

# POLICIES

For your reference

**Normal Camp Hours are from 9 am – 4:30 pm.**

## **ARRIVAL AND DEPARTURE**

For the safety of your children, please come in each morning and sign them in. **Do not let them come in on their own.** The same is required in the evening when picking them up. **No child will be released unless parents have come in and signed them out at the Registration Desk.** Please drive carefully and watch for children in the parking lot. *Please, do not leave unattended vehicles running.*

When the bus returns at the end of each day's event, all children will be ushered into the building for a safe and orderly retrieval by their parent. Children will not be released to an adult, other than a parent, unless that adult is indicated on the registration sheet or you give us written permission. If one of the child's parents is not allowed to pick up a child, we must have this in writing on the Camper Pick-up Form.

## **ATTENDANCE POLICY**

If you wish to cancel one or more of the weeks for which you are registered, you must give us notice **IN WRITING** two weeks before the canceled date. Change of date forms will be available at the front desk. We encourage you to use this means of communication. **Without proper notice, two weeks in advance, you will be charged the full amount for these weeks.** This policy will be strictly enforced. If your child is absent on days they are signed up for, due to any reason, you must still pay the fee for those days – we are still paying your child's counselor for the space reserved for your child.

## **EARLY AND LATE SERVICES**

These time slots are designed for single working parents and families where both parents work.

Parents must respect the times they have signed up for; staffing is based on registration. Parents who pick up their children later than times registered for will pay \$5 (per child) for the first 15 minutes, and \$5 (per child) every 15 minutes after that.

If a child is not picked up by 5:30 pm and you have not notified us that you will be late, we will:

1. Call the emergency number provided by you on the Registration Form. If no answer, we will
2. Notify the Bozeman Police Department and your child will be taken there until you can be reached.

## **PAYMENT SCHEDULE**

Your first and last week payment will be paid at the time of the open house before camp begins along with a one time \$30 processing fee for registration. Each following week that is scheduled will be paid for on **Friday** (or your child's last day of camp) before each new week of camp. **A \$10 fee will be charged for late payments** unless arrangements are made *in advance* with the registrar. It is your responsibility to pay on your last day of camp each week. If your child does not attend one week, you may pay on your first Monday back. There will be a \$20 fee for returned checks.

## **OVERDUE PAYMENT POLICY**

If payment is not received for one week of Camp attendance, the following steps will be taken:

- 1) A meeting with the Director and parents will be scheduled to discuss reasons for payment problems. A payment plan should be agreed upon.
- 2) If parents refuse a meeting or no payment is made for two weeks, the child will be unable to attend camp until full payment is made.

## **SCHEDULE MODIFICATION POLICY**

Due to the high volume of modification requests to change a camper's schedule throughout the summer, we have implemented the following Modification Policy:

- 1.) Persons wishing to make a schedule adjustment must fill out a "Modification Log" which will detail the changes requested (These will be at the registrar's desk).
- 2.) The individual must submit the Modification Log to the registrar to be processed.
- 3.) After the third "Modification Logs" submitted, a \$10 processing fee will be assessed for each additional Modification Log submitted.
- 4.) The document will be initialed, dated, and filed once effectively processed.

Our two week notice policy to remove a camper from camp will still be in effect, because we have to schedule staff ahead of time.

## **PLEASE LABEL ALL ITEMS WITH CAMPER'S NAME, INCLUDING CAMP SHIRTS AND BACKPACK!!** **DISCIPLINE POLICY**

For the well-being of all the children and the safe, orderly operation of camp, we train children in what is right and wrong behavior using the following steps:

1. One clear warning by asking them to stop.
2. If the child does not stop, the child will be asked to sit in a designated spot as the counselor communicates with him/her why they are in that situation.
3. If a second situation arises the counselor will communicate with the child about what he/she is doing wrong and a Behavior-Related Incident Report will be written up by a counselor, a coordinator or the Director. This Report will be given to the parent.
4. If a child receives three written Behavior-Related Incident Reports during the summer, the child will be suspended at the end of the day of the third report for **one week**.
5. If the child is reinstated in camp and receives a fourth Behavior-related Incident Report, the Director will suspend the child immediately and the parent will be notified to come and get the child. Upon the fourth report, the child will be **discharged without the right of reinstatement**.
6. If the severity of the problem is great enough after the first incident, suspension from camp will be effective immediately without following the above steps.

Striking another child will *never* be tolerated and will result in an automatic one-day suspension. Mocking will also not be allowed. All cases will be reviewed on an individual basis and worked through accordingly. We believe childish behavior should be treated differently from rebellious behavior. If these steps do not solve a behavior problem, we will work with the parents to do what is best for the child. It is important to understand that uncorrected discipline problems rob the other campers of an safe, encouraging and fun summer. If you have any questions or concerns about a situation involving your child, feel free to talk to the director of Camp Agape.

**PLEASE NOTE: In the case of suspensions, you are still required to pay for the days your child cannot attend camp.**

## **MEDICATIONS**

Any medication given to a child at the camp must be in its original container with the child's name on it. A Medical Release Form must be completed and signed by the parent and given to the person at the front desk with the following information:

1. Child's name
2. Type of medication/condition
3. Physician's name
4. Amount to be given
5. Time to be given
6. Number of days medicine is to be administered
7. Side effects

\*Camp Staff will be responsible for dispensing the medication.

\*\*Please note that we are not allowed to give first doses of medication.

\*\*\*If a child refuses medication, this incident will be documented.

Pack enough medication for the whole week. **Medicine may be left on Monday, but all bottles and remaining medicine must be picked up at the end of the week.** We will not be held responsible for medication left over the weekend.

**PLEASE LABEL ALL ITEMS WITH CAMPER'S NAME, INCLUDING CAMP SHIRTS AND BACKPACK!!**

**THINGS TO BRING**

1. Sack lunch (non-refrigerated)
2. Backpack including (packed for **all** camp days...even non-swim scheduled days):
  - swimsuit,
  - towel,
  - sunscreen (20-30 SPF),
  - insect spray,
  - plastic bag for wet clothes,
  - a jacket for inclement weather
3. Wear comfortable clothing. Athletic shoes with socks are preferred.
4. Wear your camp shirt.  
A child not wearing a camp shirt will be required to 'rent' one for a \$2 fee.  
Wearing camp shirts is important for the safety of our campers.
5. A water bottle.

**DO NOT BRING**

**Gum:** Please do not allow your child to bring gum to camp.

**Candy:** There will be opportunities for children to buy candy on some field trips and swim days. We will allow your child to purchase one item of candy per day. There is no candy allowed on the bus.

**MISCELLANEOUS**

**Spending Money:** Many times children will come to camp with large amounts of money. We suggest parents limit the amount of money their children bring each day -- with our candy limit, \$2.00 is plenty.

**Purchasing Food:** Please don't send lunch money with your child on field trip days.

***For their safety, we cannot allow children to stand in line alone;*** therefore, a counselor must wait in line with the entire group while one child buys lunch.

**T-Shirts:** Must be worn each day. These shirts help us watch your children by enabling us to identify them easily. Please be sure to write your child's name in his shirt.

**Toys/Electronics:** We provide activities and games for the children. These games are designed to foster group involvement and skills. Therefore, **please leave toys and all types of electronics at home.** Besides interfering with group activities, we also do not want these items to be lost or broken.

PLEASE DISCUSS THESE RULES WITH YOUR CHILDREN IN ADVANCE OF THEIR FIRST DAY OF CAMP.

**Keep this policy letter for your reference.**

**How to Contact Camp Agapé:**

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