



Kids Encounter Summer Camp Parent Manual

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Thank you for choosing Kids Encounter Summer Camp!

Our entire staff is excited about the adventures and memories the next few weeks will bring!

General Guidelines

To ensure the safety of your child during summer camp, please read and abide by the following guidelines.

- 1 You must physically walk your child into the building and to his/her teacher each morning.
- 2 You, or someone authorized by you, must come into camp to sign your child out.
- 3 Mark all of your child's belongings with his/her name in permanent marker.
- 4 Campers are **NOT** permitted to bring toys from home. We reserve the right to withhold any unpermitted item brought to camp; we will return it to parents at the end of the day.
- 5 Campers are **NOT** permitted to bring electronics, including but not limited to cell phones, iPods, cameras, handheld game systems, or reading devices. We reserve the right to withhold any unpermitted item brought to camp; we will return it to parents at the end of the day.
- 6 Campers may wear flip flops and/or sandals to camp, but we ask campers to daily bring a pair of tennis shoes for outdoor activities, such as kickball, soccer, hiking, walking, etc.). We spend a great deal of time outside, so please be sure your camper is dressed appropriately.
- 7 **ALWAYS** send sunscreen with your camper if you did not purchase the sunscreen package, even on days when we do not have an official field trip planned. We require every child to wear sunscreen at all times when outdoors. If we need to provide sunscreen for your child, your next invoice will reflect a \$2 charge for each day we provided for sunscreen for your child.
- 8 If at any time, your camper's behavior results in removal from camp (either for the day or the remainder of the summer), you will be required to pick up your child (from our Kids Encounter location or a field trip) at your own expense.

Billing Policy

Each Thursday, you will receive an invoice by e-mail for the following week. Payments are due the Monday of each week for the current week. If payment is not made by then, your account will be considered delinquent and finance charges may be added to your account balance. If at any time you have questions or concerns about your bill, please call Ira at (330) 626-2735, Ext 10 or e-mail him at clerk@godenc.com.

Early Drop Off & Late Pick-up Policy

If you plan to utilize our early drop off and/or late pick-up option, please be sure to let Ira know right away if you have not already. He can be reached at (330) 626-2735, Ext. 10 or clerk@godenc.com.

Normal summer camp hours are from 9 am to 4 pm. Therefore, parents can drop their camper off at 8:45 am or later. Campers arriving earlier than 8:45 am will be billed for early drop off. In the same way, parents can pick their camper up at 4:15 pm or earlier. Campers who are still at Kids Encounter after 4:15 pm will be billed for late pick-up.

The additional cost for early drop off or late pick-up is as follows:

- 1 Early drop off **OR** late pick-up is an extra \$12 charge per week regardless of the number of days utilized each week.
- 2 Early drop off **AND** late pick-up is an extra \$20 charge per week regardless of the number of days utilized each week.

Lunch Policy

On Mondays, Wednesdays, and Fridays, we provide lunch for campers. This cost is included in your weekly tuition.

On Tuesdays and Thursdays (the days we normally go on field trips), we ask that your child pack a lunch. If you would like us to provide a nutritious packed lunch for your child, we will be happy to do so. Please note that your next invoice will reflect a \$3.25 charge for each day we provide a packed lunch.

Field Trip Protocol and Policy

We are excited to provide a variety of adventures for your camper through our field trips. Please go over the following information to ensure your camper's field trip experience is safe and memorable.

Campers **MUST** arrive at Kids Encounter on time on field trip days. ***Children who are late and miss the bus will not be permitted to attend camp for that day!*** So again, please be on time!

Campers are **REQUIRED** to wear their Kids Encounter Summer Camp t-shirts for all field trips. This is to ensure that our teachers are able to quickly recognize those children they are responsible for. Those who do not wear their shirts will be supplied with a new shirt, for the cost of \$10 which will be applied to their weekly invoice.

Your weekly tuition covers the cost of all our field trips, except those we will notify you of.

All additional costs for field trips are due before or on the day of the field trip!

Door Code Policy

We will provide a back door access code to each camper family. This code allows you easy access to our building to drop off or pick up your camper. Please **DO NOT** share your personal code with other parents or even your child. Keeping your code confidential provides safety for your camper, as well as all the other children we have on site each day.

No Bullying Policy

It is our goal at Kids Encounter to provide a safe, nurturing, and adventurous atmosphere for every child. In order to ensure an uplifting experience, the physical and emotional safety of each child is our first priority.

With that said, at Kids Encounter we take the issue of bullying very seriously. While bullying may come in many forms, we consider it to be any form of physical or emotional abuse that occurs when a person or group wants to exert power over someone else. Often, it takes the form of words or actions intended to be hurtful. This type of behavior is unacceptable at Kids Encounter.

Our staff strives to work as a team to monitor any activity that even resembles bullying. Even though bullying has not been an issue at Kids Encounter, we believe through our staff awareness and follow through, as well as solid communication regarding our expectation to children and our partnership with parents that we can successfully manage this issue should it arise.

Thank you again for choosing Kids Encounter Summer Camp!

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