



## SUMMER CAMP GUIDELINES

### GENERAL INFORMATION

Children must be fully registered and paid in full before attending the summer camp program. Please notify staff of any changes in residence, telephone numbers, medications and or health issues as soon as possible. This step will help ensure the safety of your child.

### REFUND/CANCELLATION POLICY

- If ISI is responsible for the cancellation of the camp, a full refund will be issued to those that have registered for the camp. ISI has the right to cancel the camp 30 days prior due to low enrollment.
- No refunds will be given after the start of camp.
- All refund requests must be made in writing, 14 days prior to the start of camp and are subject to a \$25 cancellation fee.
- After the 14-day deadline, all refunds will not be granted without a written medical excuse from a licensed physician.
- Refunds will only be issued to the individual who registered the participant.
- Behavior-related dismissals are not eligible for a refund. Parents/Guardians will be notified of behavior-related issues.
- No refunds are given due to illness once the camp has started.
- All requests for refunds will be forwarded to Business Office for final approval.

### CAMP HOURS

ISI Camp has five sessions. Please drop your child off at the beginning of the session and pick your child promptly at the end of the session. Only those children staying for the morning and afternoon session may stay for lunch (12:00 noon-1:00 pm).

Week One: June 18-22; 9am-noon & 1pm-4pm      Week Two: June 25-29; 9am-noon & 1pm-4pm

Children picked up late will be sent to extended care and charged appropriately.

### CAMP ITEMS

- Water bottle
- Snack for morning and afternoon camps if necessary.
- Sun hat for outdoor activities.
- Please ensure your child has applied sunscreen before attending camp each day.

### EXTENDED CAMP CARE HOURS

- Extended camp care hours are available from 7-9am (\$50/wk) and 4-6pm (\$50/wk).
- Any child picked up after 6 pm will be assessed a late fee of \$10 for every 10 minutes late.
- Same sign in and sign out process procedures as described above apply.
- Children must be registered for early drop-off and late pickup.
- Same waiver policies apply for extended camp hours as for camp.

### SIGN-IN / SIGN-OUT

- A daily attendance log will be kept on all participants who attend the program. Parents/Guardians must check in and out each day to help our staff make sure all campers are accounted for.
- Do not take your child off the premises without checking out at the front desk.
- If a parent/Guardian plans to pick up a child early for any reason, the Parent/Guardian is required to send a note and check in at the front desk.
- If the child is absent, please call to inform staff. Remember, no refunds are given due to illness.



- When picking up your child, please provide us with your driver's license or appropriate photo ID to avoid any problems and ensure your child's safety. Please sign-out on the provided sign out log sheet.

#### ALTERNATIVE PICK UP POLICY

- If someone else other than those identified on your registration will be picking up your child, our staff must be received written notice. Please include person's full name, address, phone number, birth date and relationship to the child. A notice must be signed and dated by Parent/Guardian and returned one day in advance.
- The person picking up child will be required to show driver's license to staff and sign out the child.
- No child will be allowed to leave with anyone else without notice from the Parent/Guardian.

#### HEALTH REQUIREMENTS

- Parent/Guardian has a responsibility to monitor the daily health and physical condition of their child to determine the child's ability to actively participate.
- Parent/Guardian will be notified if the child becomes sick during the camp.
- All minor scrapes or scratches will be appropriately treated and reported to the parent/guardian.

#### DAILY MEDICATION

- We understand that some students require daily medication.
- Bring only necessary medication to camp. Medication should be brought to camp in a Ziploc bag, in original packaging with instructions, clearly labeled.
- Drop off all medication with ISI Camp Staff at the beginning of each week.
- ISI will not store or be responsible for medication overnight.

#### SITE EMERGENCIES

- If a major or life-threatening injury or accident occurs during camp, it will be handled in the following matter.
  - 911 will be called immediately
  - The Parent/Guardian will be notified.
  - Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.
- Camp has staff that is trained in first response CPR and Basic First Aid evacuation, children and staff will be taken to the local emergency room.

#### CLOTHING AND PERSONAL BELONGINGS

- Participants should be dressed in appropriate clothing for the summer camp program. Sneakers are appropriate for camp. Do not wear sandals or flip-flops. In advance, you will be notified if the clothing needs change (water day, etc.).
- All personal belongings and clothing should be clearly labelled with child's full name.
- ISI is not responsible for any lost or stolen items. Please leave all valuables at home.
- PLEASE BRING: Sunscreen, backpack, water bottle, and a packed lunch if your child is staying all day.
- PLEASE DO NOT BRING: Sandals, Flip Flops, roller blades, scooters, wheelie shoes, money, jewelry, iPods or any other electronic devices.

#### LUNCH

- Only those children who are staying for the morning and afternoon session may stay for the lunch hour (12pm-1pm). Please pack a lunch for your child. Children will have lunch together in the school cafeteria area at the Taurel Building and will be supervised by staff. They will also have some playtime supervised by staff. Please ensure your child has

sunscreen and a hat so they can play outside after they have finished eating their lunch. Please do not bring any snacks or lunch items that contain peanuts due to allergies.



## CAMPER BEHAVIOUR EXPECTATIONS

- To maintain a friendly and safe environment in our summer camp program, please review the following policies with your child, to ensure that each camper will have the most positive experience possible.
- Campers will: Show respect and consideration for other campers and staff. Have proper manners. Respect equipment and supplies. Communicate in a positive manner with other campers and staff. Respect the belongings of others. Participate in all activities.
- Campers will not: Use violence, force, intimidation, bullying or any other negative behavior towards other campers, staff and the facility. Use inappropriate language or name-calling. Destroy supplies or property. Bring in inappropriate items to camp (weapons, etc.).

The consequence of misbehavior depends on the severity of the situation and will be handled accordingly by the ISI staff.

- Procedure:
  - Staff will address the camper(s) involved.
  - Staff will communicate with the other parents.
  - Staff will discuss the behavior with the parents and possibility of removal for the summer camp program.

