

Thank you for your interest in our summer Day Camp program. In order to provide better service for our campers and their families, we have established the following policies and procedures:

Fees and Payment Policy

- Fees will be paid no later than the Monday prior to the week of camp. A \$10 late fee will be assessed if fees are not paid on time unless prior arrangements have been made with the camp office staff.
- The full week fee will apply even if the child does not attend the full week.
- Cancellations must be made no later than the Monday prior to the week of camp. Late cancellations will be charged for the full week of Day Camp.

I have read the above policies, understand them, and agree to abide by them.

Signature or Person Responsible for Payment _____ Date _____

Disciplinary Action Plan/Policy

All participants are entitled to a pleasant and safe environment in the Camp Io-Dis-E-Ca Day Camp program. We train our counselors to use a system of positive reinforcement to use and hope that we can spend most of our time rewarding positive behavior. Everything we do is aimed at creating a safe, caring environment as well as an enjoyable program. Therefore, the Camp Io-Dis-E-Ca Day Camp cannot serve participants who display unacceptable behavior.

It is our intent that each child enjoys the activities planned by understanding that each child is responsible for one's own actions. Each child is informed of basic rules of safety and good conduct: How to exercise self-control, we are here to help them, and to know that we want them to succeed. As in any group activity, the inappropriate behavior of a few children can spoil the experience of the entire group. Therefore, the following conduct policies apply directly to each child in the program:

Disciplinary Procedures:

The following forms of unacceptable behavior have specific consequences:

Physical fighting: Depending on severity, parent may be asked to pick child up immediately. A conference is requested at that time and/or child is suspended for 1 day. Further incidents will result in immediate suspension or dismissal from the Day Camp program.

Defacing property: Child "works off" the damages and pays for repairs at the camp's discretion.

Not staying with group or in designated areas: Child will receive an immediate one day suspension. A conference will be requested with a parent/guardian before child can return to the Day Camp program.

Threatening others with physical violence: Whenever this behavior occurs, regardless of intent, an automatic one day suspension will be imposed.

Willful disrespect of staff:

These situations will be handled on a case-by-case situation, but at a minimum will involve a conference. Refusal to refrain from this behavior will result in suspension and/or dismissal from the Day Camp program.

Bullying others (verbal or physical):

Children will be warned not to engage in this behavior. If it continues, a conference will be scheduled.

Other areas of concern are, but are not limited to:

- Ignoring or disobeying safety rules
- Inappropriate behavior in camp vehicles
- Not participating

Repeated bullying or other children will result in suspension and/or dismissal from the Day Camp program.

Foul language: When foul language occurs, parents/guardians will be notified. Five behavior reports results in a one day suspension from the Day Camp program. If foul language continues to be used, suspension and/or dismissal from the Day Camp program will occur.

Suspensions will be carried out as follows:

- First time - One day
- Second time - Three days
- Third time - One week
- Fourth time - Expulsion from the program

For all behaviors mentioned above, a behavior report (including the "areas of concern") will be written. If a child has 5 or more behavior reports sent home in a two-week period for any combination of the previous behaviors, a one-day suspension will follow if it is the first such problem. If a child has previously been suspended, the next appropriate number days' suspension will be enforced for any of the behaviors mentioned above. Behavior reports will be written for each incident and signatures will be requested by staff involved, child, and parent.

In accordance with the severity of the behavior and the number of occurrences, a child may: lose the privilege of participating in a specific activity, be asked to be picked up immediately, be suspended, or be dismissed from the program. In instances of suspension or dismissal from the program, there will be NO REFUNDS for fees that have been paid.

Efforts to improve your child's behavior must have support from home. If your child has chronic behavior problems, you may expect to receive calls at home or at work. We need your cooperation in dealing with and correcting unacceptable behavior.

I have read, discussed these policies with my child(ren) and agree to abide by the above policies.

Parent/Guardian Signature _____ Date _____

Pick-Up Permission Form

I give permission for my child(ren) to leave Camp with the people listed below. I understand it is my responsibility to notify the Camp of any changes.

NAME	RELATIONSHIP TO CHILD	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following people may NOT pick up my child(ren):

Parent/Guardian Signature _____ Date _____