



# **2025 Camp Policies & Procedures**

**This camp must comply with the regulations of the  
Massachusetts Department of Public Health and the  
Oak Bluffs Board of Health**

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## **General Information**

### **Introduction**

We believe tennis camp is about having fun & developing skills on the tennis court while offering opportunities that allow children to grow to their fullest potential. Vineyard Family Tennis strives to provide a quality program that is safe, educational and of course fun! Children will immerse themselves in learning the fundamentals of the sport, including essential strokes such as forehand, backhand, volleys, and serves. They will enhance their footwork and movement skills through agility drills and gain a solid understanding of the game's rules and scoring.

Physical fitness will be a key focus, with activities designed to build endurance, strength, speed, and flexibility. Emphasis will also be placed on sportsmanship and teamwork, teaching kids the importance of fair play, respect, and how to collaborate in doubles matches and group drills. Beyond the technical and physical aspects, the camp provides a fun and social environment where kids can make new friends, participate in engaging games and challenges, and enjoy various camp activities.

### **Background Review Staff / Volunteers**

The success of our program is rooted in the excellence of our staff. We carefully select each member based on their experiences, education, character, talents, and interpersonal skills. Our mission is to offer an enriching experience in a safe, structured, and developmentally appropriate environment, ensuring that your child creates positive and lasting memories. Our counselors and program specialists are chosen for their maturity and proven ability to serve as positive role models. All staff undergo thorough Massachusetts background checks (CORI and SORI). Our camp provides peace of mind, knowing that your child is under the watchful and nurturing care of our dedicated team. Parents are entitled to review all background checks and health care and discipline policies. Any grievances regarding policies may be directed to the Camp Director.

### **Licensing Agency**

Vineyard Family Tennis is licensed by the Massachusetts Department of Public Health and is mandated to uphold all the rules and regulations pertaining to licensing by the local Board of Health

## **Getting Started**

### **Age Requirements**

Vineyard Family Tennis offers camp and tennis class for children ages 5 years and older. Campers are placed in groups according to their grade/age and their ability on the tennis court.

### **Confidentiality of Records**

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. Parents shall, upon request, have access to their child's records and have the right to amend the record. Vineyard Family Tennis shall provide within 2 business days and will not charge any fee for copies of any information contained in the child's record. Authorized representatives from Massachusetts Department of Public Health have the right and responsibility to review all records upon request.

### **Supervision of Children**

The program will be supervised by the Program Director and the Staff. During program hours, children are under the direct supervision of the program staff. Campers will be placed in co-ed groups according to their age and their tennis skills/ability. Groups will adhere to the ratios set forth by the licensing agency. For more information on required staff ratios, please contact the camp director.

## **Financial Policies**

### **2025 Rates**

#### **Junior Member\* Fees**

(\*must be enrolled in island school system)

- Full Day Only 9am-3pm \$499.00/week
- Morning Only 9am-12pm \$319.00/week
- Afternoon Only 1-3pm \$199.00/week
- Hourly Classes \$30.00/hr
- Match Play \$20.00
- Game Night \$25.00
- Inter-Club Match Included with camp

#### **Non-Member Fees**

- Full Day Only 9am-3pm \$999.00/week
- Morning Only 9am-12pm \$629.00/week
- Afternoon Only 1-3pm \$399.00/week
- Hourly Classes \$40.00/hr
- Match Play \$30.00
- Game Night \$40.00
- Inter-Club Match Included with camp

### **Payment Information**

Payment is due upon registration of camp unless alternative arrangements have been made.

Island resident children enrolled in the Martha's Vineyard Public School System will be given priority registration at a discounted rate based on the VFT scholarship funding for the year. Vineyard Family Tennis welcomes non-resident children who are not enrolled in the MVYPS system on a space available basis.

### **Financial Assistance**

Scholarships are awarded to island resident children enrolled in the MVYPS system. Awards are generally limited to 50% of the enrollment fee and are awarded per camp session.

Criteria is determined by the Vineyard Family Tennis board of directors and decisions are made on a case by case basis

### **Termination for Non-Payment**

Non-payment or consistently late payment of fees is sufficient cause for termination from VFT program. The child may return to the program after all balances have been paid in full, provided there is space available in the program. If service is terminated for non-payment, VFT may pursue collection for the full amount due. A family with an outstanding balance may not be permitted to register or participate in any Vineyard Family Tennis program until the amount due is paid in full.

### **Refunds and Withdrawal from Program**

Cancellation after June 1 will result in a camp credit for the 2024 camp season.

### **Enrollment Changes**

Vineyard Family Tennis will make every effort to accommodate enrollment changes provided there is space available.

## **ATTENDANCE AND TRANSPORTATION POLICIES**

### **Late Pick-Up Penalties and Procedures**

Our morning camp starts at 9 am and ends at 12 pm. If the child is doing only half a day then pickup is at 12 promptly. They will be with staff until picked up. If Guardian or parent is more than 15 minutes late then staff and director will call the emergency contact registered under the child. If 30 minutes goes by with no contact of guardian and no person on the contact list can be reached, we will contact the Department of Children and Families (DCF) and file a report.

### **Camp Contingency Plan**

(A) In the event a child does not show up as planned, the Camp Director will contact the parent listed on the registration form and determine the best course of action.

(B) In the event a parent shows up and the child is not present, notify the Director who will initiate a course of action with the parent.

(C) Unregistered children should be asked to see the Director and cannot be admitted without proper immunization records as determined by the Oak Bluffs Board of Health.

All parents should notify VFT staff in writing of any changes in terms of pick up, responsible adult, change of phone numbers, emergency phone numbers and any concerns about any of the above.

### **Transportation & Traffic Control Policy**

Parents/guardians are responsible for all transportation to and from camp. Upon entering the Vineyard Family Tennis lot, parents should follow signs to the right side of the building around the circle to the designated drop-off location or to a parking space where they can walk their child inside to check-in.

### **Absences**

Please inform us as soon as possible if your child is going to be absent from the program. If your child is ill and will not be attending camp that day, please call the front desk phone number before camp starts at 9:00 a.m. There is no tuition credit for any days when your child does not attend the program; however, exceptions will be considered on a case by case basis.



## **NON-DISCRIMINATION POLICY**

### **Non-Discrimination Policy /Equal Opportunity**

It is the policy of Vineyard Family Tennis to comply with all existing statues regarding equal opportunity and non-discrimination. We hire new employees and admit children and families to our programs of any race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or gender identity. Our programs ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. Please feel free to contact the Camp Director if you have questions or concerns regarding your child's participation in camp activities.

## **HEALTH AND SAFETY**

### **Illness**

We recognize the problems of parents who have a sick child and who must go to work. Yet it is our main concern that all children are safe and healthy. Parents must arrange for alternate care for the days when their child cannot attend due to illness. Parents are contacted if their child is in need of a doctor's attention, is contagious, or is in need of prolonged individual attention from a staff member due to illness.

Please do not bring your child to Camp if in the last 24 hours he/she has had a fever, experienced vomiting, or any possibly contagious conditions. To ensure the comfort of your child and the health of the other children in the center, you will be expected to make other arrangements for his/her care if your child has experienced any of the following symptoms within the previous 24-hour period:

1. A fever of 100°F or higher. Children with a temperature reading over 99°F will be sent home and may not return to the program until they have been fever-free for a full 24- hour period.
2. Stomach viruses. A child who is vomiting will be sent home and should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24 hour period.
3. A contagious condition of any kind, including, but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will be sent home and will not be allowed back into the program until all symptoms have been cleared by a medical professional.

### **Plan for the Care of Mildly Ill Children**

In the event a child feels mildly ill, the Camp Director will find a quiet place for the child to rest. The child will be offered water, food, and appropriate rest and play materials. If the child needs to be in a separate room, the staff member caring for that child will at least meet the minimum counselor qualifications and will be trained in the general practices and procedures for the care and comforting of ill children, the recognition and documentation of symptoms of illness, and taking the children's temperature.

### **Plan for Administration of Medication**

Should a parent desire that VFT give their child medicine (prescription or over the counter) the following guidelines apply:

1. In order to give the child any medication, prescription or non-prescription, the parent must give written authorization and consent by signing a release form and medication tracking form. This form will include the parent signature, date, time to be given, name of medication, as well as other specific instructions as to the administration of the medications.
2. All prescribed medication for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container.
3. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.
4. Medication can be administered by the parent to the child when dropped off at or picked up from the facility.
5. Medication shall only be administered by the health supervisor or by a licensed health care professional authorized to administer prescription medications. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant shall acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

PLEASE NOTE: All prescription and non-prescription medications require a note from the physician with instructions concerning the dosage and times to administer. \*This note is valid for specified time only, as expressed by physician, which cannot exceed one year and will be kept on file.

\*\*The instructions on the medicine bottle will be considered the proper instructions unless accompanied by a doctor's note. If any staff member has questions or concerns, the medication may not be given. Any instructions for over the counter medication may not exceed the suggested dosage on the package unless accompanied by a doctor's note.

An authorized staff member must handle all medications, except inhalers. All medications shall be administered by an authorized staff member; upon written authorization of a parent and the physician, the child may be permitted to administer his/her own medication under the supervision of an authorized staff member. Medications are not to be left in backpacks or kept on the child's person.

Important instructions for inhaler usage: With written parental consent and authorization of the physician, children who have asthma will be permitted to carry their own inhalers and use them as needed without the direct supervision of a staff member.

### **Plan for returning or destroying unused medication**

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed as follows:

1. Destruction of prescription medication shall be accomplished by the health care consultant, witnessed by a second person and recorded in a log maintained by the camp for this purpose. Said log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction.
2. The health care consultant and the witness shall sign each entry in the medication destruction log.
3. The medication log shall be maintained for at least three years following the date of the last entry.

### **Allergy Procedure**

Any allergies listed on a child's record must be discussed between the Camp Director and the parents so that the medical condition is understood. In the case of a food or chemical allergy, documentation must be provided and placed in the child's folder. The Camp Director will then discuss the allergy and the medical or avoidance procedures with the other staff members so that everyone at the site is familiar with the allergy and what to do in case of a reaction.

The child's allergy should be clearly marked on the outside of his/her folder. A copy of the documentation for medical or avoidance procedures for each child should be taped to the inside of the cabinet door where the first aid kit is stored.

### **Prevention of Heat Related Illness**

Staff and directors will be observing the heat index daily. If the heat index indicates a day to be in the area of "extreme caution" then the staff will agree on **frequent water and shade breaks** after each activity and games inside the building or at picnic tables in the shade.

## **Procedures for Administering First Aid**

1. A first aid kit and AED device will be available at all times.
2. When necessary, one VFT staff member will administer first aid, while other staff will care for the rest of children.
3. Call for back-up if necessary.
4. When applicable, staff will wear gloves to prevent the spread of possible infectious disease. A bodily fluid clean-up kit is located at the front desk.

## **Procedure for Documentation of First Aid and Informing Parents when First Aid is Administered**

1. Any administration of First Aid will be logged in the Medical log book, including date, time, name of camper, camper complaint and aid administered.
2. An incident report will be completed to document the cause of injury.
3. Parents will be notified of the administration of First Aid.

## **Lost Camper Plan**

In the event of a lost child, VFT staff is trained to immediately inform the Camp Director. The Director will be responsible for organizing a search based on the information provided by the staff. The Camp Director will be responsible for contacting the police and the parent if necessary.

## **Fire Evacuation Plans and Drills**

### Fire Emergency

All staff are trained in the event of a fire. A fire drill will be conducted as part of the staff orientation and within the first 24 hours of each session.

- Exits are located in the media room, main lobby and main entrance lobby
- The designated gathering place is the **SOCCER FIELD**
- The main building is equipped with smoke detectors

- In case of emergency, the first priority is to evacuate the building and **gather on the soccer field** where instructors will account for all campers

### **Protocol for Unrecognized Persons**

Vineyard Family Tennis maintains an effective protocol for the identification and handling of unrecognized persons. If an individual outside of our staff, parent list or approved maintenance/contractor list is identified, VFT staff is trained to inform the camp director. The camp director will determine the nature of the individual's visit and make the appropriate determination.

### **Meningococcal Disease and Camp Attendees**

Campers are not considered to have increased risk of Meningococcal Disease, but the Department of Public Health requires us to give you the attached information.

Meningococcal Disease and Camp Attendees:

#### What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become deaf, have problems with their nervous system, become mentally retarded, or have seizures or strokes.

#### How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

#### Who is at most risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or terminal complement component deficiency (an inherited immune disorder) are at risk. People who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease.

#### Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

#### Is there a vaccine against meningococcal disease?

There are currently 2 types of vaccines available in the US that protect against 4 of the most common of the 13 serogroups (subgroups) of N. meningitides that cause serious disease. Meningococcal polysaccharide vaccine is approved for use in those 2 years of age and older.

There are 2 licensed meningococcal conjugate vaccines. Menactra® is approved for use in those 9 months -55 years of age. Menveo® is proved for use in those 2to 5 years of age. Meningococcal vaccines are thought to provide protection for approximately 5years.

#### Should my child receive meningococcal vaccine?

Meningococcal vaccine is not recommended for attendance at camps. However, this vaccine is recommended for certain age groups; contact your child's health care provider. In addition, parents of children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

#### How can I protect my child from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette.

Individuals should:

- Wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used fi hands are not visibly dirty);
- Cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trashcan; or fi they don't have a tissue, cough or sneeze into their upper sleeve.
- not share food, drinks or eating utensils with other people, especially fi they are ill.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850 or on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph)

## Administered

### Procedures for Providing Emergency Health Care

In the event of an emergency where emergency health care needs to be provided, the following steps will be taken:

1. A staff member will call for help. If contacting 911, make sure that the person relays the following information:

Your name and the child's name

- Nature of the emergency
- Telephone number and address where you are presently
- The exact location of the injured person at site
- Relay exactly where you will meet emergency service personnel and what you are wearing
- **DO NOT hang up the phone** until all of the above information has been relayed and you have confirmation that help is on the way

2. Administer first aid immediately

3. Have someone contact parent/caregiver with all necessary information. If parent cannot be reached, the Camp Director will keep attempting to contact parent and other emergency contact persons.

4. Transport child via ambulance to Martha's Vineyard Hospital **\*WITH A VFT STAFF MEMBER ESCORTING THE CAMPER**

5. Give all necessary forms to the staff member to bring to the hospital

6. If the parent cannot be contacted, then the Camp Director will contact other listed emergency contact persons.

In preparation for an emergency where emergency health care needs to be provided while off-site, the camp staff will take the following action:

1. Staff members will bring all camper files and emergency contact numbers when the program is off-site at any time.

2. Parents are aware that their children will be off-site, and permission has been granted for this.



3. VFT staff has cell phones and/or access to a phone while off-site.

### **Current Emergency Contact Information**

The Vineyard Family Tennis Program must be notified of any changes in address, workplace or home telephone numbers. It is important that parents list someone other than themselves. This person must be someone who lives in the area and can be contacted in case of medical emergency. It is the parent's responsibility to keep all information up to date.

### **Protection from the Sun**

Vineyard Family Tennis encourages all campers to reduce exposure to ultraviolet exposure from the sun. If a child does not bring their own sunscreen, we will provide one with a solar protection factor of 15 or higher. If a child needs help applying sunscreen, the counselor will first ask the child for permission. With the parent's consent, the counselor will apply the sunscreen to the child's face, neck, arms, and other exposed areas.

\*Parents / Guardians are required to complete our sunscreen policy sign-off form. (attached)

### **Abuse and Neglect Prevention/Reporting Procedures**

Staff are under obligation to report suspected child abuse and neglect. Discuss your concerns with the Director who will make a determination whether further information is needed from the parents and then call Child at Risk Hot line 1-800-792-5200 or Children's Protective Services 1-508-775-0275 or the Department of Social Services. Notify the Local Board of Health of your filing a report of suspected abuse. Proper supervision of children and insuring that children use the bathroom independently will reduce risks to children at camp.

430.093: Prevention of Abuse and Neglect

(A) The operator shall have written policies and procedures in place to protect campers from both abuse and neglect (as defined in 10 CMR 2.00: Glossary) while in the camp's care and custody.

(B) The operator shall develop and follow written procedures for reporting of any suspected incidents of child abuse or neglect in accordance with procedures described in M.G.L. c. 119, § 51A. The procedures shall include:

(1) All staff shall immediately report any suspected child abuse or neglect. The report shall be made either to the Massachusetts Department of Children and Families or its successor, or to the camp director.

(2) The camp director shall immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families, or its successor.

(3) The camp director shall notify in writing the Department and the Board of Health if a report is filed pursuant to M.G.L. c. 119, § 51A alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program-related activity. The report filed pursuant to M.G.L. c. 119, § 51A itself shall not be forwarded to the Department or Board of Health.

(C) The operator shall cooperate in all official investigations of abuse or neglect, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

(D) The operator shall ensure an allegedly abusive or neglectful staff person shall not have any unsupervised contact with campers until the Massachusetts Department of Children and Families investigation is completed.

### **Discipline Policy**

VFT maintains a discipline policy designed to provide a safe, fair and consistent set of guidelines that all staff and campers must adhere to. While each incident involving behavior that is not consistent with VFT rules may vary, we have established a simple 3 count rule.

- If a behavior or action is deemed unsafe or distracting a coach will stop the activity and remind the camper about camp rules.
- If a second incident should occur, the camper will be escorted to the main building for a “break from activities” under the supervision of the Camp Director. The camper may return to activities in a reasonable amount of time as determined by the Camp Director.
- If a third incident should occur, the camper will be escorted to the main building and the parent will be called and asked to pick-up the child.
- A child may return to camp only with prior approval of the Camp Director.

The following are prohibited:

- (1) Corporal Punishment, including spanking, is prohibited
- (2) No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- (3) No camper shall be denied food, water or shelter
- (4) No child shall be punished for soiling, wetting or not using the toilet

## **DAILY ROUTINES**

### **Communication**

Your child will be spending many hours each week in our care, and we hope you will keep us updated daily about any small yet important changes that might impact your child's success in our program. We encourage you to reach out to the camp counselors or director with any concerns about your child's experience and progress. We value your input and believe that parents and families are the most significant role models in a child's life. Our goal is to develop a lasting bond with your family.

### **Pick Up for Your Child**

**All parents must complete the child pick-up authorization form prior to the child participating in camp.** (attached) Accurate daily attendance is essential for the safety of the campers and will be recorded each day by the camp staff. Please remember that the staff needs to continue monitoring the other children in the program, so for extended discussions, please arrange an appointment. If you are going to be late, it is your responsibility to contact your emergency contact person to pick up your child before the program closes. Please call the Camp Director if a different person, not listed on the Pick-up, will be collecting your child.

### **Release of Children**

Children will only be released to the parent (s) or individuals authorized on the child pick-up authorization form. To ensure the security of the children, staff will follow the following pick-up procedures:

- Verify the individual is currently listed on the pick-up authorization list
- Please note that the staff reserves the right to refuse the release of any child they feel may be at risk.

### **Food for Children**

You should provide a snack for your child as we have designated snack time at 10:30 a.m. for morning camp. If your child is staying the whole day then you must provide a lunch and two snacks.

\*There is snacks able to PURCHASE at the front desk for kids with no allergies. Please provide a refillable water bottle or canteen for your child so that he/she can replenish their water during the day. There are water bottles offered for purchase.

## In-Closing

We have carefully designed the policies provided in this handbook to ensure the comfort and protection of your child. You can expect our staff to offer your child an exciting and rewarding program, with opportunities to make new friends and engage in new and exciting activities. We welcome your comments and suggestions and extend our sincere thanks for your cooperation in our efforts to provide a quality camp experience for your child.

Sincerely,  
Vineyard Family Tennis



I have reviewed the policies and procedures listed in the Vineyard Family Tennis Camp Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Notes:**