

# **Camp LELA**

## **POLICY AGREEMENT**

*Please initial the bottom left corner of each page, complete and sign all pages*

*An executed copy must be placed in each students file.*

Camp LELA (in conjunction with Li'l Einsteins Learning Academy) provides quality summer enrichment programs to all families, without discrimination. As we begin our relationship together, it is important to define our policies as well as your responsibilities. We feel that communication between staff, parents and children is critical to providing quality childcare. These policies exist for the safety and well being of both children and parents. Please feel free to discuss any questions or concerns with your Camp Director.

### **Non-Discrimination**

Our program is designed for children from 5 to 11 years of age. Camp LELA accepts applicants on a first-come, first-served basis and does not discriminate because of race, color, gender, religion, sex, marital or veteran status, national origin, handicaps or political beliefs.

### **Student Confidentiality**

All information pertaining to a child and his/her family is kept confidential at all times. Occasionally, a staff member, along with the School Director, may review the child's file for information that may be pertinent to the child's needs. By no means may the child's family information or the child's information be released to any outside parties, except for the licensing agents and departmental authorities, without prior parental approval.

### **Enrollment**

- Children must have completed kindergarten.
- Children must have on file, prior to the first day of enrollment, a record of a complete physical, an updated Immunization record, a TB screening (where required) and any other state requirements that apply.
- All registration materials in this packet must be completed prior to start date.
- Registration and a tuition deposit must be paid to complete enrollment.

### **Waiting Lists**

Due to the high demand for quality summer camp, there may not be a place immediately available for your child at Camp LELA.

We do maintain a waiting list with a security deposit required. Admission is based on the date of the application and the child's age. As openings occur in the school, parents are called in the order of their position on the waiting list. Priority will be given, however, to children currently enrolled in Camp LELA who are waiting to advance to the next age group and their siblings who have not yet enrolled, before new families are accepted. We are not able to reserve a place for your child on our waiting list should you decline the opportunity to pay the required security deposit.

Initials \_\_\_\_\_

**Tuition:** Tuition is required to be paid weekly, bi-weekly, or by the session. **Tuition is due on Friday in advance for the upcoming week.** A late fee of \$25 will be applied on all late payments. Your child may not attend camp without the proper tuition payment. **Camp account must be paid up to date prior to your child attending scheduled field trips.** **There will be NO EXCEPTIONS to this policy. Final tuition payment must be paid in cash, money order, or certified cashiers check. Payments will be accepted via cash, or Tuition Express only. Personal checks are not accepted.**

*We will not make alternative arrangements for your child. We will not provide staff to watch your child for the day. You would have to make alternate arrangements.*

*If you decide to keep your child home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement with Camp LELA. Your child may not re-enter the camp without this payment in full.*

*Should the administration make any verbal agreements to accept your child after temporary absence, you will still be obligated for the tuition balance outstanding, with such balance being due within a reasonable period of time after your child's acceptance back at school. If your child withdraws, no credit or refund of tuition will be given. Return to school would require payment of a re-registration fee of \$75 (seventy-five dollars).*

**Camp Deposit:** A deposit of \$275.00 and a registration fee is due at time of registration. These fees are non-refundable for any reason. **There will be no exceptions for any circumstance.**

**Sibling Discount:** There is no sibling discount for summer camp.

**Late Fee:** **A fee of \$2 per minute late will be charged when camp counselors must wait for a parent past closing time (6pm).** This fee must be paid when the child is picked up. Repeated pickup after closing time will result in termination.

**Enrollment:** Campers are to register by June 1<sup>st</sup>. If there is any circumstance that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Camp Director prior to it becoming delinquent. Failure to pay tuition on a timely basis may result in terminating your child's enrollment. **NOTE: The enrollment fee and deposit are non-refundable.**

**Termination:** Please give two weeks written notice if you plan to withdraw your child from Camp LELA. There will be no refunds issued for early termination from the sessions.

**Cancelations:** The camp calendar is subject to change due to inclement weather conditions and/or unforeseen circumstances. We will make every effort to accommodate all planned trips and/or reschedule accordingly. **There will be no refunds or account adjustments on calendar revisions and/or cancellations.**

### **VACATION**

Vacation does not apply to summer camp. If you register your child for all sessions for the entire summer, you the parent are agreeing that your child (ren) will be in attendance for each week of camp. Therefore, you will be responsible for payment in the event that your child misses time from camp. It is strongly suggested that if you foresee vacations throughout the summer months, that you sign your child up for camp by the session. **Payment for summer camp dates enrolled AT TIME OF ENROLLMENT will be billed accordingly. Tuition payment is due regardless of unforeseen circumstances, illness, unplanned vacations, etc.** You are required to carefully plan the weeks you are enrolling your camper in and complete the vacation request portion of the application at time of enrollment. Please discuss any special arrangements with your director.

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## **SECURITY**

Your child must be signed in and out each day. Procedures for arrivals and departures have been developed to assure the safety and well being of everyone in the school. Your cooperation in complying with them is appreciated.

- Parents are to use only the front door for entering and exiting. Children are always to be walked into the building and be placed with a Camp LELA staff member before the parent leaves.
- Never leave a child outside the building for them to walk in alone or accompanied by another child.
- Parents must complete the Sign-in and Sign-Out process on a daily basis and complete any applicable permission slips for medication or field trips.
- When picking up your child, be certain that a Camp LELA staff member acknowledges that your child is leaving the building.
- A child will not be permitted to leave with any person other than, those designated in writing by the parent.
- A child may not be released to any person under the age of eighteen (18) years of age.
- A photo identification will be checked for any designated person picking up a child. **There will be no exceptions to this policy**
- A child WILL NOT be permitted to leave with anyone, including the parent or legal guardian, if suspected of or who is under the influence of alcohol or an illegal substance. **In the event of this situation, the following measures will be taken:**
  - **The parent/legal guardian will be informed of this observation and,**
  - **The emergency contact person will be contacted immediately to pick up the child, and/or**
  - **911 will be called if the parent/legal guardian refuses to cooperate**

If there are any changes to those authorized to pickup your child, or if you will be car-pooling with other parents, please advise us. Remember to use a child safety seat and buckle up when transporting your children at all times.

## **HEALTH PRECAUTIONS**

In addition to the physician's examination and immunization records required for enrollment, we also have a daily screening to observe each child's health. If your child develops symptoms of illness during the day we will immediately isolate him/her from the other children and contact you to pick up your child. For the health and well-being of your child and others, please do not bring your child to school if he/she:

- Has a fever (or, has had one during the previous 24 hours) of 101°F taken under the arm, a sore throat, swollen glands, rash, vomiting, earache, irritability, or confusion.
- Is in the first 24 hours of antibiotic treatment
- Has diarrhea or vomiting (2 or more runny stools within 24 hours)
- Has a heavy nasal discharge that is not clear
- Has a constant severe cough, or difficult or rapid breathing
- Has any parasite
- Has symptoms of a possible communicable disease such as sniffles, reddened eyes, sore throat, painful ears, yellow skin or eyes, pink eyes with a discharge, rash, headache, abdominal pain and/or fever
- Is fatigued or is not feeling well enough to participate in regular activities

**Initials** \_\_\_\_\_

**Children can be re-admitted to the camp when they have been symptom free for 24 hours WITHOUT THE AID OF AN OVER THE COUNTER MEDICATION.** For more information, consult the Center for Disease Control handbook.

If your child has a communicable disease, such as chicken pox, please inform the school so that we can take the necessary precautions. A doctor's release will be required in order for the child to re-enter the camp.

In the case of illness, accident or injury, we will make an attempt to reach you. If you are not reachable, the child's pediatrician and emergency contact persons listed will be called. As stated on our Parent Obligation Form, in case of a perceived emergency, we will also call an ambulance.

Until the arrival of a parent or medical professionals, a staff member in an administrative capacity will take personal charge of your child. In your enrollment package there is a form authorizing Camp LELA to act on your behalf if there is an emergency. If a child does not respond, is having trouble breathing or is having a convulsion, we must call 911. By completing this form and our enrollment forms, you are authorizing Camp LELA to call an ambulance in case of a perceived emergency.

### **Clothing**

**\* The school cannot be held responsible for lost clothing or possessions.**

- Children should wear comfortable, casual clothing. We will be doing lots of hands on (and sometimes messy) projects.
- Children who walk must wear **closed** shoes. **Sandals or boots can be unsafe and are not permitted.** Sneakers are recommended.
- Parents must supply, at all times, an additional set of (weather appropriate) clothing labeled with your child's name.
- All clothes must be marked with your child's name in indelible ink.
- The school will not replace any lost/stolen item.

### **Birthdays**

Birthdays are special at Camp LELA. Parents are welcome to join the celebration. There are many delicious and nutritious goodies for your child's class to enjoy. Food must be purchased from a licensed food provider. We cannot serve home baked foods. Please make arrangements for birthday celebrations at least one week in advance with your camp counselor and the Camp Director. We are a nut-free center.

### **Things From Home**

Items such as toys, candy, gum, money, balloons and play guns or other pretend weapons are prohibited and should be left at home. Parents are asked to help their children understand that it is not wise to bring an object from home, as it could get broken or lost. If these things are brought in, the camp will not be responsible for breakage or replacement. It is the parent's responsibility to see that their child brings nothing dangerous into the school. Camp LELA reserves the right to take any item that is perceived as potentially harmful to someone in the school.

### **Meals (NA during COVID guidelines- meals/snacks will be served)**

Summer Campers will be provided 2 meals (breakfast and lunch) and an afternoon snack each day. All meals and snacks are nutritious and follow the State and CACFP guidelines.

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### **Naptime**

There will be no naptime allocated during summer camp; however, there will be a "rest-period". During this time the children will have an opportunity to read, listen to music, or watch a movie to relax.

### **Medications**

All medication brought into the school by parents must be in the original container with a pharmacy label affixed clearly indicating the child's name, doctor's name, medication name and required dosage, expiration date and directions for administering the medication. This medication must be presented to either the Camp Director or Assistant Director along with a medical authorization form completed and signed by the parents. All medication will be stored in a locked medication box and taken on field trips.

A staff member certified to administer medication will administer all medications. Medications will be administered only at designated times, per the prescription label.

Non-prescription medication will only be administered when accompanied by specific written instructions (not PRN) from the child's physician. Under no circumstances will medication be administered that is not properly labeled, in the designated container, or if the required form is incomplete.

### **Accidents**

You will receive an "accident/incident form" to notify you of a skinned knee or slight cut (situations that are not an emergency), which will be handled using first aid by a qualified staff person. In the event of an emergency or accident requiring more than first aid attention, we will contact you per the instructions provided on your enrollment form. On the Parent Permission form, you authorize the school to take whatever emergency measures deemed necessary for the medical care and protection of your child. You will receive an accident report and student accident insurance claim form if necessary. This will cover any medical treatment necessary as a result of an accident occurring at Camp LELA.

### **Field Trips** (NA during current COVID guidelines)

Field trips will occur at least 2-3 days per week. You will receive a copy of the Preliminary field trip calendar with your enrollment packet. Please note the dates and chaperone needs. \* **Your Initials on this page indicates permission for these activities.**

In the event that you the parent choose to not allow your child (ren) to participate in a field trip, you the parent are required to make outside arrangements for the care of your child (ren). Due to ratio and licensing regulations, teachers on staff at Lil' Einsteins will not be permitted to care for your child (ren) on that day. Please see the section titled Tuition for policies regarding absences.

### **Licensing Agency**

It is the right of the licensing agency to perform their duties as follows:

- ❖ The licensing agency has the authority to interview children or staff and to inspect and audit child or facility records without prior notice or consent.
- ❖ The licensing agency has the authority to observe the physical condition of the child (ren) including conditions that could indicate abuse, neglect or inappropriate placement, and if determined necessary provide protective custody and/or have a licensed medical professional physically examine the child (ren).

Camp LELA has carefully developed the conditions to ensure the comfort and protection of your child. As a parent, you can always expect we will adhere to all county and state rules regarding safety, fire, nutrition, and child/staff ratios. Our goal is to provide a safe nurturing environment for all children with programs to suit each developmental level. We will encourage and welcome your comments and suggestions that may help us achieve these goals.

**Initials \_\_\_\_\_**

**For your child's safety, it is required that a child always be escorted by an authorized adult while in and around Camp LELA.**

**Our Responsibility in Reporting Suspected Child Abuse and Neglect**

As caring and concerned parents and child care providers, we take very seriously our responsibility, **AS REQUIRED BY LAW**, to report suspected cases. Abuse and neglect, whether it may be physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. In all instances, the damage to children can last a lifetime and certainly affect their self-esteem and developmental process. If abuse occurs both children and parents are the victims and need support, understanding and help. Camp LELA staff has been trained to recognize the signs and symptoms of abuse and neglect. Parents may ask the Camp Director for a confidential referral to outside intervention and suggested resources for prevention and assistance in dealing with this.

Should a parent or Camp LELA staff member suspect abuse or neglect, these steps are the usual course of action:

1. Staff member will discuss the suspected case with the Camp Director.
2. The Camp Director will observe the child, talk with the child and further seek to determine if abuse or neglect may have occurred. These findings will be documented in the child's file.
3. The Camp Director may talk with the child's parent(s) about the concerns.
4. Camp LELA management will determine the need to call a Child Protective Agency. The staff member who first observed the signs of concern may also make an independent report if they wish.
5. A social worker or representative of the agency may visit the child at Camp LELA or in the child's home.

At Camp LELA, we are also very concerned about preventing abuse in the camp. To protect the children in our care, the following measures are taken:

- Extensive screening of all staff members that include a criminal background check and a pre-screening drug test.
- Close observations and performance evaluations of staff by management
- Involved, capable supervision constantly monitoring the classrooms, activities and staff members through closed circuit television and observation windows.

**Child Guidance and Classroom Management**

It is the philosophy of Camp LELA in classroom management, to *focus* on redirecting behaviors to build a child's self-esteem. We apply careful guidance skills with positive re-enforcement in our interactions with all children. This helps them build independence and confidence in their own abilities, and to master skills needed to interact with others. In this process, it is important that expectations and limits be clearly defined and consistently adhered to. Our goal is to give children the security of knowing we care enough to prevent them from hurting themselves or others, and to provide each child with a happy experience in school by encouraging success and minimizing failure.

Camp LELA counselors believe in praising appropriate and positive behaviors. They take into account that every child is an individual. Responses to inappropriate or negative behaviors might include ignoring the behavior, redirecting the child to another activity, reasonably discussing the problem, or consulting with staff management to resolve the situation.

Although we practice re-direction, distraction, substitution or diversion as our first approach to modifying unacceptable behaviors, when necessary, a child over 5 years of age may be removed from the group activity for a period of "thinking". In these instances, the child sits apart from the group under direct supervision by a staff member. The period of time is limited to only two to five minutes, correlating to the child's age, and involves a discussion of the behavior. When the child makes his/her own decision to be ready to re join the group, he/she may do so.

**Initials \_\_\_\_\_**

The staff models positive behavior and uses positive methods of discipline, which encourage self-control, self-direction, self-esteem and cooperation among children. By setting reasonable limits we help a child understand what is expected of him or her. At Camp LELA, we advocate that punishments and discipline that in anyway are frightening or humiliating not be applied. This would include corporal punishment, implied threats of physical punishment derogatory remarks, or harsh language. Children should not be denied food, toileting or rest as punishments. Physical punishment, physical restraint, deprivation or ridicule should not be used as forms of discipline. As a part of our effective guidance techniques we discuss with parents any problems or behaviors in need of modification. Often a child may be acting out in response to difficult situations at home or a special physical or cognitive imparity. If there are particular circumstances that would affect your child's behavior (divorce, death, new sibling), please let us know. Outside consultations or evaluations may be recommended when deemed appropriate.

All parents should be familiar with our policy for children who bite or injure others in any way. If we feel a child is in need of special assistance or additional services, the Camp Director will inform the parent during a conference. If at any time we determine that it is not best for the child to continue attendance at Camp LELA, we will handle such a situation with parental cooperation in a manner consistent with the child's ability to understand.

**Termination of Enrollment by Camp LELA**

In certain circumstances it may be necessary for the Camp Director to decide to discontinue a child's enrollment. Such a decision would be based on whether it is in the best interest of the child, the other children in the class, and/or the overall operation of the school to terminate enrollment. Every effort will be made to correct a problematic situation (i.e. moving the child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions) before a final decision is made.

Termination of enrollment may be a result of the following:

1. Abuse of other children, staff or property by child or parent
2. Continued violation of Camp LELA policies by child or parent
3. Disruptive or dangerous behavior by child or parent (Behavior Modification Plan)
4. The camp's inability to meet the child's physical needs
5. Non-payment of tuition
6. Parents unwillingness to cooperate with staff or management
- 7.

Please Note: Management reserves the right to end the enrollment of a child at any time without notice. Whenever possible, prior notification of one week will be provided to the parent in the event of enrollment termination. Tuition will be required for the said one week, in the event that the termination is caused by the above reason listed (excluding #4).

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<b>OFFICE USE ONLY</b>	
<b><u>Program:</u></b>	<b><u>Tuition:</u></b>
<b><u>Attendance:</u> M T W R F</b>	<b><u>Drop off/Pick Up:</u></b>
<b><u>Meals Served:</u> Breakfast Lunch Snack</b>	

<b>Payment Schedule (Please check ONE)</b>	
<input type="checkbox"/>	Monthly: 1 <sup>st</sup> of each month
<input type="checkbox"/>	Semi-monthly – 1 <sup>st</sup> & 15 <sup>th</sup> of each month
<input type="checkbox"/>	Bi-Weekly – every 2 weeks (26 pay periods)
<input type="checkbox"/>	Weekly – Friday of each week for the upcoming wk
<input type="checkbox"/>	Programs for Families (foster care)
<input type="checkbox"/>	<b>Tuition Express (ACH) * Preferred Method</b>

I, \_\_\_\_\_, have read and fully understand and agree to abide by the policies aforesaid.

\_\_\_\_\_  
**Parent Name (Please print)**                                      **Parent Signature**                                      **Date**