

# Camp Palmer 2017 Policies & Procedures

## **Camper Drop-Off**

- \* Observe the speed limit posted within the boundaries of the Community Center.
- \* Park your car, escort your child in, and sign them in the lobby between 8:45-9:00am.
- \* Please park in designated areas.

## **Camper Pick-Up**

- \* Please pick up your child promptly between 3:45-4:00pm. An additional fee will be charged daily for late pick-up.
- \* Please park in designated parking lot and come into the Center and be sure to sign your child out.
- \* Anyone picking up your child will need to present a photo ID for release of your child. We will not release your child unless proper identification is given. Campers will need to be signed out.
- \* Tardy pick-up will be charged \$5.00 per 10 minutes, after a one time warning.

## **Discipline**

\* If behavior problems arise, you will be contacted that day to discuss the nature of that problem. The following disciplinary techniques will be used for uncooperative children:

- \* Verbal Warning
- \* Time out: the child is removed from the activity for duration of the counselor's discretion
- \* Parent Involvement: if a child has difficulty controlling themselves, the parent will be contacted to handle the situation.
- \* Removal from Camp: if problems persist or the behavior is severe such as causing intentional harm to others or constant disruptions of camp activities, the child will be removed from the program for the day or remainder of the week.

## **Medical Issues**

- \* You or your emergency contact need to be available to pick up your child from camp in the event of a medical emergency. These include: \* Camper Illness \* Severe Injury
- \* You will be notified in the event of any injury.
- \* All camp staff are CPR and First Aid trained and will take whatever emergency medical measures are deemed necessary for the protection and safety of the camper. This may include transportation by ambulance to the nearest medical treatment facility.

## **Medications**

- \* If your child has special needs for medication throughout the day please make those needs clear on your health form.
- \* Children are expected to bring whatever medical supplies or medications they will need each day and turn it in to camp staff, along with written instructions. Staff will be happy to remind them to take medication if notified in writing about their schedule. If your child has a strong allergy to bee stings or other conditions that require the use of an Epi-pen, the child is expected to have required supplies with them at all times, and also they should know how to administer these injections themselves.
- \* Staff cannot administer medication under any circumstance.

## **Communicable Diseases**

- \* Campers with an infectious illness (H1N1, pink eye, hand, foot and mouth disease, etc.) must be removed from camp immediately for the safety of the other campers and staff.

## **Program Refunds and Guidelines**

- \* Registration must be completed in person along with **non-refundable \$50 deposit for each week**
- \* Payment can be made in-person at CCCC
- \* Full balance for each week is **due 1 week prior** to the start each week. If payment is not made you forfeit your child's spot for that week and we will fill it with a child on the wait list.
- \* Refunds will only be granted prior to the start of each week of camp. Once the week begins we can no longer issue refunds.
- \* There will be no refunds due to child being sick or away from camp for single days.

## **Important Information**

Camp Palmer is committed to conducting its programs and activities in the safest manner possible and holds safety of the participants at the highest possible regard. Participants and parents registering their children in programs and activities must recognize, however, that there is an inherent risk of injury when choosing to participate. Camp Palmer strives to reduce such risks and insists that all participants follow safety rules and instructions which have been designed to protect the participant's safety. Please recognize that Camp Palmer does not carry medical accident insurance for injuries sustained in its programs and activities. The cost of such medical expense would make program fees prohibitive. Therefore, each person registering their child should review their own health insurance policy for coverage. It must be noted that the absence of health insurance does not make Camp Palmer or the Township of Palmer automatically responsible for the payment of medical expenses. Your cooperation is greatly appreciated.