



Spotlight Academy Summer Camp 2026

Parent & Student Handbook

July 6 – July 31, 2026

Monday – Friday | 10:00 AM – 4:00 PM

Ages: 6–12

Welcome to Spotlight Academy Summer Camp 2026! We are excited to provide a fun, creative, and structured environment where children can learn, build friendships, and explore new skills through music, arts, dance, coding, chess, sewing, and more.

CAMP LOCATION

28533 Spring Trails Rdg Suite 200
Spring, TX 77386

CAMP OVERVIEW

Camp Activities

Students rotate through a variety of enrichment activities:

- Bollywood Dance
 - Piano Basics
 - Percussion Basics
 - Chess Strategy
 - Arts & Crafts
 - Sewing & Cross Stitch
 - Code Lab (*Ages 9–12 only*)
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DAILY GENERAL SCHEDULE

Time	Activity
10:00 – 10:15 AM	Welcome Circle & Warm-Up Games
10:15 – 11:15 AM	Rotation Block 1
11:15 – 12:15 PM	Rotation Block 2
12:15 – 1:00 PM	Lunch Break
1:00 – 2:00 PM	Rotation Block 3
2:00 – 3:00 PM	Rotation Block 4
3:00 – 4:00 PM	Games / Practice / Wrap-Up

Daily activities and group rotations may vary throughout the week based on enrollment and instructor planning.

DROP-OFF & PICK-UP

Drop-Off

- Doors open at 9:50 AM
- No early drop-off without prior approval
- Parents must ensure proper check-in

Pick-Up

- Pick-up begins at 3:55 PM
- Only authorized adults may pick up students
- Notify staff for any changes

Late Pick-Up

- 10-minute grace period
 - Repeated late pick-ups may incur fees
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ATTENDANCE

- Notify staff for absences
 - No refunds or make-ups unless approved
 - Consistent attendance is encouraged
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LUNCH & SNACKS

- Lunch is NOT provided
- Students must bring:
 - Packed lunch
 - Water bottle
 - Optional snack

No soda or energy drinks allowed.

DRESS CODE

- Comfortable clothing
 - Closed-toe shoes required
 - Clothing suitable for art and movement
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PERSONAL BELONGINGS

- Please label all items
- Bring backpack, lunch bag, water bottle

Electronics

- Not allowed unless required for class
- Academy not responsible for lost items

Code Lab Requirements

- Laptop/tablet
 - Charger
 - Headphones (optional)
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STUDENT EXPECTATIONS

Students must:

- Show respect to teachers and peers
- Follow instructions
- Participate actively

- Take care of materials
 - Stay within designated areas
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BEHAVIOR POLICY

Not Allowed

- Bullying
- Physical aggression
- Disrespect
- Unsafe behavior
- Property damage

Discipline Steps

1. Warning
 2. Parent contact
 3. Removal from activity
 4. Dismissal if needed
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HEALTH & SAFETY

- Keep child home if sick or feverish
 - Must be fever-free for 24 hours before return
 - Medication requires written consent
 - Emergency contact procedures in place
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MEDIA & PHOTOS

Photos/videos may be used for updates and promotion. Parents may opt out in writing.

COMMUNICATION

Updates shared via WhatsApp, email, or text. Ensure contact details are current.

REFUND POLICY

- No refunds after camp begins
 - Exceptions only at administration discretion
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FINAL WEEK SHOWCASE

Students may present performances, projects, and activities during the final week. Parents may be invited based on scheduling.

OUR MISSION

We aim to help every child: ✨ Learn confidently ✨ Explore creativity ✨ Build friendships ✨ Discover talents ✨ Shine brightly

We look forward to an amazing Summer Camp 2026!