



## **SUMMER CAMP 2011 Policies and Procedures**

### **Child Readiness**

It is mandatory your child is potty trained, accidents may happen and we understand that. Our staff reserve the right to refuse admission if a child is not potty trained.

### **Drop off / Release of a Child**

Children dropped off at the centre will only be released into the custody of his or her parent or guardian. The parent/guardian dropping off the child must provide valid photo driver licence which may be photo-copied and kept at the centre. The pick up and drop off must be done by the same parent/guardian. Children unaccompanied by an adult can not be accepted.

### **Medical Attention**

In the event of serious accident or sudden serious illness our staff will call an ambulance (911). Efforts will be made to contact the authorized person(s) on file as soon as possible. Be sure to provide accurate up-to-date information on the drop-off forms. Should ambulatory or special medical care be required, any costs incurred are the responsibility of the parent/guardian.

### **Illness**

For safety and respect for other children on the premise, sick children will not be accepted. Examples of symptoms that preclude a child from being dropped off are:

- Fever over 100 degrees F
- Vomiting, diarrhea, headaches, chills, any undiagnosed rash
- Runny nose, coughing and sore throat.

### **Allergies & Medication**

We would ***strictly NOT administer any medications.***

### **Parent/Guardian Signature**

Your signature will be required on your child's drop off form confirming you have read and agree to the policies and procedures outlined.

### **Late Fees**

It is important to pick up your child on time each day. Late fees are applicable at \$1 for every full 15 minute intervals.

### **Food**

Foods containing any type of peanut/ nut and peanut/nut by-products are not permitted. Campers are not allowed to share food with other campers. Please ensure your child understands this in advance.



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### **Code of Conduct**

Please review the guidelines of behaviour with your child in advance. The purpose of these guidelines is to have a safe , respectful , and enjoyable experience for all.

- Following playground rules posted throughout the play ground
- Following instructions from Kids Time staff
- Not sharing food, drinks, hats , or clothing
- Not chewing gum
- No Climbing on the outside of the play structures
- No throwing , hitting of balls , clubs , toys or any other objects
- No Kicking, biting, or in any manner hitting or any other form of aggressive play or behaviour is permitted
- No moving of toys from one play area to another
- Not using any profane language or gestures
- No bullying, intimidating ,teasing, taunting, gossiping, stealing, or smoking
- Letting Kids Time staff know of any problems or concerns immediately

**Kids Time reserves the right to take disciplinary action if these behaviour guidelines are not followed, which may include warning to the concerned child, discussion with the parent, time out, or expulsion from the camp.**