

HAMMOND

Summer Programs Handbook

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WELCOME TO 2025 SUMMER PROGRAMS AT HAMMOND!

At Hammond, we are committed to offering enjoyable and enriching summer programs in a physically safe, emotionally supportive, and fun-filled environment. Our highly individualized camps and programs provide something of interest for every age and grade – from three years-old through adult.

Join us to develop talents, acquire new skills and knowledge, or explore something that piques your interest. Whatever you are looking for, look no further. If you are seeking a half-day or full-day summer program, looking for supplemental academic programs, an athletic workshop, or want to try your hand at an arts class, you will find it Hammond.

Whether you are a Hammond family or simply interested in spending some time with us, we invite you to join us for an exceptional summer experience.

Sincerely,

*Kevin N. White, Ed.S.
Director of Auxiliary Programs*

Auxiliary Programs Department: 803.726.6413

Summer Programs Instructors/Staff

Hammond Summer Programs has incredible faculty, staff, and coaches who are dedicated to providing the highest quality programs that promote each participant's growth and happiness and provide a foundation of a lifetime love of learning in a fun, caring and safe environment. Families will receive a complete list of Summer Program instructors, staff, and coaches and their contact information in their camp's email.

2025 Summer Program Weeks

Week 1: Monday, June 2 – Friday, June 6

Week 2: Monday, June 9 – Friday, June 13

Week 3: Monday, June 16 – Friday, June 20

Week 4: Monday, June 23 – Friday, June 27

Summer Programs Closed Saturday, June 30 – Sunday, July 6

Week 5: Monday, July 7 – Friday, July 11

Week 6: Monday, July 14 – Friday, July 18

Week 7: Monday, July 21 – Friday, July 25

Week 8: Monday, July 28 – Friday, August 1

Community Service

Each summer camper and participant attending Hammond Summer Programs has an opportunity to give back to the community through the Summer Programs Community Service Project. The Community Service Project is scheduled for the week of July 14-18, 2025. This summer at Hammond our project is to support the Palmetto Wildlife Rescue and Rehabilitation Center. Campers and participants are encouraged to bring donations that are listed on their wish list (families will receive this information closer to date). Each summer we have increased our donations and participation, and we hope that this year will be no different.

SUMMER PROGRAM ENROLLMENT PROCEDURES AND POLICIES

Registration Procedures

Please carefully read this handbook as it contains the program's discount information, policies, procedures, and other essential information. Enrollment for all summer programs is open to both Hammond and non-Hammond students and families. Enrollment for most programs is limited and are on a "first-come, first-served" basis, so it is important to register early!

In order to register for our Summer Programs, please visit Hammond's website (www.hammondschool.org) and click Summer Programs located at the top right of the webpage. Registration for all of our Summer Programs must be completed online through the registration system. Our online registration will help make the process quick and easy. After registering for one program families may use their username and password to add or change contact and account information including credit card payment.

A non-refundable deposit of \$75 per full-day program and \$50 for all other programs is required at the time of registration; however, you may also elect to pay in full. All balances must be paid in full prior to attending a summer program. **Remaining balances will be charged to accounts automatically through the online registration system for programs and camps one week prior to the scheduled program, camp, or offering start date.** It is mandatory for online registration accounts to have a valid credit card number listed to prevent any credit card charges being declined. It is policy for accounts to be charged a \$15 non-refundable fee for declined credit card charges and non-sufficient funds. Enrollment in Hammond Summer Programs may be terminated for repeated credit card declines. Registrations for any summer program offering scheduled 7 days or less to the start date must be paid in full at time of registration. Hammond only accepts payment through electronic funds transfer, eCheck (ACH), Visa, American Express, MasterCard, and Discover. Hammond does not pro-rate any program or camp fee for any reason.

The online registration system will email a Summer Program confirmation immediately to the email address listed on the account. Also, families will receive electronic communication to the email address listed on their account from the online registration system prior to the start of each program with details regarding check-in, what to bring, location assignments, and any updates.

Drop-Off and On-Site Registration

Each day of your child's scheduled summer program offering, families are to drop-off curbside at the designated areas and our Summer Programs Staff will make sure your child(ren) get to their camps location. Families will receive an email with their child's camp drop-off and pick-up location the week prior to their scheduled program offering. Participants registered to attend full-day programs (9:00 AM – 4:00 PM) and morning programs (9:00 AM – 12:00 PM) are to be dropped-off between 8:45 AM – 9:00 AM, unless they are registered in the Pre-Extended Camp Program (7:50 AM – 8:50 AM). Participants registered to attend afternoon programs (1:00 PM – 4:00 PM) are to be dropped-off between 12:45 PM – 1:00 PM. All other programs will receive information for their offerings assigned drop-off time and location. If you have any questions, please call the Auxiliary Programs Department at 803.726.6413. Also, please note on-site registration is not available. **Registrations are cut off on Fridays the week prior to the scheduled camp offering.**

Waitlist

Many of the Summer Programs will fill quickly so register early! Once a program is full, families may join the waitlist. Families will not be required to pay a deposit if they choose to join a program's waitlist. The Auxiliary Programs Department will contact you if a spot becomes available.

Transfers

Transfers between programs are permissible up to two weeks prior to the scheduled program start date. Transfer requests must be submitted to Mr. Kevin N. White, Director of Auxiliary Programs, via email at kwhite@hammondschool.org.

Withdrawals

Families that wish to withdrawal from a summer program must contact Mr. Kevin N. White, Director of Auxiliary Programs, via email at kwhite@hammondschool.org. Withdrawals two weeks prior to the scheduled program will be refunded the remaining balance, less the non-refundable deposit. The non-refundable deposit is not transferrable. Any withdrawals within two weeks of the scheduled program are responsible for the full tuition (and fees, if applicable).

Refund Policy

Refunds will be issued for withdrawal requests received two weeks prior to the scheduled program, less the non-refundable deposit. The non-refundable deposit is not transferrable. Refunds will not be issued for any withdrawals received within two weeks of the scheduled program. Full refunds are only issued if a program is canceled due to insufficient enrollment. In the event Hammond cancels a program, families will be notified immediately via email through the online registration system. Families may transfer to a different summer program and apply the tuition amount toward the balance, or families may request a refund. In order to transfer to a different program or receive a refund for a canceled summer program, families must contact the Director of Auxiliary Programs via email. Registration fees will not be refunded. There will not be any refunds issued for any summer program apparel items purchased.

Communication

Families will receive electronic communication through the online registration system prior to each summer program that will include updates, check-in procedures, reminders, and information regarding the upcoming week of events and activities. It is important to provide an email address in your online account that is checked regularly. Also, be sure to follow us on Instagram (@hammondprograms) and like our Facebook page (Facebook.com/HammondSummerPrograms) to receive exclusive offers, to view pictures and short video clips of participants daily, as well as be informed of the latest updates, reminders, and important information.

SUMMER PROGRAM DISCOUNTS

Discounts

Summer Program discounts are applied prior to the remaining balance is due. Families can get multiple *Refer a Family* discounts but only one *Family* discount. **All discounts must be applied to online registrations prior to Friday, May 23, 2025.** Families that qualify for any discounts must register no later than Friday, May 23, in order for the discount(s) to be applied.

Refer a Family Discount

Families who refer another family who subsequently registers for a 2025 Summer Program will receive a 5% discount off one participant's program tuition. The family referred must be a first-time registrant with Hammond Summer Programs. During registration, please contact Mr. Kevin N. White, Director of Auxiliary Programs, via email at kwhite@hammondschool.org to introduce us to your referred family (provide participant's full name and your child's name in the email) so we can apply the discount.

Family Discount

Any family registering two or more campers for our Hawk Ridge Camp will receive a 5% discount for each camper for only **one** week that both siblings attend. The discount does not include lunch orders or snack shack plans. Please contact Mr. Kevin N. White, Director of Auxiliary Programs, via email at kwhite@hammondschool.org to receive the discount. Families must have a minimum of two campers attending Hawk Ridge Camp at the same time in order for the discount to be applied.

SUMMER APPAREL AND PERSONAL BELONGINGS

Summer Programs Apparel

The first 100 participants to register for a summer program will receive a 2025 Hammond Summer Programs t-shirt. Every participant registered to attend Hawk Ridge Camp will receive one 2025 Hammond Summer Programs t-shirt and one Summer Programs water bottle. Hawk Ridge Campers

are required to wear their 2025 Hammond Summer Programs t-shirt on days that a field trip is scheduled. All participants are to bring their water bottle with them to camp each day.

Participants may purchase a 2025 Hammond Summer Programs t-shirt through the online registration process. Sizing information for t-shirts is included throughout the online registration process.

All campers enrolled in Hawk Ridge Camp are required to have a water bottle at camp with them every day. Campers that arrive to Hawk Ridge without a water bottle will be provided with one and will be charged through their online registration account for the cost of the water bottle. If Hammond no longer has water bottles in stock, the camper's family will be contacted to bring one.

Participants may add apparel and accessory items to their cart throughout the online registration process. Please visit the online Camp Store throughout the registration process for a complete list of apparel and accessory items available for purchase. If you have any questions, please call the Auxiliary Programs Department at 803.726.6413.

Clothing and Equipment

All clothing, bags, personal belongings, and sports equipment must be labeled with the camper's name. Hammond Summer Programs is not responsible for any items lost or misplaced while participating in Summer Programs. Lost and found items will be kept in the breezeway between Marion and Lee buildings. All unclaimed items at the close of Summer Programs will be donated to a local charity.

All participants attending a summer program are required to wear tennis shoes (closed-toe, closed-heel shoes). This is for the safety of our campers!

Participants are not to bring toys, Pokémon cards, or any electronics from home except for special projects and events. All summer program offerings provide adequate materials for all participants.

SPECIAL SUMMER PROGRAMS

Extended Camp Program

The Extended Camp Program provides a Pre- and After-Extended Camp Program for those needing extended services. Campers can register prior to using this service, or services obtained can be charged to the families' online summer registration account at an hourly rate of \$10 for Pre-Extended Camp and an hourly rate of \$9 for After-Extended Camp for families that occasionally need this service.

The Pre-Extended Camp Program is from 7:50 AM to 8:50 AM, and all campers registered in Hawk Ridge Camp for all five full days may attend free of charge. Campers registered in Hawk Ridge as a day or half-day camper or in one of our other summer programs will be charged at an hourly rate of \$10.

The After-Extended Camp Program is available from 4:00 PM to 5:00 PM or 4:00 PM to 6:00 PM each day. All campers using this service will be charged accordingly. We encourage families to register for the After-Extended Camp Program prior to using it, or they will be charged a \$10 fee.

Campers attending our Extended Camp Program are supervised at all times by well-trained Camp Counselors. Campers may participate in available games, arts and crafts, free time, organized activities, and/or sport activities. Campers using the Extended Camp Program prior to registering and submitting a payment online will be charged for services through their online summer registration account.

Lunch Hour Program

Campers that need to attend Lunch Hour between 12:00 PM and 1:00 PM will have a supervised lunch and outside time. Campers may pre-order lunch or bring their own lunch from home. **Campers must register for Lunch Hour prior to using this service or will be charged a \$10 fee.** This hour is provided free of charge to campers registered for both a morning and afternoon summer program during the same week. However, families must contact the Director of Auxiliary Programs, via email at kwhite@hammondschool.org to register for the Lunch Hour Program free of charge.

SUMMER LUNCH AND SNACKS

Summer Lunch Program

Campers and participants registered in a Summer Program have the option of ordering lunch. The lunches are mostly provided by local restaurants and must be ordered by Wednesday each week, prior to the following week it is needed. Campers and participants are only permitted to order the lunch that is listed each day, no substitutions. Families may order lunch online through the Summer Programs registration database. Drinks are not included but are available for an additional fee.

Snack Shack

Hammond Summer Programs will have a variety of snacks available each day at both the Snack Shacks located on campus. The Snack Shacks are located at the Baseball Stadium's concession stand and the Hawk's Nest concession stand. A ten-minute morning and afternoon snack time will be scheduled for all specialty programs, day camps, athletic workshops and academic programs. The Snack Shacks are open to all campers and participants enrolled in a summer program. Campers will be given an opportunity to visit the concession stands daily. **Families that are interested in their child receiving snacks from the Snack Shack must select and purchase one of the Snack Shack Option Plans through the online registration system prior to arriving at camp.**

PICK-UP AND ATTENDANCE INFORMATION

Absence Notification

It is Hammond's responsibility to know where all participants are while enrolled in Summer Programs at Hammond. If a participant is registered to attend a Summer Program and will not be in attendance, please call and leave a voice message in the Auxiliary Programs Department at 803.726.6413. Please be sure to include the date of the absence, the participant's name, and the specific camp or program in which he or she is enrolled. Please note that participants will not be able to make up any missed Summer Programs.

Early Dismissal

Families are to notify the Summer Programs Manager in the Auxiliary Programs Department at 803.726.6413 of any camper who needs to leave before their normal program's dismissal time. The notification should include the date, camper's name, time of dismissal, and the name of the person picking up the camper. Campers leaving early can be picked up from their Summer Programs' location assignment unless otherwise notified by the Summer Programs Manager.

Dismissal Procedures

At the end of each Summer Program, the Summer Program Instructor will ensure that the campers registered to attend Hawk Ridge Camp, or a different offering will get to their designated area or classroom. The Summer Program Instructors leading programs at and around the Lower School will escort campers that are not registered to attend in another offering to the front of the Lower School for pick-up. Summer Program Instructors that are leading programs at the Middle and Upper School will escort the campers that are not registered to attend in another offering to the front of the Upper School Gym to be picked up. Parents or other authorized adults are to pick up the campers at the conclusion of their scheduled program. In the event a camper has not been picked up 10 minutes after their program concludes the Summer Program Instructor will escort them to Summer Camp Support Staff and fees will apply.

Pick-up/Carpool Procedures

In order to ensure a prompt and safe loading process, we ask that parents remain in the carpool line. Each person picking up children is asked to display the name(s) (first and last) of the campers riding in the car. This sign should be large enough to be read from a distance, and it should be displayed on the side window of the vehicle until you exit campus. Also, we ask for understanding that our staff will be very busy during the loading process and will not be available for conversation until all campers have been loaded. Campers are never allowed to walk to the parking lot alone to meet a parent who is parked.

As a courtesy to others, we attempt to move the traffic line as quickly as possible while being absolutely committed to safety. Below are some **important procedures** that we ask you to follow to help us be courteous, efficient, and safe:

- **Please remain in your vehicle.**
- Relocate to the parking lot if you need to pursue a personal conversation.
- Always **pull as forward as possible** in the loading area before stopping to load.
- If you need to enter the buildings for any reason, park in the parking lot and not the loading area.
- In an effort to maintain a safe campus environment, we ask everyone to refrain from using cell phones for calls or text messaging unless parked in a parking space in one of our lots.

SAFETY FIRST!

Health and Safety

We take our responsibility for the health and safety of each camper very seriously. All participants enrolled in a Hammond Summer Program are required to complete health and emergency release authorization forms in order to attend a program. Health information is required for all participants prior to attending a Summer Program. This information must be provided throughout the registration process. Participants that have previously enrolled in Summer Programs will still need to complete and update this information. All of our Summer Program staff have current certification in Basic First Aid, AED, and Child/Adult CPR. Emergency procedures and evacuation plans are in place in case of any emergency. **Summer Program staff do not administer any medication to participants. No exceptions.**

Supervision

In an effort to provide the safest environment possible, we make it a priority to know where every participant is from the time they arrive on campus to the time they leave each day. We ensure that every participant enrolled will be supervised by one of our Summer Camp staff members at all times. Campers attending Hawk Ridge Camp will always be accompanied by Camp Counselors as they travel throughout Hammond's campus and beyond our gates for various activities and field trips. Attendance rosters and other important information will be kept by each of the Camp Counselors to keep track of every camper, and this will be carried with all Camp Counselors as they move throughout the building(s), campus, and beyond our gates throughout the Summer Program. **The School is not responsible for a camper until the parent or authorized adult has dropped-off curbside and a Camp Counselor recognizes the camper as being present.**

Transportation/Field Trips

Hammond Summer Programs does not transport campers to and/or from Hammond each day. Campers attending Hawk Ridge Camp will be participating in a variety of field trips and field studies throughout each week. Well-planned and carefully supervised field trips and field studies are an important part of a high-quality program. A complete list of field trips and field studies for each week is available in the Hawk Ridge Camp Informational Packet. On all field trips, safe ratios will be adhered to, and Summer Program staff will always have a Relay device (cellular), first aid supplies, and emergency contact information with them.

Illnesses

We encourage families to keep sick children at home. When your child is home sick, please notify the Summer Programs Manager in the Auxiliary Programs Department by calling 803.726.6413. If your child should become sick or mildly ill, it is our practice to call home to have the child picked up from camp. We do not permit mildly ill children to attend any of our Summer Programs. **Children must be fever-free for 24 hours without medication before returning to Hammond.**

Injury or Accident

In the event of a minor accident or injury while attending one of our Summer Programs, first aid measures will be administered. Minor scrapes and bruises are treated with tender loving care. Camp Counselors and Summer Program staff will not call parents for every minor injury but will inform the parents upon picking up their child/children. Parents will be called in the case of accidents that may

need a doctor's attention. The Director of Auxiliary Programs or Summer Programs Manager will always call parents if their child/children experience one of the following: injury to the head or face, injury that causes a great amount of bleeding, becomes ill, and injury or incident that upsets the child to the point of inconsolability.

In the event of a serious accident or injury, the Director of Auxiliary Programs and/or Summer Programs Manager will make every effort to contact parents immediately. If parents cannot be reached, the Director of Auxiliary Programs and/or Summer Programs Manager will attempt to reach the emergency contacts and then the physician listed on medical forms. Current emergency phone numbers for each child will be kept on file so that a parent or designated emergency contact can be reached in the case of an emergency. In the event of an emergency during which parents or other designated persons cannot be reached, the completed health form authorizes the school to seek treatment from a qualified physician at Richland Memorial Hospital. The Director of Auxiliary Programs or Summer Programs Manager will ride in an ambulance with the child to seek professional medical attention. The child's personal records will be taken with the child and our emergency-staffing plan (which is posted in each of our classrooms used for Hawk Ridge Camp) will be used, if necessary. The Director of Auxiliary Programs or Summer Programs Manager shall remain with the child until a parent/guardian is able to arrive. It is essential that families report any changes in their own and emergency contacts' phone numbers to the Director of Auxiliary Programs or Summer Programs Manager.

IMPORTANT POLICIES AND INFORMATION

Potty Training Policy

All campers must be potty trained in order to attend camp. Campers that are potty trained can do the following: be able to say the words "I have to go potty" before they have to go, be able to remove/adjust their clothing without assistance, be able to wipe themselves after using the toilet, be able to get onto and off the potty by themselves, be able to wash and dry their hands, be able to walk directly back to their Camp Counselor without directions, and be able to postpone going if they must wait for someone who is in the potty. No exceptions.

Head Lice Policy

Campers with crawling lice or with nits (eggs) ¼ inch or closer to the scalp will be sent home. Campers may return with a **parent note** after his/her first treatment with a school-approved lice-removal product IF there are no active lice crawling on your camper's head. Summer Programs staff will check your camper 7 days after treatment for any newly hatched crawling lice. If any are present, your camper will have to be re-treated for lice in order to return to camp or their registered program.

Discipline Policy

Children learn responsibility by making age-appropriate decisions and having an appropriate level of responsibility for their actions. A predictable, organized environment with caring adults, clear expectations, and appropriate consequences supports children's cognitive, physical, social, and emotional growth. When a child demonstrates behavior that is unacceptable to his or her well-being or to that of the group, the Camp Counselors and Summer Program staff typically utilize a "time-out" technique to provide an opportunity for a child to re-focus and reflect on better options. Each age group develops an age-appropriate system of warnings and consequences. The loss of a privilege may be used as a natural consequence. We make sure that campers understand why they are being disciplined and what choices they can exercise to avoid future repetition. We always attempt to be fair, firm, and consistent. Hammond Summer Programs does not permit *any form* of corporal punishment or physical force.

Behavior Policy

The Director of Auxiliary Programs reserves the right to terminate the participation of any participant that is enrolled in any of the Summer Programs for continued disruptive behavior or if the continued participation of the participant would interfere with or disrupt the ability of the Summer Program Instructor/Staff to conduct or manage the activities of the program. Refunds will not be provided if a participant is terminated from participating in any of the Summer Programs due to disruptive behavior.

The use of tobacco, alcohol, or other drugs is prohibited during any activity sponsored by Hammond. Specific rules and procedures will be reviewed with each participant at the beginning of each program, each week. Hammond reserves the right to dismiss any participant at any time without specific charges.

Conflict Resolution

When a concern arises, please first discuss the concern with the Camp Counselor and/or Summer Camp staff to seek a resolution. If the concern is not resolved, we encourage the family to contact the Director of Auxiliary Programs to schedule a meeting to discuss the concern with the director and the Camp Counselor and/or Summer Camp staff to find a resolution. A follow-up meeting will be scheduled to ensure the concern is resolved. Every effort is made to provide a respectful and professional environment. Aggressive, intimidating, or abusive interactions toward staff or families will not be tolerated.

Pictures and Video Recordings

Pictures and/or short video recordings of parents and their child(ren) may be taken throughout the summer for future use and the promotion of Hammond Summer Programs. These pictures and/or short video recordings may be uploaded to the Hammond Summer Programs Facebook page and/or other Hammond School social media outlets. Please note that Hammond reserves the right to use these photographs and video recordings through print and various electronic media outlets.

Confidentiality

All families have the right to expect that information about their family will be kept confidential. The records for each participant are protected on the online Summer Programs registration management system. The records are only made available to the Director of Auxiliary Programs and the Summer Programs Manager.

Billing Policies

A non-refundable deposit of \$75 per full-day program and \$50 for all other programs is required at the time of registration; however, families may also elect to pay in full. Families are responsible for paying the full tuition for each registered summer program prior to attending Summer Programs. Remaining balances will be charged to accounts automatically through the online registration system for programs and camps one week prior to the scheduled program, camp, or offering start date. The online registration system will charge any balances remaining to the credit card listed on the accounts. Registrations for any summer program offering scheduled 7 days or less from the start date must be paid in full at time of registration. Nonpayment of the full tuition for each registered camp will result in termination of the participant's participation in the Summer Program. Families will be charged the full tuition amount for each camp their child is registered for regardless of their attendance.

It is policy for accounts to be charged a \$15 non-refundable fee for declined credit card charges and non-sufficient funds. Enrollment in Hammond Summer Programs may be terminated for repeated credit card declines.

Participants that are picked up 10 minutes or later after their Summer Program concludes will be escorted to Summer Programs Support Staff and fees will apply. It is the policy of Hammond Summer Programs that, for every 15 minutes your child is picked up after 6:00 PM, there is a \$25 late pick-up charge.

Any questions regarding payments for Summer Programs should be directed to the Director of Auxiliary Programs at 803.695.8624 or by email at kwhite@hammondschool.org.

Musical Instruments

We are excited to offer a few Summer Programs that involve musical instruments. Some of these summer offerings require participants to bring their own instrument. Participants interested in registering for one of these programs are encouraged to contact the Director of Auxiliary Programs or Summer Programs Manager to discuss options for obtaining the necessary musical instruments.

Inclement Weather

In the event of inclement weather, Hammond will close at its own discretion. School closings will be announced on WIS TV (Local channel #10 or Time Warner Cable channel #3), on the school's general voicemail and on our website. In the event conditions warrant an early dismissal, families will be notified through Hammond's Alert Now system. This system leaves a detailed voicemail and an email through the email addresses and phone numbers you have given the school. No announcements are made when weather and/or road conditions are not hazardous. Reopening Hammond after an emergency closing will be at the school's discretion. The announcement of reopening will be made on WIS TV, our voicemail, and our website.

Emergency Evacuation/Disaster Plans

The city fire department will determine whether we evacuate our campus or not. If deemed necessary to evacuate the campus, the transportation director will be called upon to provide three or more drivers with CDL licenses to drive larger busses. Other Hammond personnel will be selected to drive five smaller busses. These busses shall travel to either Heathwood Hall gymnasium; Williams-Brice Stadium; Interstate Transportation Co., 2511 Trotter Road, off the Sumter Highway; or Shandon United Methodist Church on Devine Street depending on the type of evacuation.



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