

Kids Club 2008

Camp Policies and Guidelines

I. Camp Checklist:

- Change of Clothing
- Vinyl Mat
- Small Blanket
- Lunch w. drink and utensils if needed
- AM snack w. drink
- PM snack w. drink
- Enrollment Form
- Birth Certificate
- Immunizations/Physical
- Liability Waiver
- Deposit

II. Tuition:

Full Day Tuition - \$130.00 per week

Half Day Tuition - \$85.00 per week 9:00am-12:00pm \$95.00 per week 9:00am-12:30pm

- Weekly installments are due on Monday of each week. An assessment fee of \$25.00 will be charged for tuition payments not received by the close of business Monday.
Full tuition is due, regardless of attendance. Full tuition is due regardless of school closings.
- If you would like to participate in our automatic payment program please complete the enclosed credit card authorization. For identity theft purposes, Kids Club destroys all records of card numbers at the end of each program. (Preschool, Summer Camp, etc) therefore any previous credit card numbers that have been obtained cannot be utilized for this automatic payment program. Once enrolled in the automatic payment program the only way to stop the payments is to withdraw **IN WRITING** from the automatic payment program.
- Camp deposits are applied to the last two weeks of camp.
- Any accounts delinquent more than 30 days will be dropped from the program, unless the matter has been brought to the Director, and the Director approves the continuation of enrollment.
- Any returned checks will be assessed a \$30.00 service charge.
- If a check is returned twice during the camp season or delinquent twice during the camp season, the camper's enrollment will terminate immediately.
- If a child leaves or is terminated from the program prior to August 31st a \$200.00 cancellation fee will apply.
- If a child is dismissed from the program all fees paid (Tuition, deposits, etc.) are non-refundable and the cancellation fee of \$200.00 will apply.

- Sibling Discounts - For families with 2 children a 10% discount will apply to the second child's tuition. For families with 3 or more children a 10% discount will apply to each child's tuition.

III. Calendar:

Summer camp will begin on **Monday, June 16th** and will end on **Thursday, August 28th**. Please note that camp is ending on a Thursday, in order for the staff to finalize preparations for the upcoming school year.

Camp sessions include:

Full Day - 9:00 AM - 4:00PM

Half Day - 9:00AM - 12:00 PM or 9:00AM - 12:30PM

* Extended care is available for full day campers from 7:30AM - 5:30PM.

Camp starts **promptly** at 9:00AM! Please be sure to have your child here **by 9:00AM**. We have many exciting activities planned. Therefore tardiness to camp may result in your child not being able to participate in all of our fun activities and events.

WISC Kids Club Summer Camp will be closed in observance of the following holidays:

- 4th of July: Closed

IV. Refund Policy:

No refunds and/or credits for deposits or missed camp weeks will be given. Camps will not be prorated. Deposits are non-transferable.

V. Vacation Policy:

One week of vacation will be honored if submitted in writing, prior to the start of summer camp.

VI. Attendance:

Daily attendance records are retained and filed per State licensing requirements. Regular attendance is encouraged unless a child is ill. Camp starts **promptly** at 9:00AM! Tardiness to camp will result in your child not being able to participate in all of our activities and events. In addition, habitual tardiness will result in termination from the program.

If symptoms of illness are present we ask that you please keep your child at home. Please notify the center if your child contracts a contagious disease.

The following are guidelines:

- Any child having a fever, diarrhea, rash, severe cold or flu must remain at home.
- A courtesy call to the center if your child will be absent is appreciated.
- If a planned absence is scheduled, please notify the Director in advance.
- Children must be free of fever, vomiting and/or diarrhea for 24 hours before returning to the program

There will be a required pickup if a child experiences:

- A temperature over 100 F in the past 24 hours
- Recurrent diarrhea or vomiting
- Contagious disease

For the safety of all campers if your child is sent home from camp due to illness, they will not be eligible to attend camp the following day. They must be symptom free for 24 hours prior to returning to camp.

VII. Arrivals and Departures:

Arrival for Preschool Campers

- a. Camp begins promptly at 9:00am
- b. Children must be accompanied to school and signed in on the attendance sheet
- c. Please monitor children in parking lot.
- d. Please do not leave your child unattended.

Departure for Preschool Campers

- a. Parent/Guardian must sign child out on the attendance sheet
- b. Anyone other than the usual person picking up child; he/she must be accompanied with a signed note and must be listed on enrollment application. A child will only be released to the authorized persons stated on their enrollment form.
- c. All messages concerning changes in drop off or pick up **MUST be communicated in writing.**
- d. Check child's cubby for important notices/paperwork daily as well as parent information board.
- e. Please monitor children in parking lot
- f. Once your child is signed out of camp, please do not leave child unattended.

VIII. Rest Time for Preschool Campers:

A one-hour rest period will occur in a designated area for children enrolled in our program. Each child is required to provide his/her own mat. Please do not send in oversized mats (exercise mats, yoga mats, etc.) or fabric mats as we are not able to sanitize them daily. We ask that your child's mat be VINYL and not more than 1 ½ inches wide. Please send in a SMALL blanket for your child to sleep with. Due to space restrictions, no large items (sleeping bags, pillows, etc.) are permitted. Due to licensing requirements, no stuffed animals are permitted.

IX. Snacks/Lunches for Preschoolers:

Our camp has a morning and afternoon snack time built into its schedule. Please plan healthy, nutritious snacks for your child. We encourage fruits, vegetables, and baked goods. Please try to avoid "junk food". We ask that you not send in sippy cups for drinks as there is no way to store and prevent spills. Juice boxes are preferred. Please do not send in anything that needs to be heated or refrigerated, as we do not have these capabilities. Be sure to include plastic utensils for your child if needed.

Please inform the Kids Club Director of any food allergies your child may have.

X. Report to the Teacher/Camp Counselor:

1. Illnesses and/or contact with communicable diseases, including but not limited to:
 - A. Chicken pox
 - B. Conjunctivitis
 - C. Fifth's disease
 - D. Impetigo
 - E. Head lice
 - F. Strep
2. Unusual circumstances which would affect behavior (i.e. death or change in the family, over-tiredness, etc.)
3. Doctor's written permission for a child with an unusual illness or injury to participate in school activities.

Policies have been developed to protect the health and promote the safety of all students while they are at WISC Kids Club.

XI. Medical/Illness:

When your child feels sick, it is best to stay at home. If your child is well enough to come to school, they are expected to participate in all activities. The exception to this may be a physical education activity when a child has an injury preventing participation. Please see Attendance VI for more information.

Effective June 1, 2007 Kids Club Preschool will not administer any medication. Kids Club will **only administer over-the-counter topical ointments, and sunscreen.** Staff will only apply topical ointments that have been **prescribed by a medical professional.** Parents, who wish to have topical ointments applied, must provide proper documentation from a medical professional and must provide a completed Kids Club Topical Ointment Form. If you wish for our staff to apply sunscreen to your child, please provide a completed Sunscreen Request Form. You may obtain these forms from any Kids Club Staff member. The sunscreen that the center will be providing is *NO-AD SPF 45 Sunblock Lotion*. The lotion is hypoallergenic, waterproof, and contains Aloe Vera and Vitamin E. If you wish to use a different sunscreen than what is provided by WISC Kids Club Preschool, please apply at home, prior to arrival at school. We are not able to store any sunscreen bottles on the premises other than the SPF 45 that the center provides.

XII. Neglect or Suspected Abuse/Neglect:

Kids Club staff is responsible to report any suspected abuse or neglect to the Department of Social Services.

XIII. Injury/Emergency Policy:

Kids Club will take every precaution to prevent accidents, but in case an accident or injury occurs all situations will be documented using the Injury Report Form and a copy will be provided to the parent/guardian.

1. The child's parent will be notified immediately by the program director if a child has a serious injury, or any medical concerns that need emergency care.
2. A child's parents will be notified by the end of the day if the child has non-threatening injuries.

XV. Discipline/Behavior Policy:

WISC Kids Club believes that a consistent, loving and caring relationship between the teachers and children will yield/foster appropriate, positive behavior. Positive reinforcement for good behavior and careful explanation of unacceptable behavior are general discipline techniques utilized by WISC Kids Club. Children may be denied an activity and redirected to an alternate activity for repeated poor behavior. If inappropriate behavior continues the child/children may be removed from the group.

If negative/inappropriate behavior continues we will implement the following:

- 1st step - immediate dismissal from camp with a one day suspension
- 2nd step - One week suspension
- 3rd step - Removal from program

If a child is removed from our program all tuition/registration fees/deposits are nonrefundable. A cancellation fee will also apply.

XVI. Dismissal of Child From Program:

The Director shall have the power to dismiss any child from camp for any one of the following reasons:

- a. Evidence of unwillingness to assume participation, as stated in the Registration Form and Policies & Procedures, on the part of parent(s)/guardian(s).
- b. Failure on the part of the parent(s)/guardian(s) to meet all financial obligations as stated on the Registration Form and Policies & Procedures.
- c. Inability of the child to adjust to the school/camp situation. This decision will be made after observation and evaluation of the child in a school/camp setting as well as parental involvement.

As a result of this decision, no refund will be given for tuition/fees/deposits and a cancellation fee will apply.

XVII. Zero Tolerance Policy for Fighting and Assaults:

Definitions:

Assault - verbal or physical attack of one person or a group of persons upon another who does not wish to engage in the conflict and who has not provoked the attack or threatening to assault.

Fighting - aggressive, hostile bodily contact with classmates

Policy:

The goal of this Zero Tolerance Policy is to provide a safe, cooperative environment for students and staff at WISC Kids Club. No one should be afraid of physical or emotional harm. Fighting, assaults or solving interpersonal problems with physical or verbal violence or disrespect will not be tolerated. We solve problems through discussion and compromise. Natural consequences for violating this policy include time out, notification of parents and suspension from school.