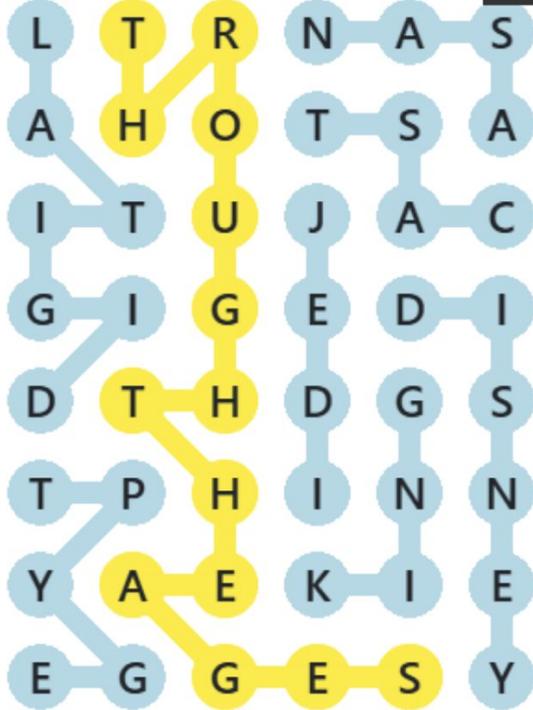
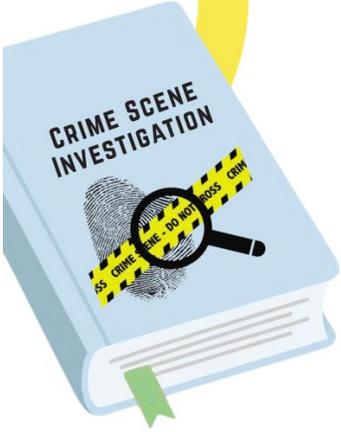




# Summer Day Camp

Serving Rising 1st-8th Grade

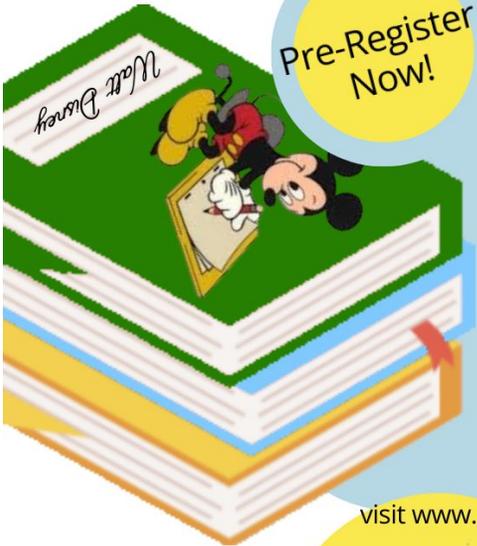


**KARNS**

**BRICKEY**

**NEW HOPEWELL**

**POND GAP**



Pre-Register Now!

## Nine Weeks of Summer FUN!

- **May 26-29** Hieroglyph Hunters Camp
- **June 1-5** Jedi Training Camp
- **June 8-12** Mystery Solvers CSI Camp
- **June 15-18** Dare to Dream Camp
- **June 22-26** Inventors Camp
- **June 29-3** Wizards and Warrior Camp
- **July 6-10** NASA Space Camp
- **July 13-17** Jurassic World Camp
- **July 20-24** Digital Discovery Camp

visit [www.shadesofdevelopment.org](http://www.shadesofdevelopment.org) for more information

# Parent Handbook 2026

Dear Parents,

Thank you for your interest in SHADES Summer Camp. As a parent, you have many choices when it comes to selecting your child's summer experiences. You are concerned about your child's happiness, as well as, their physical, intellectual and social wellbeing. SHADES has been providing positive summer child and youth camp programs for over 25 years. We believe that children learn and grow through interest-based adventures.

At SHADES we design each camp to capture children's interest while intentionally incorporating life skills into the curriculum. Our curriculum connects hands-on activities to academic standards, making it easy for our staff to disguise learning through our adventure packed weeks of summer FUN. This approach helps minimizing summer learning loss.

We also believe that school-age children crave project and performance-based activities. Each week campers will create, produce and/or perform as they learn new skills and refine old ones.

This handbook will share more information about each of our summer camps, the goals and outcomes of each camp and how our summer camp program works. Please feel free to contact me at anytime with questions about our summer camps or how they work.

Sincerely,

Sindy Dawkins-Schade  
SHADES President



## Contents

Welcome	2
Schedule	3
Lunch	4
On-Site Activities	4
Field Trips	4
How to Register	6
How to Pay	6
Change Policy	6
Cancellation Policy	6
Fee Schedule	7
Drop off/Pick up	7
Medical Policy	7
Fun in the Sun	8
What to Wear	8
Personal Property	8
Behavior	8

## Contact Us

Central Office  
6701 West Emory Road  
Knoxville, TN 37931  
865-938-9164

**SHADES Summer Camp welcomes all children without regard to race, gender, or ethnic background.**

### New customer pre-register online

1. Go to [www.SHADESofDevelopment.org](http://www.SHADESofDevelopment.org)
2. Click the "Enrollment" tab and select summer
3. Click location to access the pre-registration link
4. New families pre-register through the new customer link.
5. Complete the information requested
6. You will be contacted to confirm space availability.
7. Print and complete the Authorized Pick Up Form and Camper Schedule Form.
8. Send forms via e-mail or snail mail along with a check or online credit card payment to SHADES of Development.

# Things to know...

## Camp by the Week

The overarching theme of camp this summer is “Through the Ages”. Each week of camp will explore a time in history from as far back as 66 Million BC to present day. Campers may sign up for one week of camp or all nine weeks of camp. Our camps have progressive projects that build on the activities from the previous day. To get the most out of each week, we recommend attending all five days. Part-time rates are not available.

- Week 1 May 26-29 (Four day camp)**  
Hieroglyph Hunters Camp
- Week 2 June 1-5**  
Jedi Training Camp
- Week 3 June 8-12**  
Sherlock Holmes CSI Camp
- Week 4 June 15-18 (Four day camp)**  
Dare to Dream Disney Camp
- Week 5 June 22-26**  
Inventors Camp
- Week 6 June 29-2 (Four day camp)**  
Wizards and Warriors Medieval Times Camp
- Week 7 July 6-10**  
NASA Space Race Camp
- Week 8 July 13-17**  
Jurassic World Camp
- Week 9 July 20-24**  
Digital Discovery Camp
- Week 10 July 27-**  
SHADES Closed

## Program Hours

7:00am –6:00pm Monday—Friday

## Program Schedule

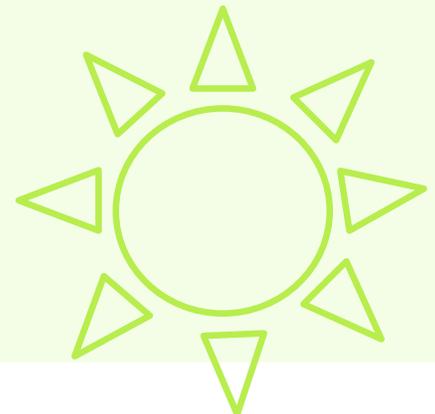
<b>7:00-9:00am</b>	Free Choice Learning Centers
<b>9:00am</b>	<b>Campers should be dropped off by this time</b>
9:00-9:50am	SHADES Group Meeting (Icebreakers, teambuilding, songs, and skits)
<b>10:00-10:15am</b>	Announcements
<b>10:15-10:50am</b>	Physical Recreation Time (Playground/Gym)
<b>11:00-11:50am</b>	Activity 1
<b>11:50-12:30pm</b>	Lunch
<b>12:30-12:50pm</b>	Read Aloud Story Time
<b>12:50-1:30pm</b>	Free Choice - Recreation Time (Playground/Gym)
<b>1:30-2:30pm</b>	Activity 2
<b>2:30-3:30</b>	Activity 3
<b>3:30-4:00pm</b>	Snack and Closing Announcements
<b>4:00pm</b>	<b>Pick up begins</b>
<b>4:00-6:00pm</b>	Free Choice Learning Centers

## Special Program & Presentations:

**Family Night:** June 18—Join us from 5:00-6:00pm for a “Disney Classic” viewing and popcorn!

**LIT Campout:** July 23—July 24th  
This is an eligibility event for 5th through 8th grade. *Eligible students will depart from Karns Elementary at 5:00pm on July 23rd and return to Karns Elementary on July 24th at 5:30pm*

**Register for One  
week or all nine!**



# Things to know...



Sabrina Chamberlain  
BS Child Development



Taylor Reece  
BA Psychology



Madison Vasquez  
BS Secondary Education



Aubrey Bernitt  
BS Child & Family Studies



Savannah Elrod  
BA English; Minor Education



Tiffany Frederick  
BS Multidisciplinary Studies



Kathi Preston  
BS Education Social Studies



Celine Hughes  
BS Social Work



Tamar Bell  
Master of Education Curriculum and Instruction

## Lunch

Our summer locations participate in the USDA Food Program and will provide a box lunch at no cost at qualifying sites. If your site does not qualify for the food program, please pack a nutritious lunch and drink each day for your child. Lunch suggestions are provided on our website. Refrigeration and heat sources are not available, so please pack your child's lunch accordingly. No carbonated beverages or glass containers please. On occasion we may have "for purchase" Chick-fil-a or pizza day as a special lunch option.

## On-Site Activities

The summer will be packed full of projects, challenges, and special activities. Special activities may include guest speakers, guest instructors, theme parties, team challenges, camper performances, family events and field trips. Special events and activities can be found on the site calendar under the locations tab of our website.

## Field Trips

The summer will have a variety of field trip opportunities. Field trips will typically relate to the theme. Participants may choose to participate in off-site fields. These **field trips are strictly optional** and require an additional fee, parental consent and sign up through a Google Survey. Note: the Google survey must be completed for all campers regardless of the campers intent to attend the field trip.

### Understanding Our Field Trip Processes

**Field trip Sign Up and Permission**—SHADES takes the safety and transportation of your child very seriously. In order to secure appropriate transportation and ensure child safety, participants must sign up by the designated deadline in order to attend SHADES and the field trips on field trip days. Sign-ups will be managed through a Google Forms survey link. You may access the survey at your site location if needed. Signing your child up for a field trip is your commitment to SHADES that your child will attend the field trip. In order to prepare transportation logs, plan appropriate staffing, ensure proper bus capacity, and ensure overall transportation safety, your child must attend field trips you have signed him or her up to attend. You may cancel field trip participation by 9:00am the day prior to the field trip through the survey. You and your child have until 9:00am the day prior to a field trip to change your mind and/or field trip plans. After 9:00am the day prior to a field trip your sign up completion form is your commitment to have your child at SHADES at least 30 minutes prior to the field trip, dressed in a field trip t-shirt and tennis shoes.

## Field Trips Cont.

Field trips must be paid for prior to the field trip. In the event your child does not show up for a field trip you have signed him/her up to attend, you will still be responsible for the cost of the field trip. Please keep field trip fees current to ensure your child's field trip eligibility. Field trip days and times vary. A field trip schedule will be available the first day of the summer program. Children must wear a SHADES field trip t-shirts and tennis shoes on field trip days. If required please remember to pack a lunch. We will follow all rules, health, and safety guidelines outlined by field trip locations. SHADES uses T&J Bus Lines, a Knox County Schools authorized transportation provider to transport children to and from field trips.

### Field Trip T-shirts

For the safety of your child, SHADES of Development requires children to wear a SHADES of Development field trip T-shirt each time your child attends a field trip. One T-shirt is included with your child's registration. Additional field trip T-shirts may be purchased for \$9.00 each (Child S-M-L Adult S-M-L) and \$11.00 each (Adult XL, XXL) while supplies last. Please indicate your child's T-Shirt size on the enrollment form. Please note:

### Buddies

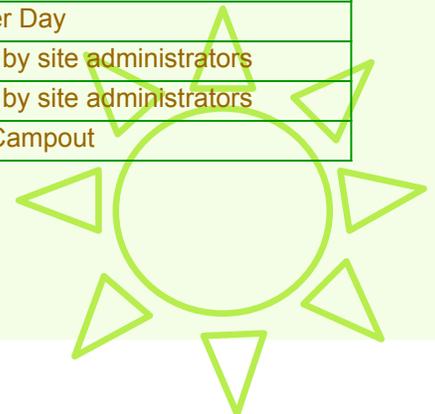
There is safety in numbers! With that in mind SHADES uses a buddy system on all field trips. Buddies stick together and look out for one another on field trips. This ensures that at least one other person in addition to the group leader is aware of your child's whereabouts. This is especially important during routine care activities such as going to the bathroom, getting a drink of water, or visiting a concession stand. Your child will be assigned a buddy for each field trip. Please help us with this process by talking to your child about the importance of staying with a buddy.

### Spending Money

Learning the value of money, selecting items within a budget, counting money, understanding sales tax and exchanging money for goods is a necessary life skill. In order to help children develop this skill, children are permitted to bring up to, but no more than \$10.00 in spending money per field trip. Children are not permitted to share or give money to friends while at SHADES. Please split money for siblings prior to arrival. Siblings are typically in separate groups and may not see each other to pass off spending money during the field trip. Thank you for your help with this process.

Camp	Field Trip Weeks	Special events
Hieroglyph Hunters Camp (4 day week)	No offsite field trip	Water Day
Jedi Training Camp	Morning field trip	TBD by site administrators
Sherlock Holmes Camp	Morning field trip	TBD by site administrators
Dare to Dream Camp (4 day week)	No offsite field trip	Family Night Movie and Popcorn
Inventor's Workshop Camp	Morning field trip	TBD by site administrators
Wizards and Warriors Camp (4 day week)	No offsite field trip	Water Day
NASA Space Camp	All day field trip	TBD by site administrators
Jurassic World Camp	All day field trip	TBD by site administrators
Digital Discovery Camp	No offsite field trip	LIT Campout

SHADES will not be going on swimming field trips due to the increased cost of insurance coverage this year for swimming events. SHADES will host onsite water days as an alternative.





## How to Register

**Summer registration starts with pre-registration through the MyProcure link on the SHADES website.** Pre-registration adds your child(ren) to our registration waiting list. Once pre-registration is complete, you will be contacted by a SHADES administrator to let you know if space is available for your child(ren). If space is available, you will be asked to attend an orientation, submit required paperwork, and pay applicable non-refundable registration and deposit fees.

Your registration is not complete until you have been contacted by a SHADES administrator, attended orientation and completed and submitted required paperwork and fees. You will be given a deadline (typically 48 hours from the time of contact) to complete and submit orientation documentation, paperwork, and applicable non-refundable fees. Failure to adhere to the designated deadline will result in forfeiting your child space, and you will be added to the end of the pre-registration waiting list. **Spaces are limited, and can not be held under any circumstances without fully completing the registration process outlined above.**

*DHS Childcare Vouchers are accepted. Families working to apply for DHS voucher funding are responsible for fees until a voucher is issued list the child's and and SHADES of Development as the provider. Limited financial assistance is available.*

## How to Pay

SHADES makes paying for camp easier than ever. Once registered, families can access their account online through MyProcure or Procure Engage. Please ask your director how to access the MyProcure link. If online payment is not your choice, you may pay over the phone by calling in your credit card information. If neither of these options work for you, payment can be dropped by the SHADES Camp site location. Payments may be made by Visa, Master Card, check or money order. (No cash payments are accepted.) There is a \$20.00 return fee on returned checks or declined credit card payments.

Camp fees are due each Monday **ONE WEEK** prior to the start of each camp. Please note: A camper must be paid in full in order to attend camp. The camp director contact you one week prior to camp if payment has not been received. You will also receive a Welcome Letter prior to each week of camp to share additional camp information. Families with more than one child attending the same week of camp will receive a \$10.00 discount off the tuition for the second child. Please refer to the payment schedule on this page for payment due dates. Sibling discounts are limited to siblings in the same household.

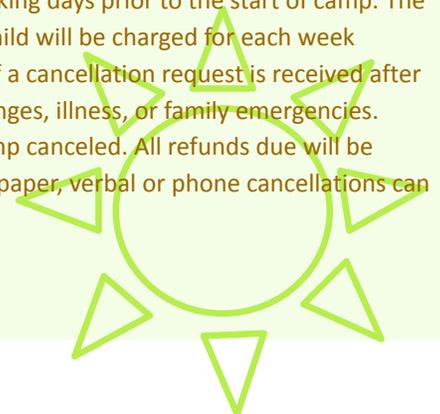
Camp spaces are not held until the registration fee, deposit, paperwork and orientation are completed and received by SHADES. All camp spaces are filled on a first-come, first-serve basis.

## Change Policy

After registration, any changes to a camper's schedule must be made through the SHADES Change/Cancellation link. The Change/Cancellation link can be found on our website, or completed on a site computer. (No paper, verbal or phone changes can be made.) A change is defined as changing a camper's schedule to a different week of camp after registration has been completed. Changes must be made through the change link by the designated cutoff date. If a change is requested after registration, there is a one-time \$10.00 change fee. Changes can only be made if space in the requested week is available and the change is requested before the designated cutoff date.

## Cancellation Policy

After completing registration, if you must withdrawal your child's participation from a week of camp, there is a \$10.00 per week, cancellation fee, if the cancellation is received at least (6) six working days prior to the camp start date. Once the entire camp fee has been paid, you will receive a partial refund if the cancellation is submitted at least (6) six working days prior to the start of camp. The refund will equal the tuition minus a \$10.00 cancellation fee. A \$10.00 cancellation fee per child will be charged for each week canceled, unless another summer session of equal value is added to a camper in the family. If a cancellation request is received after the published cutoff date, no refund will be given for any reason, including vacation plan changes, illness, or family emergencies. Pre-planning and communication is key. Note: A cancellation fee applies to each week of camp canceled. All refunds due will be issued at the end of summer. The change/cancellation link can be found on our website. (No paper, verbal or phone cancellations can be made.)



## Fee Schedule

**Please Note: Camp must be paid in full by the due date, or your space will be given to the next camper on the waiting list.**

Week	Camp start date	Balance Due Date	Deadline to request a change or cancel	No Refunds will be issued after this date
1	5/26/2026	<b>5/18/2026</b>	5/15/26	5/15/26
2	6/1/2026	<b>5/25/2026</b>	5/22/26	5/22/26
3	6/8/2026	<b>6/1/2026</b>	5/29/26	5/29/26
4	6/15/2026	<b>6/8/2026</b>	6/5/26	6/5/26
5	6/22/2026	<b>6/15/2026</b>	6/12/26	6/12/26
6	6/29/2026	<b>6/22/2026</b>	6/19/26	6/19/26
7	7/6/2026	<b>6/29/2026</b>	6/26/26	6/26/26
8	7/13/2026	<b>7/6/2026</b>	7/3/26	7/3/26
9	7/20/2026	<b>7/13/2026</b>	7/10/26	7/10/26

SHADES is closed per KCS contract 7/27/26-8/7/26

## Drop Off & Pick Up

SHADES uses the Procure Engage App to manage communication and the drop off and pick up process. Please install the Procure Engage App from your app store. You will be invited via email by your site director to login to the app. Once logged in, please upload a headshot of you and your child prior to the start of camp. This allows us to study name-to-face recognition prior to camp starting. Only people listed as account payers will have access to the Procure Engage App. Other authorized pick persons will be issued pin numbers. You can distribute pin numbers, located in the sign out section of the app, to your authorized pick up persons. You and your authorized drop off and pick up persons will need to walk into the building when dropping off and picking up. Please also be prepared to present a photo ID at pick up to ensure child release safety until our staff is familiar with your family. **Authorized pick up persons must be 18 years or older.**

Please see your camp director for app and pin number assistance if needed. Once you are registered, drop off and pick up is easy. Simply scan the QR code or open the Engage App and your children will appear on the sign out screen. Or, enter your pin numbers on the site device for your children to appear on the sign out screen. Confirm with the greeter that you have signed your child out and he/she will call to go home. Authorized pick persons can scan the QR from their smartphone or use a site device and then enter their assigned pin numbers. Each authorized person has a unique set of pin numbers. **Please do not share your person pin numbers with other pick up people.** We are happy to add additional authorized pick up persons if needed.

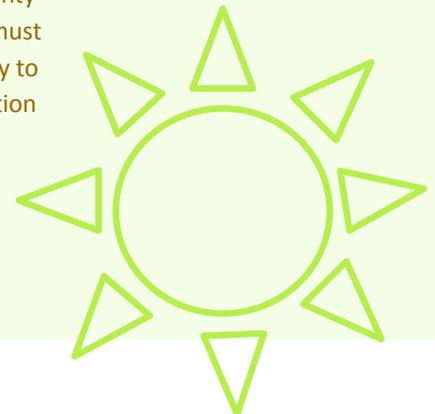
## Medication Policy

SHADES staff members are certified in CPR and First Aid through the American Red Cross. If your child becomes sick or injured at SHADES, a staff member will contact you right away. In order to keep all of our campers healthy, we will ask you to pick up your child if he/she has a temperature of 100.4 degrees or more, is throwing up, has diarrhea, or any other contagious condition. If contacted, you or an authorized pick up person will need to pick up your child within the hour. Your camper must be symptom free for 24 hours to return to SHADES Camp.

If your child requires any medication during camp, please be aware that we use the Knox County Schools Medication Form which requires a physician's signature. A current medication form must be on file for SHADES to administer any type of medication. Medication must be given directly to a SHADES staff member in the original container, with your child's name and a current expiration date printed on the medication. Medication forms can be found on our website.

### Our Credentials

SHADES of Development is licensed by the Department of Human Services or the Department of Education. Our staff attend over 12 hours of preparation training in curriculum, safety, health, nutrition and camp logistics before camp begins.





## Fun in the Sun

Summers in East Tennessee are often hot and humid. Therefore, SHADES is constantly monitoring campers sun exposure and hydration. Please have your child bring a water bottle. We also ask that you donate a bottle of sunscreen to SHADES. If your child is sensitive to a particular brand of sunscreen please make a note on the Authorized Pick Up form. Please note: The Authorized Pick Up form contains a sunscreen release under the Parental Agreement section of the form.

Staff will make sure there are frequent water breaks and that sunscreen is applied often when campers are outdoors. SHADES Camps will use the outdoors and the gym for sports and physical activity. When outside, campers will be in the shade whenever possible during these activities on hot and humid days.

## What to Wear

In order for campers to have the best camp experience, they should wear comfortable clothes that allow for ease of movement. Please remember to follow the Knox County Schools dress code for short length and appropriate top guidelines. Sturdy shoes are especially important, as campers will be active during the day. Please do not send your camper in flip-flops, Crocs, or open-toe shoes. **Campers must wear or bring sneakers each day.**

If a field trip is scheduled for the day, please help us keep your child safe and easily recognized as a member of our camp by having your child wear his/her camp T-shirt and tennis shoes. You will receive a field trip schedule prior to the start of camp. Campers signed up the the field trip and do not arrive to camp in their field trip T-shirt and tennis shoes will be sent home for the day.

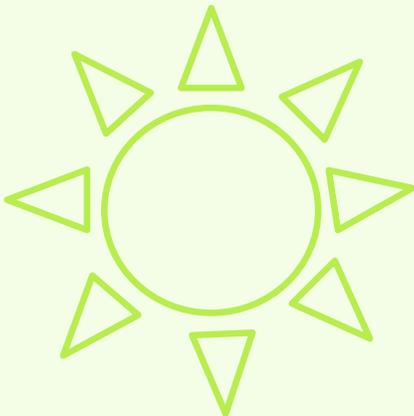
## Personal Property

Summer camp is chock-full of fun activities keeping campers busy throughout the entire day. Bringing personal items to camp often disrupts the flow of the camp and the program. The following items and those similar to them are prohibited at camp: personal toys, electronic games, game cards, personal listening devices, phones, headphones and collectibles.

Campers do not need money at camp. Please do not allow your camper to bring money to camp unless a special activity or field trip with a gift shop is scheduled for the day . In the event a field trip is scheduled for the day, and a gift shop is available, campers may bring \$10.00 or less for small souvenir purchases. Purchasing souvenirs provides the opportunity for children to budget money, make cost conscious selections and verify the receipt of any change due. Please help us keep this process manageable by limiting your child's spending money to \$10.00 or less. Field trip spending money is always optional. If you have more than one child attending a field trip, please split field trip money before arriving to camp. Campers are responsible for keeping up with their own spending money. A pinch change purse is recommended.

## Behavior

Campers are expected to be kind and respectful to other campers and staff. Campers are also expected to follow the rules of the camp and the requests of the camp staff. The camp director has the right to send home any camper that does not comply with camp rules, without a refund of any kind. For minor behavior incidents that occur at camp the SHADES staff will use redirection, conflict resolution and logical consequences. You will be notified of any behavior concerns while your child is at camp.



### Contact Numbers

<u>Location</u>	<u>Phone Number</u>	<u>Email Address</u>
Central Office	865-938-9164	<a href="mailto:co@shadesofdevelopment.org">co@shadesofdevelopment.org</a>
New Hopewell Campus	865-399-7702	<a href="mailto:nh@shadesofdevelopment.org">nh@shadesofdevelopment.org</a>
Brickey Campus	865-367-2947	<a href="mailto:brickey@shadesofdevelopment.org">brickey@shadesofdevelopment.org</a>
Karns Campus	865-690-0906	<a href="mailto:karns@shadesofdevelopment.org">karns@shadesofdevelopment.org</a>
Pond Gap Campus	865-454-0198	<a href="mailto:pg@shadesofdevelopment.org">pg@shadesofdevelopment.org</a>