



Adventure Summer Day Camp

Policies and Procedures

This camp is not a licensed day care.

Location

Discovery Center
11983 Amblewood Dr

Hours of Operation

Mon – Fri 8am – 5pm w/ extended care hours

Registration Deadline

Registration is required at least 1 week prior to camp. Early registration is encouraged to ensure placement. Please contact 281-642-7701 or recreation@cityofmeadowsplace.org for more information.

Lunch and snacks are **NOT** provided. Please provide a packed lunch every day, as well as extra snacks if needed.

Fee

Early Registration (March 18 – May 19)

Half Day 8am-12:30pm: \$70; Age 6 Through 5th Grade

Full Day 8am-5pm: \$140; Age 6 Through 5th Grade

Regular Registration (May 20 – July 26)

Half Day 8am-12:30pm: \$75; Age 6 Through 5th Grade

Full Day 8am-5pm: \$150; Age 6 Through 5th Grade

Note: on weeks that are shortened due to city holidays, fees will be prorated.

Addition/Discounts

Early Drop-off or Late Pickup Program-\$10 per week, per child

Multi Sibling Discount \$10 off for each additional siblings per week of camp

Refund Policy

Full refund will be issued 14 days prior start of session. 50% refund will be issued 7 days prior start of week. **Refunds will not be given once camp has started except in the event of an emergency.** If your child leaves early or is not able to attend due to illness, behavior problems or camper/parent request, there will be no refunds or prorated fees.

Drop Off: Discovery Center / 11983 Amblewood Dr

Pick Up Full Day: Discovery Center / 11983 Amblewood Dr

Pick Up Half Day: Community Center / 11975 Dorrance Ln

If Your Child Walks Or Rides A Bike To Camp

Children who arrive to camp without a parent must stay through camp until 5pm, unless a written note is provided by a parent for that day. The safety of our campers is of utmost importance. We want to ensure you know where your camper is always.

If You Bring Your Child to Camp

Morning Drop off time is 7:45am to 8am. Staff will greet campers in front of the Discovery Center to check them in. Campers brought before 7:45am that are not part of our Early Drop Program will need to stay at their car, supervised by the adult who brought them.

Early Drop Program

Early drop off starts at 7:15am. Staff will greet campers at the Discovery Center. Campers must be pre-registered for this portion of the camp program. **Additional fee of \$10 per week will be added to your registration.**

Late Arrivals

You must sign in your camper(s), and then leave them with the supervisor in charge. Please contact (281) 642-7701 as early as possible if your camper will be arriving late.

Picking Up Your Child from Camp During the Camp Day

Half day campers who need to be picked up early **MUST BE PICKED UP** before 11:00am. Full day campers who need to be picked up early **MUST BE PICKED UP** before 4:00pm. We must ensure the safety of every camper. Please give us plenty of warning. You must sign your child out with a staff member before releasing child to your care. This procedure ensures camper safety.

Half day camp pick-up is 12:30pm – 12:45pm. Full day camp pick-up in the afternoon is 5:00pm-5:15pm.

Late Pickup & Fees

Half day campers must be picked up by 12:30pm, who are not registered for full day. Parent's will be informed where to pick up for that day. Full day campers must be picked up by the end of the day, 5:00pm, who are not registered for the Late Pickup Program.

Late fees will be charged for pick up based on whether camper is registered for half or full day. A \$10 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay additional fee by the next camp day may result in termination of care.

Camp staff will contact parent/guardian if camper is not picked up within the 15 minutes after their scheduled pick up time. A consistent pattern of late pick-ups may be grounds for dismissal from program.

Late Pickup Program

Late pickup program runs until 6:00pm. Campers must be pre-registered for this portion of the camp program. **Additional fee of \$10 per session will be added to your registration.** Late fees will be charged for pick up after 6:00pm. A \$10 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay additional fee by the next camp day may result in termination of care.

Accidents and Emergencies

In the event of an accident, first aid will be administered and an incident report will be completed. Parent/Guardian will be notified as soon as possible after the child's immediate need has been met. In case of an emergency, 911 will be called and contact the parent/guardian.

Swim Policy

Campers **must** be able to swim the length of the pool before swimming in the deep end or using the diving board and/or slide of that pool. A swim test will be done prior to entering the water. Any camper with hair to their shoulders or longer will be required to have their hair pulled back for safety. All campers **MUST** follow all pool rules.

Things from Home

Parents are asked to help keep personal items at home: Books, toys, trading cards and electronics. (Occasionally there may be a special event or opportunity to bring an item, but you will be made aware.) All campers are to be individually responsible for their personal items. Keeping track of personal items will be supported by camp staff, but responsibility is upon the camper. **ALL** weapons or gun style items must remain at home.

Sun Exposure

Our staff is vigilant and wants to help our campers protect themselves by doing the following:

- Wear a hat!
- Wear protective clothing – light colored and loose.
- Wear waterproof sunscreen to camp each day – minimum SPF 15 and apply 30-60 minutes before exposure. Remember ears, tops of feet, and the neck. Use sunscreen in hazy, cloudy, and foggy weather. Reapply sunscreen regularly.

Our staff help reapply sunscreen regularly to campers.

Dressing for a Day at Camp

A Few Tips to Make it a Great Day

- Dress your child(ren) in comfortable clothing that can get dirty!
- **LABEL EVERYTHING WITH FIRST AND LAST NAME!**
- We require all campers to wear gym shoes every day. They are safe for running and the variety of camp activities we enjoy.
- Please send a bag/backpack daily, clearly marked with first and last name.
- The bag should contain underwear and clothing to change into after swimming, a towel, a hat, and sunscreen. The sunscreen must be labeled with camper name, and we suggest it be in a Ziploc type bag. Please apply sunscreen to your camper in the morning and we will reapply throughout the day. Due to allergies and sun sensitivities you must send sunscreen each day.

- Dress appropriate for weather (i.e. windbreaker, sweaters, sweatshirts for cold windy days- packed if not worn; and a raincoat for rainy days- we have indoor facilities, but we move about camp).
- DON'T FORGET YOUR WATER BOTTLE!
- If you choose to send insect repellent it must be in lotion form and labeled with your camper's first & last name.

Medications

Except under unusual circumstances medication should not be sent to camp. If medication is to be administered at camp or held at camp for emergency purposes (i.e. Epi Pens, inhalers, Benadryl), please follow these guidelines:

Prescription and nonprescription medication shall be given only with a completed written authorization form. All medications must be in their ORIGINAL CONTAINER with the current prescription label or direction label attached. Medication must be labeled with the child's name. No loose or unpackaged meds will be given.

Allergies

Any camper with known allergies that could lead to a severe reaction must bring an appropriate treatment kit to camp. Food allergies must be indicated on the registration form.

Proactive Communication

If you know that your child(ren) will not be attending camp on a specific day, prior to that day please let us know via email. If your child wakes up ill, please let us know your child is not attending as soon as possible via email. **Email recreation@cityofmeadowsplace.org.**

We will do our best to communicate issues that occur at camp to you in the most timely manner. We would appreciate the same from camp families. If there is a change in your household situation, family routine, etc. please let us know so we can help your camper adjust

Discipline Policy

If a camper is disrupting the program, creating unsafe conditions, or displays disrespect to staff and/or peers, the camper may be removed from the program. Typically, we follow a 3-occurrence system to help determine dismissal.

Discipline Procedure

1st Major Occurrence-warning from staff and parent/guardian will be contacted to discuss behavior

2nd Major Occurrence-2nd warning from staff and parent/guardian will meet with Camp Director to discuss problematic behavior. Possible suspension for remainder of camp day or remaining week of camp.

3rd Major Occurrence- Camper will be withdrawn from the program and will not be allowed to return. Parent/guardian will be contacted.

Adventure Camp has a zero-tolerance policy for violence. If your child engages in a violent act causing harm to another or self, they may be immediately suspended or dismissed from camp. **No refunds will be given for discipline related suspension or dismissals.**