Walton Family
Whole Health & Fitness

Summer Camp Parent Handbook

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Welcome to Summer Camp!

Welcome to the Walton Family Whole Health & Fitness Kids Camp! We are thrilled to have you join us for a fun-filled and enriching experience focused on promoting health, wellness, and active lifestyles for our campers. Get ready for a summer of exciting activities, learning, and growth in a supportive and nurturing environment. Let's make this a memorable and rewarding journey!

This handbook is provided to every parent during the registration process. Please read the entire handbook carefully. You will be asked to verify by signature that you received the handbook and you understand all policies. It is important that each child also understands and follows all rules, policies, and procedures. This handbook is designed for your benefit and to provide you and your child a fun, stress free, and enriching summer.

Camp Eligibility & Dates

All camps through Walton Family Whole Health & Fitness are open to children on a paid membership.

Weekly Day Camp: Walton Family Whole Health & Fitness Summer Camp is a licensed program for members who are entering **first grade through age 12**. Children will explore the various parts of Whole Health each week through fun activities, games, crafts, and special events that teach skills to improve health and well-being.

Week 1	June 1-5
Week 2	June 8-12
Week 3	June 15-19
Week 4	June 23-27
Break	*June 29-July 3*
Week 5	July 6-10
Week 6	July 13-17
Week 7	July 20-24
Week 8	July 27-31
Week 9	August 3-7

Camp WMT: Camp WMT is a week-long program for children of Walmart associates who want to explore Walmart's history, culture, and new Home Office. Campers ages **10-15** will spend the week with a variety of subject matter experts who will share what makes Walmart special and why this is such a unique place to work.

Option 1	June 15-19
Option 2	June 22-26

Half-Day Camp: Half-Day Camp is a morning-only (7:30 a.m.-12:30 p.m.) program for children **ages 12-15**. Over the course of two days per week in July, campers will spend time learning and exploring a hands-on, immersive theme designed to build creativity, foster learning, and develop teamwork.

June 29/July 1	Culinary
July 6/8	Whole Health
July 13/15	STEM/robotics
July 20/22	Art/Anime
July 27/29	Performing Arts

Day Camp Groups & Schedule

The Camp Director will place children in different groups based on age and/or school grades. Due to strict licensing ratio requirements, children will not change groups based on summer birthdays. Children must remain in the group assigned unless otherwise instructed by the summer program director. We will change a child's group at our discretion for: special needs, behavior concerns, and/or personality conflicts. Changing a child's group allows us to provide your child with the best and appropriate care. Please ask your child what group they are in. This will help us know where to locate your child's group if they are being dropped off late or picked up early. Please notify the Director of any changes in emergency information (phone numbers, email addresses, emergency contacts, additional pick-up, etc.).

Example daily schedule:

7:30-8:15 a.m.	Drop-off and welcome activities	Campers arrive, check in, and participate in morning icebreakers and team-building activities
8:15-9 a.m.	Morning energizer	Engaging team building activities to get campers moving and energized for the day ahead
9-9:30 a.m.	Morning snack	
9:30-11:30 a.m.	Morning activities	Sports clinics, arts and crafts, or free play
11:30 a.m.-1 p.m.	Lunch and quiet time	
1-4:30 p.m.	Afternoon activities	Sports clinics, swim time, arts and crafts, or free play
4:30-5 p.m.	Daily reflection and wrap	Campers reflect on the day's activities, share highlights, and prepare for pick-up
5 p.m.	Pick-up	Parents/guardians pick up campers

SUMMER CAMP AREAS

Camp WMT Overview:

Day	Theme	Description
Monday	Walmart Culture & History	Dive into the week with a peek into what makes Walmart special...and maybe even hear from Mr. Sam, himself!
Tuesday	Walmart Food & Nutrition	Discover all the ways Walmart makes life on campus a delicious experience.
Wednesday	Walmart "On the Air!"	Campers are introduced to the world of Walmart & Sam's Club Radio through storytelling, teamwork, and creativity.
Thursday	Walmart Moves	Walmart embraces the active commuter lifestyle! Pedal your way through our campus trails and learn about active commuter logistics with our very own MoveHUB and Walmart Bike Patrol teams.
Friday	WalmART	Explore "campus as our canvas" and create art that connects to our culture.

Summer Camp Code of Conduct

We want our children to have an enjoyable, rewarding, and safe experience. To help accomplish that, we require all children to comply with the following policy. The children are responsible for knowing and abiding by the rules of our Out of School Program. Parents are responsible for helping their children understand the rules.

Manners**:**
All children need to follow basic courtesies with counselors and one another. This includes table manners, politeness, and taking care of equipment and facilities. Please make sure your child understands the importance of following rules and directions given by counselors.

Behavior**:**
We view discipline not as a punishment, but as a way of teaching children what is acceptable behavior. Prohibited conduct may include, but is not limited to:

- Disrespect for counselors and other children
- Disruptive behavior or inappropriate language
- Stealing property
- Inappropriate public displays of affection
- Bullying
- Any conduct prohibited by the Non-Violence Policy is included below.

Should discipline be necessary, the following 5 measures may be taken to address inappropriate behavior. Depending on the severity of the conduct and whether it is repeated, any of the measures below may be taken immediately.

1. **Verbal Warning:** The staff will provide the child with a clear verbal warning, explaining the inappropriate behavior and the expected behavior in the camp setting.
2. **Time-Out:** If the behavior persists, the child will be given a time-out to allow them to calm down and reflect on their actions, with staff supervision to ensure safety and compliance.
3. **Parent/Guardian Notification:** If the behavior continues after the time-out, the parent or guardian will be notified of the situation and asked to discuss the behavior with their child.
4. **Performance Expectations:** A performance behavior plan may be emailed and implemented, outlining specific expectations and consequences for the child's behavior moving forward, with input from the parent or guardian.

5. **Escalation to Camp Director:** In cases of repeated or severe inappropriate behavior, the issue will be escalated to the Camp Director for further intervention and potential disciplinary action, such as suspension from the program.

Non-Violence Policy

The following conduct is prohibited and may result in any of the above corrective measures, including suspension or permanent removal from camp:

- Any form of violence or threat of violence in or affecting the care, other children, WFWHF staff and members, or anyone on WFWH&F premises. This includes, but is not limited to, any conduct or communication (whether direct or indirect) which:
    - harms, damages, injures, harasses, intimidates, bullies, threatens, stalks, taunts, forces, coerces, restrains or confines another person;
    - reasonably causes another person to fear for his/her health or safety; or
    - intentionally harms or damages property; or
    - causes intentional harm to oneself.

Such conduct may be prohibited even when it occurs off our property, including postings on the internet or other electronic communications.

- Possession of weapons, including, but not limited to, firearms, knives, and explosives. Any object that may be used to harm another, or which reasonably causes another person to fear for his/her safety, may be considered a weapon. This includes objects that may only appear to be dangerous, such as toy guns or knives.
- Any other conduct which may endanger the health and safety of children, staff and members, or anyone on Walton Family Whole Health & Fitness premises.

Reports of violence or threats of violence will be investigated, and law enforcement may be contacted, when appropriate.

Health and Safety Requirements and Policies

Immunizations: We are required to obtain immunization records, under the direction of DHS. Even if the child is registered, admission will not be allowed without proper documentation.

Medical concerns: It is important for parents to bring to the Director's attention any medical problems or allergies a child may have. We may consult with the counselor and modify activities if necessary.

Medication: If a child needs to take medication, the parent must provide permission for camp staff to help administer medicine. Parents must fill out the medication authorization form and notify Sabina.Wetterling@Walmart.com. This is for all types of medicine: prescription and over the counter.

Illness: A child sent home with any illness will not be able to return to the summer program until they are symptom-free for 24 hours. This means that if a child is sent home during the day, he/she may not return the next morning, but must wait until the 24-hour period has passed or has a doctor's note stating that the child may return to the summer program and is not contagious.

Parents agree to keep their child/children at home or seek alternate care arrangements for the following conditions:

- Pain: any complaints of unexplained or undiagnosed pain.
- Fever: A child cannot attend the summer program while taking Tylenol or another fever-reducing medication to maintain a normal temperature. A child will be sent home if the temperature is at or above 100 degrees auxiliary. If other symptoms exist, a child may be sent home with a lower temperature stated above.
- Diarrhea: Three or more watery stools in a 24-hour period
- Vomiting: Vomiting on two or more occasions within the past 24-hour period.
- Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge; child may return when on antibiotics for 24 hours.
- Difficult or rapid breathing
- Severe coughing
- Skin conditions: which have not been diagnosed as non-contagious by a physician; may include ring worm, impetigo.

Parents or guardians will be notified immediately if Summer Camp staff observe symptoms of illness in your child. You or someone designated on the pick-up form is required to pick up your child as soon as possible.

Contagious illnesses: Parents must notify the Director within 24 hours of a diagnosis of a serious illness or contagious disease including pink eye, head lice, strep throat, influenza, mono, common cold, ring worm, etc. To help prevent these illnesses from spreading, please educate your child on good personal hygiene.

- Wash your hands with soap and water.
- Cover your mouth with your arm when coughing or sneezing.
- Do not share food or drinks.

- Do not share hairbrushes, combs, hats, towels, or other hair accessories

Snack and Lunch Policy

- **Parents/guardians must provide an appropriate lunch** for their child each day. If a child arrives without a lunch, parents/guardians will be notified immediately. Lunch is not provided or sold by Walton Family Whole Health & Fitness.
- Please **provide a reusable water bottle** for your child.
- A morning and afternoon snack is provided for each child every day.
- Please let us know if your child has any dietary restrictions or food allergies.
- Please do not send any food that needs to be refrigerated or warmed in a microwave.
- Children with food allergies or food restrictions are required to bring their own snacks.
- Fast food, soda, and sweets are not permitted.
- Please do not send your child in with food or drinks for breakfast. We will ask them to throw it away.
- Children are not permitted to share their lunch or snacks.

Nut-Free Zone

For the safety and well-being of all campers, Walton Family Whole Health & Fitness Kids Camp is a nut-free zone. Please refrain from bringing any nut products or foods containing nuts to camp, including peanuts and tree nuts, to prevent allergic reactions among our campers. We appreciate your cooperation in creating a safe and inclusive environment for all children attending camp.

Drop Off and Pick-up Procedures

Day Camp Policy:

- Valet morning drop-off for Day Camp is from 7:30-8:15 a.m. If a child needs to be dropped off at or after 8:15 a.m., a parent/guardian must escort your child into Walton Family Whole Health & Fitness to the appropriate group/area and sign them in.
- Valet pick-up is from 5-5:30 p.m. Please DO NOT arrive any earlier than 5 p.m. for valet pick-up.
- Drop-off and pick-up location is in the lanes in the front of the WFWHF facility. A map will be available on the WFWHF Summer Camp webpage.
- A Staff Member will be outside to help your child in/out of the vehicle and ask you to sign in/out.

- **For safety reasons, our staff will ask for a valid ID or Walmart Badge during drop-off and pick-up. Children will only be released to those on their approved pick-up list.**
- Any changes to the approved pick-up list must be made in writing or by email to the Youth Coordinator at Sabina.Wetterling@Walmart.com.

Camp WMT Policy:

- Drop-off for Camp WMT is from 7:30-9 a.m.
- Pick-up is from 4:30-5:30 p.m. in the Exhale room inside WFWHF.
- **Drop-off and pick-up will not be available outside of these time frames** as campers will be spending the entirety of their time from 9 a.m.-4:30 p.m. at other buildings on campus.
- Please email Sabina.Wetterling@Walmart.com with questions.

Half-Day Camp Policy:

- Drop-off for Half-Day Camp is from 7:30-8 a.m.
- Pick-up is from 12-12:30 p.m. in the Exhale room inside WFWHF.
- Children should be dropped off and picked up promptly between these times – they will move immediately into the day's activities around Camps.

Late Fees:
All children need to be picked up promptly before their camp's closing time (12:30 p.m. for Half-Day camp, 5:30 p.m. for Day Camp and Camp WMT); after this time, there is a $1.00 late fee per minute/child that will be added to your profile and must be paid before the child can attend the next day. After three violations of this policy, parents will be asked to find alternative childcare, and a refund will not be issued.

Paperwork Due Dates

Parents will receive an email with the required paperwork for their child's camp program after registration closes. All camp programs require the registration form, medical authorization form, and immunization records for each child. Camp WMT also requires a separate form that captures program-specific information.

Parents can send the registration form, medical authorization form, and immunization records **via email to Sabina.Wetterling@Walmart.com or bring in person to the Youth Activity Center by May 1.** Any paperwork not received at least two weeks prior to your camper's first day may result in a delayed start or canceled enrollment.

Payment, Cancellation & Refund Policy

Payment

Full Summer Day Camp fees are $1,575 per child. This covers all 9 weeks of camp. A $100 non-refundable deposit per child is due at the time of registration. You may choose to pay the full amount at that time or enroll in our payment plan.

Individual Week Day Camp fees are $185 per week, per child. This includes all programming, arts & crafts, and two daily snacks. A $25 non-refundable deposit per week is due at the time of registration. You may choose to pay for the selected weeks in full at that time or enroll in our payment plan.

Camp WMT fees are $200 per week, per child. The full amount is due at the time of registration.

Half-Day Camp fees are $65 per two-day program, per child. The full amount is due at the time of registration.

Payments can only be made by Credit Card. If the proper cancellation process is not followed (see below), you must pay for unattended time and your child will not be permitted to return to the summer camp program until fees are paid.

If choosing the payment plan option for Day Camp, you will need to consent to being billed on the following dates for the remaining balance.

Registration opens	Payment 1 Due	Payment 2 Due	Payment 3 Due
March 2 (Full Summer) and March 9 (Individual Weeks)	March 27	April 10	May 15

Cancellations

All cancellations must be emailed to Sabina Wetterling at sabina.wetterling@walmart.com. If your child will not attend a week that he/she is signed up for, you need to cancel 7 days in advance. **Cancellations cannot be made over the phone or via a counselor.**

Camp-Specific Cancellation Policies

Weekly Day Camp, traditional registration: Cancellations made in accordance with the deadline calendar will result in a refund of $160 and *does not include the $25 non-refundable deposit fee*.

Weekly Day Camp, Full Summer registration: Families who chose the Full Summer (9 weeks) registration option must cancel their registration by May 15 to receive a refund of $1,475 per child.

Camp WMT: Cancellations made in accordance with the deadline calendar will result in a full refund of $200.

Half-Day Camp: Cancellations made in accordance with the deadline calendar will result in a full refund of $65.

Example of cancellation: Your child is signed up for the week of June 1-5, but now your plans have changed; you must cancel by Monday, May 25, for a full refund. The cancellation deadline calendar also applies to Camp WMT and Half-day Camps.

Cancellation Deadline Calendar for Full Refund (applicable to individual weeks only)

Camp Week	Camp Dates	Cancellation Deadline
1	June 1-5	May 25
2	June 8-12	June 1
3	June 15-19	June 8
4	June 22-26	June 15
5	July 6-10	June 29
6	July 13-17	July 6
7	July 20-24	July 13
8	July 27-31	July 20
9	August 3-7	July 27

Refunds

Should your plans change during the summer, complete and submit the weekly cancellation form by the specified date for the week(s) you plan to cancel. Cancellations following this process will be eligible for full refunds of weekly fees.

Refunds are NOT available after the cancellation deadline. In case of an emergency, please contact the Camp Director.

Permitted and Non-permitted Items at Camp

Children may bring the following required items to summer camp:

- Packed lunch
- Reusable water bottle
- Swimsuit and towel
- Sunscreen
- Change of clothes

Items not permitted: Personal items such as toys, blankets, stuffed animals, electronics, and cell phones. If these items are brought, they will be sent home.

Clothing: Children should wear comfortable, weather-appropriate clothing suitable for active play. **Tennis shoes are required**. Water shoes may be worn at the pool, but tennis shoes must be put back on after swimming.

Emergency Transportation Policy

In the event of an emergency, children may be transported by an emergency vehicle for immediate attention, and the Parent/Guardian will be immediately notified. A member of YAC leadership staff will ride with the camper and will stay with the camper in the Emergency Room while waiting for the Parents/Guardians to arrive.

Administration/Licensing Requirements

As a licensed out-of-school program, we must inform you that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent. All paperwork is to be available for licensing to review upon request. We will perform daily backpack/bag checks as required by Minimum Licensing Requirements.

Photo/Video Policy

Throughout summer camp, we take pictures of kids enjoying different activities. These pictures will be used on marketing material, such as flyers, website, and social media to promote our programs. Please indicate on the registration form whether your child may be photographed or not. We take this seriously and understand that sometimes it's not in the child's best interest to be photographed. We are diligent in ensuring children are not in pictures if that is the parent's request. Additionally, **if you take photos of your child during the summer program and there are other children in the photo, please ensure that their faces are not visible or that these photos are NOT shared on social media. Doing so violates childcare licensing policies.**

Weekly Cancellations Form

To receive a refund, forms must be received 1 full week prior to the week being cancelled.

Name of child(ren): _____

Circle or highlight the weeks you wish to cancel:

Cancellations

Week 1: June 1-5
Week 2: June 8-12
Week 3: June 15-19
Week 4: June 23-27
Week 5: July 6-10
Week 6: July 13-17
Week 7: July 20-24
Week 8: July 27 – 31
Week 9: Aug 3-7

Comments:

_____

_____

_____

Parent Signature: _____ Date: _____

Parent Phone Number:

_____