

# JuxtaHub Summer Camp

## Camper & Family Safety Policy

Version 2.0 | Effective: July 6, 2026 | Owner: Ryan Hill | Review: annually before each camp season

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This policy explains how JuxtaHub keeps campers safe and what we ask of campers and families. Please read it with your camper before the first day. Items shown in highlighted boxes must be completed with your campers specific details before this policy is distributed.

### 1. Supervision

- Campers must remain with their assigned group and instructor at all times.
- Campers may not leave the building, designated activity areas, or camp grounds without staff supervision.
- Staff maintain a 1:10 supervision ratio at all times, including during transitions and breaks.
- Attendance is taken at the start of each session, after every transition between activities, and before and after any break.
- Restroom procedure: campers use the restroom in pairs or are escorted by staff to the restroom area; staff do not enter single-occupancy restrooms with a camper. (See Section 8, Child Protection.)
- No camper is ever left alone or supervised by a single adult out of sight of others.

### 2. Arrival, Sign-In, and Authorized Pick-Up

Controlled drop-off and pick-up is one of our most important safety measures.

- **Sign-in / sign-out:** A parent or authorized adult must sign the camper in at drop-off and sign the camper out at pick-up each day.
- **Authorized pick-up list:** Families must list, in advance, every adult authorized to pick up their camper. Campers will only be released to those named individuals.
- **ID verification:** Staff may request photo identification before releasing a camper and will do so for anyone they do not recognize.
- **Unauthorized pick-up:** Staff will not release a camper to anyone not on the authorized list without direct, verified parent/guardian authorization.
- **Custody situations:** Families must inform the Camp Directors of any custody orders or restrictions; JuxtaHub follows the documentation on file.
- **Late pick-up:** If a camper is not picked up by 5:00, staff will attempt to reach the parent/guardian and listed emergency contacts.

### 3. Behavior Expectations

Campers are expected to:

- Treat others with kindness, respect, and inclusion.
- Follow all staff instructions promptly.
- Use equipment, materials, and tools responsibly.
- Respect shared spaces, projects, and property.
- Use appropriate language and behavior at all times.

The following behaviors are not permitted:

- Physical aggression, fighting, or threatening behavior.
- Bullying, harassment, or discrimination of any kind, including online.

- Intentional misuse of tools, equipment, or materials.
- Running indoors or engaging in unsafe conduct.
- Disruptive behavior that interferes with the safety or learning of others.
- Bringing prohibited items to camp (see Section 4).

### How we respond to behavior

We use a supportive, age-appropriate approach. Typical steps are: (1) a verbal reminder and redirection; (2) a brief break from the activity; (3) a conversation with the camper and notification of the parent/guardian; and (4) a meeting with the family to create a plan. Serious or repeated behavior may result in suspension or dismissal from camp.

**Reporting concerns:** Any camper who feels unsafe, bullied, or harassed should tell any staff member immediately. Campers will never be penalized for reporting a safety concern in good faith.

JuxtaHub reserves the right to remove a camper from an activity or dismiss a camper from camp if behavior poses a safety risk. No refund will be issued in the instance of a camper being removed from camp due to behavioral concerns.

## 4. Personal Belongings and Prohibited Items

- Weapons, sharp objects not provided by camp, lighters/matches, alcohol, tobacco, vaping devices, and illegal substances are strictly prohibited.
- Personal electronics may be limited or restricted during activities at staff discretion; JuxtaHub is not responsible for lost, damaged, or stolen personal items.
- Label personal belongings with the camper's name. Leave valuables at home.

## 5. Tool, Equipment, and Makerspace Safety

Many camp activities involve maker tools, digital fabrication equipment, and creative technologies.

- Campers may only use tools and equipment after receiving instruction from staff.
- Certain equipment may be demonstration-only or require direct staff operation depending on age and skill level.
- Required personal protective equipment (PPE) — such as safety glasses — must be worn whenever instructed.
- Campers must immediately report damaged equipment or unsafe conditions.
- Horseplay around tools or equipment is strictly prohibited.
- Laser cutters, 3D printers, electronics, sewing equipment, hand tools, and other specialized equipment may only be used under staff supervision.
- Campers must keep hands, hair, clothing, and personal belongings clear of moving machinery; long hair must be tied back.
- Food and drinks are prohibited near equipment and technology workstations.
- Materials may only be used for their intended purposes.

## 6. Health, Wellness, and Medication

### Information we need

- Parents/guardians must provide accurate emergency contact and medical information via the digital form provided before the camper attends.
- Any allergies, medical conditions, dietary restrictions, or medication requirements must be communicated to camp staff in writing before the first day.

## Medication

- Emergency medication: JuxtaHub staff will administer life-saving emergency medication — such as a prescribed epinephrine auto-injector, asthma inhaler, or glucagon — in accordance with the camper's written emergency action plan. Families must provide the medication in its original labeled container, along with the action plan, on or before the camper's first day.
- Routine/daily medication: Camp staff do not administer routine or non-emergency medication of any kind, including daily prescriptions, over-the-counter products, and as-needed non-emergency medication. Wherever possible, please arrange for doses to be given at home before and after camp hours.
- If a camper must take a routine medication during camp hours, two options are available: (a) where age-appropriate and authorized in writing, the camper may carry and self-administer their own medication under staff supervision; or (b) a parent/guardian may come to camp to administer it.
- All medication kept at camp — emergency or self-carried — must be checked in with the Camp Directors in its original labeled container, with written parent/guardian authorization specifying the medication, dosage, and timing. Medication is stored securely.
- Staff will document any administration of emergency medication and will notify the parent/guardian and emergency services as appropriate.

## Allergies and anaphylaxis

Families must disclose all allergies and provide an action plan and any prescribed epinephrine auto-injector. Staff are trained to recognize and respond to allergic reactions. Camp is a nut-free environment and we require that no tree nut products are in the snacks and/or lunches campers bring with them.

## Illness

- Campers who are ill, have a fever, or exhibit contagious symptoms should remain home and may return only after being fever-free and symptom-free for at least 24 hours without medication.
- Staff will provide basic first aid as needed and contact parents/guardians regarding injuries or medical concerns.
- If a camper becomes ill during the day, we will contact those listed on their approved pickup list to pick them up promptly.

## Heat, sun, and hydration

- Because camp runs in summer, staff schedule regular water breaks and monitor campers for signs of heat illness.
- Please send a refillable water bottle daily, apply sunscreen before drop-off and/or have the camper bring sunscreen they can self-apply, pack a hat for outdoor activities, and bug spray the camper can self-apply before going outside.

## 7. Emergency Procedures

- In any emergency, campers must immediately follow staff instructions.
- Staff will guide campers through evacuation, shelter-in-place, lockdown, or severe-weather procedures as appropriate.
- Emergency exits, meeting locations, and procedures are reviewed with campers at the start of camp and practiced during the session.

## Family reunification

If campers must be evacuated or relocated, families will be notified as soon as it is safe to do so and given the reunification location and the process for safely picking up their camper.

## 8. Child Protection and Reporting

JuxtaHub is committed to protecting every camper. The following safeguards are in place:

- All staff and volunteers complete background screening before working with campers.
- Staff follow a code of conduct that includes a “two-adult” rule and prohibits any adult from being alone, out of sight, or in private contact with an individual camper.
- Full-time JuxtaHub staff are mandated reporters and are trained to report any suspicion of abuse or neglect to the appropriate authorities.

**To report a concern** about a camper’s safety or the conduct of any staff member, volunteer, or other person, contact Executive Director Ryan Hill immediately at 484.759.7613 or [ryan.hill@juxtahub.com](mailto:ryan.hill@juxtahub.com). Reports are taken seriously and handled promptly.

## 9. Technology and Digital Safety

- Campers must use computers, tablets, software, and online resources responsibly.
- Inappropriate content, cyberbullying, or misuse of technology is prohibited.
- Campers should protect their own personal information and respect the privacy of others.

## 10. Photography and Media

JuxtaHub may photograph or record campers during activities for documentation, instruction, and promotional use (such as our website and social media).

- On the registration form, families may **opt-out** of having their camper’s image used in promotional or public materials.
- Camper last names are never published alongside images.
- Families and campers may not photograph or record other campers without permission.
- Opt-out preferences are recorded on the digital information form that all parents/guardians must complete at registration, and are honored throughout camp.

## 11. Parent/Guardian Communication

Parents/guardians will be contacted promptly regarding:

- Injuries requiring more than basic first aid.
- Significant behavioral concerns.
- Illness or medical emergencies.
- Emergency closures, evacuations, or schedule changes.

**Acknowledgement follows on the last page.**

## 12. Acknowledgement

Participation in JuxtaHub Summer Camp indicates agreement to follow all safety policies and staff directions. These guidelines help ensure a safe, creative, and enjoyable experience for all campers. Please sign below and return this page before the first day of camp.

Camper name(s): \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_