



Summer Camp Handbook

The DFC Summer Camp is a 9-week fun, recreational adventure for children ages 5-12. Our goal is to provide a safe, exciting, active, and enjoyable summer experience. By incorporating games, sports, swimming, arts and crafts, nature, and creative activities, we aim to provide a new, interesting, and above all FUN environment. This packet contains all the pertinent information you need to register your campers, the weekly themes with descriptions, and day-to-day happenings at DFC Camp.

Special Session 10: This year, DFC Camp will have a 10th week of camp, running August 12-16. Registration for this week will not open until May and we will be accepting a limited number of campers. For this week only, campers will be able to register by the day or for the entire week. **More information will be released in May regarding this week.**

CourtReserve Pre-Registration

- Parents/Guardians may begin the camp pre-registration process at any time, regardless of membership status. *Note – you will NOT be able to register for camp weeks until your registration date.*
 - o **IMPORTANT: When editing your CourtReserve profile, DO NOT check the “unsubscribe from my Club/Organization’s Emails/Alerts/Newsletters” box. We use CourtReserve for camp announcements and by checking this box you will not receive important camp information.**
- Required, pertinent information like emergency contacts, approved pick-ups, and insurance information will be attached to the PARENT, not the camper on CourtReserve. Because of this, parents will need to edit their (parent) CourtReserve profile to include the information.
- A camper’s individual information (allergies, restrictions, and immunization history) is also required. This information needs to be added to the camper’s CourtReserve profile found in the primary parent’s Member Portal. More information on this can be found in the Camper Safety section of the Handbook.
- Non-Member families need to create a CourtReserve account. Requests can be made [here](#). In order to ensure a smooth registration process, requests should be made PRIOR to non-member campers’ registration on February 21. Processing time for a non-member account request will take 2-business days.

Registration

- Summer Campers must be ages 5* through 12 years old.
 - o *Campers that are 5 years old must have completed Kindergarten.
- Registration for DFC members begins on **Wednesday, January 17.**
- Registration for non-DFC members begins on **Wednesday, February 21.**
- Registration will be through [CourtReserve](#). An online registration form must be completed as well as a non-refundable 50% deposit. **The full camp cost must be paid by June 1.**

Cancellations, Transfers, and Refunds

All Summer Camp cancellations must be made through email with the DFC Camp Director, Joanna Bertram (joanna.bertram@duke.edu). Cancellations made prior to June 1 will receive 50% of their camp tuition back. **No refunds or credits will be given for cancellations on or after June 1.**

Transfer requests must be made in writing to the Camp Director and are subject to availability. All transfers are subject to a \$25 transfer fee in addition to the price difference if transferring between a 4-day week and a 5-day week.

Camp Costs

Camp Fees	Early Bird: January 17- February 20	Registration on or after February 21	Optional Add-Ons for all Campers
DFC Members			
Weekly Session	\$275	\$300	PM Extended Camp (4:00-5:30pm) - \$75/week
**Four-Day Week	\$220	\$240	PM Extended (4-day Camp) - \$60
Non Members			
Weekly Session	-----	\$325	Swim Lessons - \$50/week
**Four-Day Week	-----	\$260	Weekly Bagged Lunch - \$35/week
** Camp session shortened due to holiday			

Camp Information

DFC Summer Camp runs from 8:00am-4:00pm. Morning check-in runs from 8:00-9:00am. Afternoon check-out runs from 3:00-4:00pm. Check-in and check-out are at the picnic shelter.

Morning Check-in

Campers should be checked in at the picnic shelter or by the camp staff located in the lower loop of the parking lot. This alternative provides a curbside drop-off so you do not have to park. Checking in campers after the 8:00-9:00am window should be done at the DFC main office.

Afternoon Check-out

A parent/guardian or authorized individual whose name is written on the Camper Registration Form are the only people who will be able to sign out a camper. A photo ID is required to pick up a camper. Afternoon check-out is at the picnic shelter (or inside the lower level of the activities building in inclement weather between 3:00-4:00pm. There is no curbside pickup offered for check-out. Signing your child out at any other time must be communicated in advance with the Camp Director.

Extended Camp Hours

Parents/Guardians who wish to pick up their campers as late as 5:30pm can enroll in Extended Camp. Due to the varying frequency of children being picked up, these hours are not as programed as the normal camp day. Campers will be able to participate in the supervised individual or group activities. We do not offer Extended Camp by the day; you must enroll for the entire week.

Camp Staff

The DFC Summer Camp is administered by professional staff members of the Duke Faculty Club. The counselors and other staff members are highly motivated individuals who have previous experience working with children. The camp staff are trained in CPR/AED and First Aid and attend a pre-camp training which includes information on effective communication tools, age-appropriate activities, disciplinary expectations, conflict resolution, motivational techniques, children with special needs, and on-site emergency procedures. Ongoing staff training occurs throughout the summer to reinforce the skills taught at training. To ensure quality programming and increase child safety, we maintain a low child to staff ratio.

Camp Newsletter

A week specific newsletter will be emailed to parents/guardians on the Wednesday before that camp session. The week specific newsletter will contain information about the camp's theme, special events, and other important information. The activity schedule will vary by day, time, and group.

Camp T-shirt

All campers will receive one camp T-shirt which will be distributed on the Tuesday of their first session at camp.

What Campers Should Bring to Camp

Campers should come to camp dressed for a full day of fun, games, and pool time. To ensure your child's items return home with them, please label items with your camper's name. Every day campers should bring:

- Play clothes and closed-toed or athletic shoes
- Sunscreen, bathing suit, and towel
- Bagged lunch (unless enrolled in the lunch option)
- TWO snacks (one morning and one afternoon snack)
- Full water bottle

What Campers Should NOT Bring to Camp

Campers' backpacks, lunches, and personal belongings are stored in cubbies at the activities building. The DFC is not responsible for any items lost, stolen, or damaged at camp. We ask that you not allow your child to bring anything of value to camp including:

- Cell phones, tablets, handheld video games, or Kindles
- Trading card collections
- Water guns and other toys from home
- Books
- Sporting equipment

Snacks

DFC Camp will **NOT** provide AM or PM snacks for campers. We made this decision to accommodate food allergies and parental preferences.

Optional Add-Ons

Weekly/Daily Lunch Options

Parents will have the option to pre-order lunches for Monday through Friday as add-ons to camp registration. All bagged lunches will have the following options:

- Choice of sandwich (ham/turkey and cheese or sunbutter and jelly)
- Choice of snacks and fruit (chips, banana, fruit cup, crackers, etc.)
- Choice of drink (bottle water, juice, chocolate milk, or Gatorade)

There are two ways to register:

- Register the week before camp via the Week Specific Newsletter email (\$35/week)
- Register at daily check-in for the daily option (\$8/day)

Swim Lessons

Swim lessons are available for 5-8 year olds at an additional cost of \$50/week. Swim lessons are held 30 minutes prior to camp free swim time and facilitated by the DFC swim instructors. There will be four lessons in a session (Monday-Thursday). Friday will be a make-up day for the days camp could not make it to the pool (e.g. inclement weather). No refunds or credits will be provided for missed lessons. DFC Camp swim lessons are designed for campers who already have some swim experience, but are looking to improve basic strokes and increase their comfort level and positive experiences in the water in the group dynamic. These lessons are **NOT** for individuals who have no prior swim experience OR swimmers looking to master strokes.

Camper Safety

Required Medical Information

Duke University requires all campers to submit their immunization history prior to attending camp. More information regarding how to submit immunization history will be available closer to summer. The Camp Waiver will be required to sign upon registration on CourtReserve.

Required Parent Information

Parents/Guardians are required to include AT LEAST one local emergency contact other than themselves. The DFC will contact this person in the event of an emergency should both parents be unreachable. In addition to Emergency Contacts, parents/guardians should add any person authorized to pick up their child(ren) from DFC Camp. All Emergency Contacts and Authorized Pick Ups should be made on the parent's CourtReserve profile.

Emergencies

In the case of an emergency or accident involving your child, you, or if necessary, your emergency contact will be notified immediately by a DFC staff member. All members or the camp staff are certified in CPR/AED and First Aid.

Medications

You must submit authorization from a licensed health care provider (ie, a prescription) for all medications Participant will bring to the Program. All medications must be brought to the Program in their original packaging, and must be checked in with program staff on arrival day to be securely stored. Participants may (and are encouraged to) keep with them urgent-need medications such as inhalers, epinephrine, insulin, and glucagon devices.

Illness

Campers must be fever free for 24 hours and show no signs of communicable disease to attend DFC Camp. If your child develops symptoms while at camp, you will be immediately called to pick them up. Campers will remain in a designated cool, quiet area with a DFC staff member until they are picked up.

Refunds, partial refunds, credits, and/or proration will not be made for campers who miss camp due to illness.

Sun Protection

To help beat the heat, DFC Camps have built in sunscreen times, frequent water breaks, indoor and shaded activities, and daily pool time. In addition, we recommend taking the following preventative measures at home:

- Applying sunscreen before coming to camp. We will reapply before pool time.
- Have your camper drink water in the evening to rehydrate and in the morning before coming to camp.
- Send a hat and/or rash guard with your camper to help keep the sun off their face and body.

Inclement Weather

On days of inclement weather, all activities will be moved indoors.

Typical Camp Day

The DFC Summer Camp offers your camper a variety of activities ranging from games and sports to arts and crafts. Every day, campers will have a collection of week specific themed activities, general camp games, and pool time. Additionally, there will be two snack periods (morning and afternoon), a lunch period (groups will eat at various times in the 11:30am-1:00pm time frame), and free time for camper choice activities. Campers will spend their day with their age group, however all ages will be at pool time together and participate in some "all camp activities."

Pool Time

Campers will swim every day from approximately 1:00pm-2:00pm in the main pool. The DFC main pool has three sections: a shallow end with a maximum depth of 2 feet 9 inches, a middle section with depths ranging from 3 feet to 5 feet, and a deep end with a maximum depth of 12 feet. The middle section has a slide and the deep end has 2 diving boards.

Swim test: Campers must pass a swim test to access the 3-5 foot section of the pool, the slide, and the diving boards. Once campers pass the swim test, they do not have to retest during the summer. Campers who do not pass the swim test can retest every Monday at which they are at camp. Swim tests will ONLY be conducted on the first day of camp for the week. The swim test is as follows:

- Jump into the middle section of the pool.
- Swim the length (25 meters) of the pool. Campers must swim confidently, without stopping or touching the bottom. Swimming must be done on their stomach.

Discretion as to whether a camper passes a swim test is with the Camp Director, Pool Manager, and lifeguards.

Weekly Themes

Session 1: Summer SPLASH Off | June 10-14 | Special Event: Water Inflatable

It's time to kick off another great summer season at DFC Camp! Connect with old friends, make new friends, and enjoy games, sunshine, and all the activities that make summer so much fun.

Session 2: Sports Spectacular | June 17-21 | Special Event: Splash n' Dash Race & Kona Ice

No Camp Wednesday, June 19 due to Juneteenth Holiday

Run, jump or dive into this week of DFC Camp! We'll tackle a variety of sports from flag football and soccer to volleyball and everything in between. Get ready to race to the finish line on Friday for our first ever DFC Camp Splash n' Dash! We can't wait for you to join our team!

Session 3: Science Rocks! | June 24-28 | Special Event: Volcanoes

We make learning exciting with a full week of scientific activities. Campers will make their own ice cream, solar s'mores, volcanoes, and much more. Come explore with us!

Session 4: Red, White, and Blue | July 1-5 | Special Event: Tie Dye T-Shirts (Wednesday)

No Camp Thursday, July 4 due to Independence Day

Oh say can you see... how much fun this week will be! We will be celebrating the red, white, and blue with classic games and challenges, slip and slides, patriotic crafts, and tie dye!

Session 5: Wacky Water Week | July 8-12 | Special Event: Water Inflatables

When the weather heats up, we stay cool by getting wet! If your child enjoys splishing and splashing, they will love Wacky Water Week. Water is a major part of every activity this week. We'll have water relays, slip n slides, and many more water games and challenges.

Session 6: Summer Sleuths | July 15-19 | Special Event: Escape Room

Looks like we've got a mystery on our hands! Campers will be challenged this week to put on their detective caps and solve some mysteries. The highlight of this week will be our first ever DFC Camp Escape Room! Grab your magnifying glass, you won't want to miss this week!

Session 7: Race to the Olympics | July 22-26 | Special Event: Closing Ceremony Carnival (Friday)

"Faster, Higher, Stronger – Together" - As athletes from around the world gear up to compete in the Paris Olympic Games, DFC Camp will be putting on our own Olympic celebration! Groups will make flags and play Olympic games and sports – with a DFC Camp twist, of course!

Session 8: Construction and Creation | July 29-August 2 | Special Event: Cardboard Boat Races

Has your child ever dreamed of creating their own roller coaster? Do you find them practicing their *Shark Tank* pitch in front of the mirror? This week campers will be encouraged to think outside the box as they work together to build boats, create their own obstacle courses, and maybe walk the runway in our newspaper fashion show!

Session 9: Summerfest | August 5-9 | Special Event: Ice Cream Sundae Party

We've got spirit, yes we do! Activities this week are all about participation, teamwork, competition, sportsmanship, and silly fun! Campers will compete in wacky competitions and exciting challenges that determine who will be the 2024 Summerfest Champions!

Special Session 10: Encore Week | August 12-16 | Register by the day beginning in May

Uh-Oh! There are still 2 weeks before school starts! Join us for a special Encore Week of DFC Camp! Each day will feature campers' favorite DFC Camp activities to close out the summer. Space for this week will be limited and registration will not open until May. For this week only: Campers can register for the entire week or for individual days. Additionally, there will be NO KinderCamp this week. More information will be available in May.