

Rules, Regulations and Release Forms
For
Adventures in Camp, LLC

(One form per family will work.)

Drop off & Pick Up Policy

A code word must be made for all families, and written on the Emergency form.

Children will NOT be released to an unauthorized individual for any reason. There must be written consent or code word from a parent or guardian. Parents/ Guardians may call and speak to the director to allow their child to be picked up by someone besides the names listed on the emergency form, provided they show proper identification. No exceptions.

Drop off

- Parents/guardians will sign the log book when dropping off child, and present a valid Identification card for the safety of the child.

Pick up

- Children MUST be picked up by parent/guardian or an individual with written or code word authorization.
- Parents/guardians or authorized individual will sign child out in the log book.

Payment Policy

Adventures in Camp, LLC is a licensed and registered summer camp in the state of Maryland. Our payment policy is as follows:

Payment must be made on the Wednesday prior to the Monday starting date. If payment is not made Adventures in Camp, LLC will not allow the camper at camp.

Closing time is **12noon** for AM half day, **4pm** for camp, **5pm** for midday care, and **6pm** for After Care services. I understand I am liable for full payment to Adventures in Camp, LLC once the services have been provided. Adventures in Camp, LLC reserves the right to decline all services if fees have not been paid.

Late Pick-Up Fee

- \$20 = 1-15 minutes
- \$40 = 16-30 minutes
- \$80 = 31-45 minutes
- \$160 = 46-60 minutes

Late Pick-Up fee will be assessed for picking up children after agreed time on the tuition sheet.

- 12 noon for AM care
- 4pm for regular camp hours
- 5pm for midday care
- 6pm for after care

If child is not picked up within 30 minutes of closing (6pm), late fees will be doubled. (See above.)

\$25 Registration fee is NON-Refundable. Tuition Refunds are reviewed on a case by case basis.

Sick Policy

Children will be sent home if any of the following conditions apply and may not return for 24 hours unless accompanied by a parent's or doctor's note for the safety of our staff and fellow campers.

- Fever over 100 degrees
- Bout of vomiting or diarrhea
- A rash in a contactable area
- Oozing and redness in the eye
- Signs and symptoms of the flu

Adventures in Camp, LLC will contact parent or guardian if there are ANY questions or concerns regarding a child's health while in our care. Adventures in Camp, LLC reserves the right to refuse service to anyone if there is a question or concern regarding the health and well-being of a child to ensure a safe health environment for all the children in our care.

Medication:

All medication, prescription and non-prescription needs the following:

- Be original container, with original label
- Medication order form must be completed (completed by parent/guardian and physician)
- If child needs, Epi-pen, or an inhaler, one MUST be at camp
- Medication, and medical devices must be picked up by parent/guardian on the first day and last day of camp
- Any medication left at camp after 6pm of the last day of camp will be destroyed and disposed according to state regulations
- All medications will be stored in a safe place away from campers
- Only the CMT (Certified Medication Technician) and her designee will administer medication
- All campers will be trained on Epi-Pen, and inhaler administration

Immunization Records:

Children who were not enrolled in public or private schools must provide a copy of their records.

- Camper Health history Form must be completed.

Discipline Policy

At Adventures in Camp, LLC the philosophy on discipline is one of guidance and direction it is not a policy of punishment or physical force.

If, at any time, physical force is used by any of our team members this will result in immediate dismissal.

Adventures in Camp, LLC believes that discipline is a process that is learned over time through gentle reminders of the appropriate behaviors that are expected of the child. We kindly explain to the child what behavior was not appropriate and discuss alternate ways that the child may have handled the situation. If necessary, to avoid further conflict, the child will be sent inside to sit and “cool off” with the director. Following this discussion, we will inform the parents of the situation, and how it was handled.

Adventures in Camp, LLC reserves the right to dismiss any child without notice or a refund of the remaining balance of the amount paid, if additional money is owed to Adventures in Camp, LLC, it must be paid. Expulsion will only happen if there is an on-going behavioral issue with the child, and the director feels this would be in the best interest of the entire camp here at Adventures in Camp, LLC.

~No child shall at anytime use inappropriate language, or verbal abuse.

~No discipline will be given at anytime to humiliate, shame, or frighten a child.

-There will be a form filled out when a child was placed in Time-Out so that you may discuss this with your child at home.

Lunches / Food:

- Due to the high energy camp, campers get very hungry! Please provide a large healthy lunch for your child to enjoy.
- For campers in after care, please provide an extra snack, for campers get hungry around 5pm, even after we have snack at 3:30pm!
- All lunches are stored in a cooler with 6-8 ice packs inside to keep lunched cool. Coolers are left inside the air-conditioned building, except on field trip days, then the coolers come with us on the trip.
- Ice packs are not mandatory but do make lunches cooler. ☺
- Pack food that does not need to be micro waved, for we eat outside when the weather is nice.
- Camp has water breaks throughout the day with ice cold water.
- Camp provides snack at 3:30 pm each day.
- Camp will have a PEANUT-FREE TABLE for campers who have allergies!

What to Wear:

- All campers should wear loose fitting comfortable clothing and sturdy shoes.
- Tennis shoes and socks are required.
- Open toed shoes may be brought when we go swimming, but are not allowed on other days.
- A hat is recommended for outdoor activities.
- Sunscreen is also recommended to be applied before the start of camp at home. (Counselors may not apply sunscreen on campers, but they will assist the campers in self application.)
- On Swimming days, campers should bring bathing suit, towel, flip flops/ sandals, and sunscreen.

Personal Items:

- All campers should be labeled with a camper's name. (Includes towels, bathing suits, and clothing.)
- No toys or electronic devices are allowed during camp hours. If signed up for before and after care, items may be brought, however, Adventures in Camp, LLC is not responsible for lost or stolen items.
- Cell phones may be brought, but they must remain in camper's backpack and on silent at all times. Cell phones are to be used in case of emergency only. Adventures in Camp, LLC is not responsible for lost or stolen cell phones and other devices that are brought to camp.

Lost and Found:

There will be a Lost and Found container located near the sign in table. If your child leaves anything behind, and it is not labeled it will be in the lost and found box. At 6pm of the last day of camp, any items left in the lost and found that are not labeled will be disposed.

Please sign the next page, a copy will be kept at Adventures in Camp, LLC for insurance purposes.

