

City of South San Francisco Summer Camp Policy & Agreement Form

By initialing this I acknowledge and will follow all procedures and policies of the City of SSF Summer Camps.

Payment Policy

- _____ I will pay all June camps fees (Sessions 1-4) as well as the non-refundable deposit of \$50 per child, per session (Sessions 5-10) at the time of registration.
- _____ I will pay the balance for July camps (Session 5-8) by May 1, 2019.
- _____ I will pay the balance for August camps (Session 9 -10) by June 3, 2019.
- _____ I understand that my child may not register nor attend any session of camp if there is an outstanding balance on my account.
- _____ I will provide written notification when cancelling a camp. I understand the procedure to request for cancellations must be emailed to Laura Armanino at laura.armanino@ssf.net. I understand the \$50.00 non-refundable deposit per child, per session will automatically be forfeited when I cancel any session of camp. I understand that cancellations that are made in writing prior to 9:00 am the Tuesday of the week before my child's camp session begins will result in a partial refund (the balance after the \$50.00 deposit). After the Tuesday deadline there will be no refunds or transfers. There are no credits for any illness or missed days of camp. I understand if my child is suspended or demitted from any camps, no refunds will be issued.
- _____ I understand there is a late pick up fee of \$6.00 per minute per child after 6:00 p.m. I will be pay any late fees immediately at pick up time and/or I authorize camp to charge my credit card on file for any late fees.

Subsidy Policy

When registering my child for summer camp I agree to pay any required co-payments, family fees, fees incurred due to unexcused absences, and care beyond hours specified on the Child Care Certificate. Any remaining monthly/camp balances that the subsidy provider does not pay I will be responsible for paying at the end of the month. Family fees are due the first of every month (June 3rd, July 1st, and August 1st). I will review my contract carefully so that I know what I will be responsible for paying. Most subsidies will not cover the August sessions of summer camp and the required After School tuition for August. They will only cover one and I will be responsible to pay the rest. I understand a credit card must be on file for all subsidy campers and will automatically be charged if payment is not received by the above due dates.

- _____ I will pay any unfunded portion of summer fees and after school fees in August.

Camp Policies

- _____ I will have my camper arrive to camp no later than 9:00 a.m. unless otherwise posted or requested by camp.
If my camper arrives late to camp they may not be accepted that day and may be demitted from camp if it becomes habitual.
- _____ I will read the information board at each camp. It is the responsibility of whoever is dropping off or picking up the camper to check the board for important detailed information.
- _____ Traditional Camp goes on fieldtrips each week. Fieldtrips are time sensitive and the bus cannot wait for late campers. I understand if I arrive after the time indicated on the information board my child/ren may not be able to attend the fieldtrip that day and I will need to make alternative care arrangements with no refund.
- _____ I will provide a valid photo ID (not a photo of an ID) when picking up my camper and only list people who are over 18 years old as authorized to pick up my child from camp. I will provide a full signature and time for each camper when dropping off or picking up. The sign in/out is kept at the administrative desk at all camps. I will notify the people authorized to pick up my camper to bring a valid photo ID and to be prepared to show it and to follow these procedures. I will not use nicknames, I understand the name on the application must match the name on the driver's license exactly or valid photo ID for all persons authorized to pick up my camper.
- _____ I understand that arguing or disputing with staff that request to see an ID may result in my camper being suspended or demitted from camp.
- _____ I will notify the camp when someone other than myself who is on the authorization list will be picking up my camper.
- _____ I understand once my camper is signed out of camp they may not return, there is no in and out service for Dr. appt's etc.
- _____ I understand my camper cannot be picked up when off-site at any time. (i.e. swimming, fieldtrips, upper field, community adventures, etc.) I will keep this in mind when making plans and/or appointments i.e. medical appointments, sports practices for my camper and understand camp will not release when off site. I understand that campers cannot be held back at the site to accommodate an early pick up, therefore I will plan accordingly.
- _____ I understand when picking up I must first sign the child out with the site coordinator. The site coordinator will call for the camper to be brought to me at the sign out area.
- _____ I understand camp will not release a camper if there is any suspicion of drug or alcohol use by the adult picking up. All staff are mandated reporters and must report any suspected abuse or neglect.

- _____ I will contact camp when my camper is sick or will be absent from camp.
- _____ I understand Camp is a Nut Free Zone! No nut products will be allowed to be brought to any of our camps. I will check granola bars, lunchables, and chewy bars etc. for nut products and will not send them in my child's lunch or snack.
- _____ I understand if there is a pattern of late drop off or pick-up (3 times) my child may be demitted from all camps enrolled and no refund will be issued. The clock located at the camp site is the official clock.
- _____ I agree to pick-up my child within 1 hour of being called by staff for illness or behavioral issues.

Behavior Expectations/Discipline/Dismissal Policy

It is expected that campers will use their words to solve conflicts and to follow the directions of the staff, coordinators and supervisors. Some of the discipline techniques that are used are conflict resolution, redirection, chill out, suspension, loss of activity and expulsion. Corporal punishment is prohibited in all of our programs. While our goal is for each camper to succeed and have fun at camp it may become necessary for the safety of others or the camper to demit a child from camp. If contacted by camp to pick up your child you will need to make arrangements to pick up your child within 1 hour of the phone call, even if we are off site on a fieldtrip. In addition to not complying with our procedures and policies, any of the following may result in suspension and/or dismissal from the Summer Camp Program:

- If your child cannot function within the camp ratios (1:14), camp may not be appropriate for your child.
- We reserve the right to drop and or suspend a child from the program. Campers may be sent home, suspended, or demitted for behavioral reasons that preclude any child participating safely and effectively in a group.
- Actions on the part of the child or parent that threatens the welfare of the child, campers, or staff. (hitting, running away, biting, use of inappropriate language, physical altercations, etc.) Disrespectful behavior is not acceptable.
- Failure on part of the parents or caregiver to disclose and provide information necessary to meeting the needs of the child.
- Custodial disputes in which parents do not provide necessary court documents and/or do not comply with court mandated documents.

_____ My child and I will follow the behavior expectation and will abide by the discipline and dismissal policy.

Medication & Illness Policy

If camp will be administering any medication to your child, medication must be in its original prescription bottle with complete instructions and exact dosage. All medications need to be given to the Coordinator and signed in. All medications must be included on the application. It is the parent's responsibility to take medication home at the end of the day, each week, or to transfer between camps as needed. It is suggested to get additional prescriptions, one for camp and one for home for ongoing medications (i.e. epi-pens and inhalers). Campers are not allowed to keep medications on their person or self-administer any medication. We do not allow over the counter medication without a prescription. Any medication not picked up after the last day of camp will be properly disposed.

Please do not send your child to camp if they are sick or not feeling well and will not be able to fully participate in camp. If your child is exhibiting signs of illness at drop off, your child will not be accepted into camp that day. If your child becomes ill during the day, you will be notified and will need to pick up your child within one (1) hour. Campers who are sent home ill must stay home one full day before returning to camp and must be free from illness. Please let us know of any medical or diagnosed disability as it helps us plan the safest program for your child.

Our program has a no nit (lice) policy, if your child comes to program with lice or nits, they will need to be picked up IMMEDIATELY. They will not be able to attend until all nits are gone. Daily head checks will be conducted for up to 5 days if we are notified or find lice at camp for each incident.

_____ I will follow the medication and illness policy and understand my child's head may be checked for lice at camp.

I/We have read and will follow the Camp policies and will cooperate to the fullest with the staff, coordinators and supervisors of the program. Failure to follow any of these policies may result in my child being demitted from camp.

_____ Parent/Guardian Name

_____ Signature

_____ Date

_____ Parent/Guardian Name

_____ Signature

_____ Date