

Parent/Camper Handbook

DEAR PARENTS:

WELCOME TO KIDCAM SUMMER DAY CAMP!!

THE FOLLOWING PAGES CONTAIN A LIST OF RULES AND REGULATIONS WHICH HAVE BEEN ESTABLISHED TO INSURE YOUR CAMPER'S STAY AT DAY CAMP IS A SAFE AND HAPPY ONE.

PLEASE TAKE A FEW MINUTES AND REVIEW THIS HANDBOOK WITH YOUR CAMPER(S). IF YOU HAVE ANY QUESTIONS, COMMENTS, OR PROBLEMS PLEASE CALL KIDCAM OR E-MAIL US AT INFO@KIDCAMCAMP.COM

YOUR CAMP'S TELEPHONE NUMBER IS LISTED ON YOUR CAMPER'S WEEKLY SCHEDULE, OR CALL KIDCAM AT (504) 472-KIDS OR 1-800-229-9761. KIDCAM'S TAX ID NUMBER IS 82-0577930. Please remember that you can manage your Kidcam account and pay fees at anytime by logging in at www.kidcamcamp.com

WWW.KIDCAMCAMP.COM

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GENERAL RULES:

1. Camp hours are from 9 AM - 3 PM, Monday through Friday.
2. All campers must report to the morning care location immediately after arrival at camp in the morning. **Do Not Go Into Any Classroom Without A Counselor.** You must wait in the cafeteria or gym for any instructions before going to the classroom with your group.
3. Anytime campers arrive to camp after 9:00am, the parent must sign in the child in the day camp office.
4. Bikers must walk their bikes on school grounds and lock them in the bike racks. The day camp will not be responsible for damaged or stolen bikes.
5. **In order to attend Kidcam Summer Camp, all campers must be potty-trained. Children in diapers or "pull-ups" are not allowed at camp.**
6. **Do not touch any television sets, VCR's, computers, fans, shades, thermostats, blinds or bookcases in any classroom.** Any willful destruction or damage to school property will result in dismissal from camp **WITHOUT A REFUND** of any tuition and the parents **MUST PAY FOR THE DAMAGES.**

7. **Please do not bring toys, trading cards, tapes, electronic equipment, CD's and CD players, iPods, Gameboys from home. Kidcam will not be responsible for any lost or damaged items.**
8. Lost and found is located in the day camp office.
9. **There will be no camp on July 4th.**
10. All medication is kept and dispensed in the day camp office. Parents must fill out a medication form, have it signed by their doctor, and turn it in to the day camp office with instructions as to proper dosages. All medications, both prescription and over-the-counter, require an accompanying medication form.
11. If you need to pick up your child early from camp, please write a note and give it to the assistant director in the camp office. Campers must be checked out from the day camp office.

ACCOUNTING:

1. If your camp offers a discount for attending the entire length of camp, all tuition must be paid in full by the time your camper starts camp to receive the discount. Weekly tuition payments must be received by 9:00am. on the Monday of the week the child will be attending camp. A \$30.00 late fee will be assessed for payments not received by 4:00 p.m. on Monday. If the tuition payment is not made on Monday, THE CHILD WILL NOT BE ALLOWED BACK ON CAMPUS UNTIL THE TUITION IS PAID.
2. There will be a \$30.00 charge for any NSF check. A cash payment must be made to replace the check. In addition, all future camp payments must be made with cash or credit card.
3. We do not offer a daily rate to attend camp. However, Out-of-town campers may attend at a rate of \$30.00 per day and must wear a day camp shirt.
4. **PLEASE NOTE!! THERE WILL BE NO REFUNDS OF TUITION, REGISTRATION FEES, APPAREL, OR PRE-PAID LUNCH.**
5. All accounts, including child care, must be current in order for a camper to continue attending camp. If a balance exists from the previous summer, it must be paid before your child can attend camp.
6. Tuition is not refundable when a camper is expelled from camp due to continuing behavior problems.
7. Weekly rates are Monday through Friday only.
8. All summer camp payments must be made by the parent in the day camp office or online at www.kidcamcamp.com.

BEFORE CAMP CHILD CARE:

1. At most camps, before camp child care is from 7:00 AM until 9:00 AM and is located in the Cafeteria or Gym. Please see the camp director for specific times. There is no charge for this service.
2. Some camps do not serve breakfast.

AFTER CAMP CHILD CARE:

1. At most camps, after camp child care hours are from 3 PM until 6 PM. Please check with your camp director for the official times. After 6:00 P.M. there will be a late charge of \$1.00 per minute, per child starting at 6:01. These late fees must be paid immediately upon picking up your child.
2. All child care charges must be paid in full by Friday of each week or the camper will not be allowed to return to After Camp Child Care.
3. A pictured identification is required to pick up a camper.
4. Snacks are sold in After Camp Child care. You may allow your camper to charge his/her snacks and pay at the end of the week.

DISMISSAL:

1. The day camp office must be notified by a parent if someone other than the parent will be picking up your child. The person picking up the child must have proper identification. Parents may receive a phone call to verify this. **Campers must be picked up in the day camp office. However, no camper can be checked out from 2:45 PM - 3:00 PM.**

2. For car pool, please pick your child up at the assigned pickup area no later than 3:15. Parents must display the Carpool Sign with their child's name in the windshield of their car. PARENTS ARE NEVER ALLOWED TO PARK AND WALK TO PULL THEIR CHILD OUT OF THE CARPOOL LINE. Parents must stay in their car and proceed through the carpool line. As a courtesy to you, if you are detained and cannot pick up your child by 3:15, he or she will be taken to After Camp Child Care. ***There will be a minimum charge of \$4.00.***
3. Campers are **NOT** allowed to meet their rides on the corner. They **MUST** be picked up in the assigned carpool area. Parents are not allowed to leave their vehicle and walk their child to the car. Parents must go through the carpool line to pick up their child.
4. For campers who ride bikes or walk home, parents **MUST** sign a "Permission to Ride Bike or Walk Home" sheet at registration or in the day camp office.

Transportation:

1. Some Kidcam day camps offer bus service. Check the camp your child will be attending for availability.
2. Any camper causing damage to buses (breaking windows, tearing seats, or throwing objects from bus windows resulting in damage to other cars, property or persons) will result in the parents having to pay for damages and possible suspension/expulsion from camp.

Parents of 3-4 Year Old Campers

1. Three and four year old campers do not leave campus. The campers will follow an exciting schedule of on-campus activities.
2. A nap mat is needed for your child. Please label it with your child's first and last name and send it to camp on the first day.
3. Your child will need a complete change of clothes in a gallon size ziplock bag with your child's name on it.
4. Please apply sunscreen to your child before camp. We can not apply or re-apply sunscreen to the campers.

SCHEDULES:

1. As a courtesy to the parents, a schedule will be given to your camper each week. Please read it carefully so that your camper can bring the proper equipment. i.e. bathing suit, towels, etc.
2. All off-campus field trips are listed on each weekly schedule. If you do not want your child to leave the camp for an event, please notify the camp office by note. **Please be aware that times listed on the schedules do not include travel times. Example: Your camper is scheduled to play a game from 9:15 until 10:00 (which is Period 1). He is scheduled to have a swim lesson from 10:00 until 10:45 (which is Period 2). He will not play the game scheduled for Period 1 for the entire 45-minute period. He will have to leave to get on the bus and travel to the pool in order to arrive there by 10:00. Therefore, the activity prior to leaving campus may be only 20 minutes in length and the activity scheduled after the off campus trip may be shorter than the scheduled 45 minutes.**
3. Please be aware that activities may be cancelled or changed without notice. Three and Four year old campers will follow a schedule of on-campus activities.

SWIMMING LESSONS AND FIELD TRIPS:

1. Campers are not allowed to bring money on field trips nor are they allowed to play video games at skating rinks, etc.
2. There may be times all campers of the same age will not go on a field trip the same day due to bus capacity and a limit to the number of campers a facility may safely handle on that particular day. Some campers also will not go on certain field trips or participate in certain activities due to age and size restrictions. **ALL ACTIVITIES LISTED ON THE DAY CAMP REGISTRATION FLYER DO NOT APPLY TO ALL CAMPERS AT ALL CAMPS.**

3. From time to time, campers aged 5-13 may go off campus for swimming. Kidcam offers life-guard supervised free-swim and structured pool games for all campers who are able to swim. Campers who are not able to swim will participate in a structured swim lessons program.

CONDUCT:

1. All campers are expected to obey the day camp rules. We reserve the right to move campers to different groups due to discipline problems. Disruptive behavior will be documented in the camper's discipline record. Excessive entries will result in a parent conference, suspension, or expulsion from camp.
2. Bad language, hitting, biting, stealing, destruction of property and vandalism are **serious infractions** and will not be allowed. These infractions may result in the camper being suspended or expelled from camp **WITHOUT ANY REFUND OF TUITION.**
3. All campers must follow their counselor's instructions, stay with their groups at all times, including field trips and swimming lessons.
4. The day camp director will notify parents of continuing behavior problems and may request a conference with the parents.
5. Any damage done to another camper's property, school property, or Kidcam property by a camper at camp will result in the parent's paying for repairs/replacement. **THE DAY CAMP WILL NOT BE RESPONSIBLE.**

GROUP BEHAVIOR AND RULES:

1. In addition to "General Rules," campers should:
 - (a) Follow counselor's directions.
 - (b) Store all gear in or under desk.
 - (c) Not sit on top of desks or on top of any furniture.
 - (d) Be kind, share and take turns. Do not throw objects.

DISCIPLINE PLAN AND CONSEQUENCES:

1. Verbal warning and/or conference with counselor
2. Time out
3. Not allowed to go on specific field trip
4. Conference with Camp Director and/or Parent Conference and/or suspension from camp
5. Expulsion from camp **without a refund.**

INSURANCE:

All campers are insured in the event of an injury during camp. Kidcam's accident insurance will serve as the secondary insurance. The parents must first file with their insurance and then with Kidcam's insurance. Check with the camp director if an insurance claim needs to be made.

Advertising:

Please be advised that your child's picture may be used for advertising purposes. If you do not want your child's picture to be used for advertising, please inform Kidcam in writing.

CLOTHING:

1. **CAMP SHIRTS MUST BE WORN EVERY DAY!!** There is **NO** exception to this rule unless a day is noted on your schedule as "costume day." If a camper comes to camp without a camp shirt, the camper **MUST** purchase a shirt in order to remain in camp that day. The parent also has the option to bring a shirt to camp.
2. **Please label all shirts, shorts, shoes, towels, and lunch boxes with a permanent marker in dark large letters.**
3. Camp clothing may be purchased in the camp office at any time.
4. For safety reasons, Kidcam highly recommends that campers NOT wear flip-flops or sandals to camp.

LUNCH:

1. **Campers may bring their lunch or set up a Pre-Paid Lunch account. Campers will not be allowed to pay cash for breakfast, lunch, or break. Campers will only be allowed to purchase food and/or drinks at camp if they have money available in their Pre-Paid Lunch account. A minimum of \$15.00 is required to open a Pre-Paid Lunch account. Pre-Paid Lunch accounts must be kept current.**
2. For safety reasons, do not bring glass bottled drinks. Box drinks, canned drinks or a plastic thermos are acceptable.
3. Campers must dispose of their trash properly.
4. Parents may set limits on the amount a camper may spend each day from the Pre-Paid Lunch account.
5. If a camper forgets his lunch or has no money left in his Pre-Paid Lunch account, the camp office will issue a "lunch ticket" which MUST be REPAID the following day. This privilege should not be abused.
6. **Please note that there will be NO REFUNDS of Pre-Paid Lunch balances.**