
- **For Water activities, campers MUST have water shoes in order to participate in the water activities.** Water shoes ARE NOT crocs, sandals, natives, or flip flops. Water shoes are defined as tight fitting shoes usually made of mesh or neoprene on the top and have hard soles to allow the campers to walk in grassy terrain which sometimes has stickers.
- **Campers may NOT wear or bring flip-flops, crocs, natives, or sandals to camp.** Tennis shoes and water shoes (as defined above) are the only shoes allowed at camp.
- Pre-K 3, Pre-K 4, and Kindergarten girls must have 2 piece bathing suits in order to participate in water activities. 2 piece bathing suits will allow campers to quickly change clothing and use the restroom.
- **Campers should bring the following items DAILY: A small bag, towel, full change of clothes (camp shirt, shorts, underwear, socks), bathing suit, water bottle. All items must be labeled with your camper's name.**
- All items must be labeled with your camper's name. We will not be responsible for any lost items, but labeling all items allows camp staff to return lost items faster.

General Rules:

- Camp hours are from 9:00a.m. until 3:00p.m., Monday through Friday.
- If campers arrive at camp after 9:00a.m., a parent must check the child in with camp staff in the Assembly Hall.
- Campers are not allowed to touch any television sets, VCRs, computers, fans, shades, thermostats, blinds, bookcases, or any other equipment at school. Any willful destruction or damage to school property will result in dismissal from the camp without a refund of any tuition and fees and the parents must pay for the damages.
- Please do not allow your child(ren) to bring phones, smart watches, toys, trading cards, tapes, electronic equipment, etc from home. Saint Philip Neri will not be responsible for any lost or damaged items brought from home.
- Phones, smart watches, and any other personal electronics will be brought to the camp director and given back to the parents at pick up. If these items are brought to camp multiple times, the camper will be dismissed from the camp without a refund of any tuition and fees.
- Lost and found is located in the Assembly Hall.
- All medication is kept and dispensed in the camp office. Parents must fill out a request to administer medication form and have it signed by their doctor. This form must be returned to the

camp office with instructions as to proper dosages. All medications, both prescription and over-the-counter require an accompanying medication form.

- If you need to pick up your child(ren) early from camp, please text the camp phone found at the top of this document. Campers must be dismissed from gate 4.

Illness:

- Tuition Policy due to illness:
 - If the camper attends camp for any period of time, the student will be charged for their attendance that week.
 - If the camper does not attend camp at any point during the week, tuition will be allowed to carry over to another camp week. A doctor's note will need to be provided in order for tuition to carry over to another camp week.
 - Please note, if you are completely paid for camp, there will be no refunds or transfers to different campers.
- If a camper has a fever of 100.5 or higher they will need to be fever free WITHOUT medication for 24 hours before attending camp.
- If a camper has an illness causing them to vomit, the camper must be symptom free, eating and drinking normally for 24 hours before attending camp.
- Contagious skin infections such as, but not limited to, Molluscum, Skin Lesions, Ring Worm, Impetigo, etc. must be covered at all times. Campers with skin infections will not be allowed to participate in water activities until infection clears or can provide a doctor's note.
- If a camper has any evidence of head lice, the camper must be treated before returning to camp. Please notify the camp director if a case occurs, so we can properly clean areas and notify the group families.

Conduct:

- All campers are expected to obey all camp rules. Camp Viking staff reserves the right to move campers to different groups due to discipline issues.
- Bad language, hitting, biting, stealing, destruction of property and vandalism are serious infractions and will not be tolerated. These infractions may result in the camper being suspended or expelled from camp without any refund of funds previously paid.
- All campers must follow their counselor's instructions, stay with their groups at all times, including special events.
- All campers will be encouraged to participate in all camp activities.
- Office staff will notify parents of continuing behavior problems and may request a conference with parents.
- Any damage done to school property or to property belonging to another camper will result in the parents paying for repairs or a replacement. Camp Viking will not be responsible.

Group Behavior and Rules:

- In addition to the previously mentioned general rules, campers should:
 - Always follow counselor's directions
 - Store all personal belongings in designated spaces
 - Not sit on top of desks or tables
 - Be kind, share and take turns
 - Never throw objects (including balls or other items in indoor spaces).

Discipline Plan and Consequences:

- Verbal warning and/or conference with counselor
- Time out
- Not allowed to participate on specific activities
- Conference with camp staff and parent and/or suspension from camp without any refund issued
- Expulsion from camp without any refund issued

Pre-Kindergarten/Kindergarten

- All campers must be fully toilet trained in order to attend Camp Viking. If an accident does occur, the camp staff will use the following accident policy:
 - If a camper has more than 3 restroom accidents the parents will be asked to begin coming to camp to clean and change the camper for any restroom accidents.
 - If a camper exceeds more than 6 restroom accidents total, the camper will be asked to leave camp in order to complete potty training. The camper's spot will be held for 2 weeks while potty training is completed.
 - No additional accidents will be given once the student returns to camp. If an accident occurs, they will be asked to leave Camp Viking without refund of repaid tuition and fees.
- Pull-ups and diapers are not permitted at Camp Viking for daily or naptime use.
- Pre-Kindergarten and Kindergarten students will take a nap during camp. Nap lengths are listed below:
 - Pre-K 3 – 1 hour and 30 minutes
 - Pre-K 4 – 1 hour
 - Kindergarten – 45-minute rest period
- Campers must bring their mat on Monday and it will be returned every Friday for cleaning.
- Campers will be required to lay quietly on their mat for the duration of nap time. If a camper will not lay quietly for the duration of nap or is disturbing others, the following nap policy will be enforced:
 - The camper will be given multiple tries in the classroom to laydown and camp staff will assist with getting the camper to relax/lay quietly.
 - If the camper begins to disrupt the group, the camp staff will bring the camper to the Assembly Hall to the Camp Director to assist with attempting to get the student to cooperate.
 - If a camper is disruptive more than 3 nap times, the Camp Director will contact the camper's parents for a conference about the situation and will work with the parents to develop a plan for the camper.
 - If disruptive behavior continues after the conference, the camper will be asked to leave camp before nap time.
- Pre-K 3, Pre-K 4, and Kindergarten girls must have 2-piece bathing suits in order to participate in water activities. 2-piece bathing suits will allow campers to quickly change clothing and use the restroom.