

SUMMER CAMP POLICY

Registration

- Parents must update information on previously filled registration forms
- Parents must submit Updated Medical form for the summer camp
- Every parent must pay the FULL registration fees
- Sign a new enrollment contract form summer camp.

Payment & Fees

- All payments are due BEFORE service. No Exceptions.
- Service will not be provided without payment. If you fail to make payments, your child's seat will be given to another student.
- All registration fees must be paid in full prior to camp start date.
- All parents who choose to pay a weekly fee are required to have a security deposit of \$100 fee that will be used towards the final payment.
- Payments not received by Friday will incur a \$5 late fee for every week payment is late.



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- All payments must be made via, cash app or quick pay, postal money order.
- NO cash payments will be accepted
- No Personal Checks will be accept only bank certified checks
- Payments are not based on attendance but on enrollment in the program.
- Full payments are due regardless of numbers of days in attendance
- Only students enrolled in part time can switch days only in advance
- See price list for program prices for details
- Late fees: Parents are expected to pick up their child(ren) by 6:00 PM. And absolutely no later than 6:15PM Late pickups will be charged \$5 for every 10 minutes late.
- A minimum of 1 full week (5 full business days) notice is required if children will be absent from the program for any reason.
- If you do not inform the Program Director within this time frame, you will still be responsible for the full payment for the week/days your child is absent.
- If your child is absent due to unforeseen circumstances, i.e. your child is sick or you are having financial hardships, you will be required to pay only 50% of the child care fee.
- If you are going to be late in making payments for whatever reason, please talk to the Program Director in advance to make specific arrangements on how fees will be paid.

Arrival

- Arrival time is at 8:00.
- Any arrival time earlier than 8:00 will be subject to an early drop off fee.
- Parents must Sign in & sign out children daily

Pick up Policy

- All students must be picked up promptly by 6:00PM.
- All Parents will be given a grace time of 15mins
- Parents who are running late should notify the program director via text or phone call at least 1 hour before.
- All Children who are picked up later than 6:15PM will be charged a late fee.
- A Late fee of \$5 per every 10 mins will be applied to weekly fees.
- Keep in mind that staff must be compensated for overtime.
- Remember to Sign out your child at pick up.
- Children are not allowed to leave the building without a written permission from the parents.
- We are NOT allowed to send children to the car outside the building. Parents are expected to pick up children directly from the building.

Absences

- If students are going to be absent, parents must inform the program director.
- Parents of children who are enrolled in a full time program must make regular payments regardless of the amount of days their children are present. There are no partial payments allowed due to attendance as payments are not based on attendance, but rather the security of your child's seat in the program.
- Only Part Time students are allowed to make up days missed but an advance notice is needed.

Electronic Devices Policy

- Students can bring electronics to the center.
- Students must be productive with their electronics devices.
- Students are not allowed to use social media while in the program.
- Parents are encouraged to make use of screen time on their child's device.
- Students are not permitted to make calls without permission.
- Students are not permitted to make video recordings at the center, as this involves the recording of other students.

Academic Policy

- Academic work is designed for students operating on their respective academic levels.
- Students who are below their respective academic level will be placed on remedial programs.
- All students must fully participate for maximum benefit.
- All students will have access to ixl with their login information.
- Parents must purchase the recommended chapter books for summer
- Parents can send students with a library card to visit the library.
- Please check your child's work weekly and ensure it is satisfactory.
- Students are expected to work independently and receive guidance as they move up in grades.
- We are not permitted by law to force any child to do work.
- We will do our best to encourage and motivate your child.

Library

- Students will get a chance to go to the Library each week.
- Parents can send students with library cards so that they can use the computer and check out books.
- Students will only be allowed to check out one book at a time with parents' permission.
- Students will not be permitted to check out books for other students.

Staff Management

- Any complaints or concerns should be reported to the Program Director immediately.
- We have several volunteers that would be assisting us during program hours.
- All children that are left with the Staff have undergone all required screening processes by the Department of Health.

Behavior Management

- Students are expected to follow the rules of the program.
- Students are expected to respect all staff.
- Under no circumstance is any child allowed to hit other children.
- Children will be given 3 verbal warnings.
- A redirection approach will be used to tailor a child's energy in a productive way.
- Parents will be notified if behavior does not change.
- Parents would be required to pick up children whose behavior gets out of hand in such a way that becomes unsafe for other children and them.

Discipline Policy

- Discipline Policies will be implemented when children are not following the rules, and will include the following:
 - 3 Verbal warning
 - Redirection (children will be encouraged to change to a positive engaging activity.
 - Group Separation (10 mins)
 - Loss of privileges (No game / fun time.)
 - Call to parents if behavior continues
- If behavior continues and because of a safety issue then students will be expelled from the program immediately.
- It is very important that parents explain to their children the importance of camp rules to ensure their safety and well-being and to make sure they enjoy themselves.
- We have a zero-tolerance policy for hitting and inflicting pain of any kind to other students.
- We have a zero-tolerance policy for bullying. The children expected to work together to build a community setting.
- For children who do not follow camp policy and endanger the safety of other campers, their parents will be asked to pick up their child immediately. Such a child will be separated from the group while we await parents to come.
- Students with uncontrolled behavior will not be allowed to participate on trips.
- To ensure the safety of all camp-goers, children who have uncontrollable behavior issues will no longer be able to attend the camp.

Fun Friday

- Fun Friday will be held every Friday
- Parents who wish for their child to participate can send money for Icy at the park.
- Activities include: sprinkler, lawn games, fun

Parent Support

- In our effort to provide parents with excellent child care services, we ask that parents encourage their children to follow the rules of the program.
- Encourage your children to always be responsible.
- Parents are welcome to express concerns or make a complaint at any time.
- We also welcome suggestions on how to make sure the program is meeting the needs of parents.
- Be sure to let us know when we are doing a great job.

Withdrawing Out of Program

- A minimum of 1 week (5 business days) of notice is required if parents are withdrawing their children out of the program for any reason. If you do not notify the director within this time frame, you will still be responsible for the payment for 1 week.
- Without a formal notice of 5 business days your security deposit will be forfeited.

Trips and the Park

- All parents must sign permission slips for trips.
- Children must wear covered shoes and socks.
- Children must bring their own bottle of cold water.
- Children must wear a camp t-shirt to all Trips.
- Proper water shoes are required for sprinkler activity.
- Children must bring a clean towel to dry off (Please label their clothes properly with a permanent marker)
- Children must bring plastic bags to store wet clothes
- Children will not be allowed to participate in sprinklers without proper attire.

Allergies

- Parents must inform the program director of their child's allergies or food preferences.



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I have read and reviewed this policy in its entirety and understand all policies and expectations for myself and my child. I understand that I am expected to abide by all terms listed above, and by signing my name below, I agree to these terms. I understand that my child can be dismissed from the program for reasons including, but not limited to, 1) any missed payments without proper notice to the Program Director; and 2) uncontrollable child behavior that affects the safety of other children.

Name of Child

Date

Signature of Parent/Guardian

Signature of Program Director

"Building a Bright Future for Children"