

# Camp Agapé Policies

By enrolling your child in Camp Agapé you have agreed to the following policies. Please keep this copy as a reminder for you and your camper.

## ARRIVAL AND DEPARTURE

- **Normal camp hours are from 9 am – 3:30 pm (except for major field trip days. Changes for major field trip days are noted on the Summer Schedule).** For the safety of your children, the front doors are locked at 9:15 am. Please make sure your camper arrives before then. Late arrivals create great difficulty for ensuring your child's safety. Repeated late arrivals will be charged a late fee and chronic lateness will be denied access to camp.
- **Arrival:** For the safety of your children, please come in each morning and sign them in. **Do not let them come in on their own.**
- **Departure:** For the safety of your children, please come in each evening to sign them out. **No child, including those in our Challenge program, will be released unless a parent/guardian has come in and signed them out at the front desk.** Children will not be released to walk home; they must be signed out by someone listed on the yellow Camper Pick-Up Form.
- **Returning from Trips:** When you arrive to pick up your child, even if the bus has not arrived back from the trip yet, **please inform the front desk staff.** The bus will be informed of waiting parent/guardian when they arrive so those children can get off the bus first to meet their parent/guardian at the desk. When the bus returns at the end of each day's event, **all children will be ushered into the building** for a safe and orderly retrieval by their parent/guardian. Children must exit by passing the front desk and cannot go straight into the parking lot from the bus.

Please drive carefully and watch for children in the parking lot. Do not leave unattended vehicles running.

Children will not be released to an adult, other than a parent/guardian, unless that adult is listed on the Camper Pick-Up Form or you give us written permission. If a parent is not allowed to pick up a child, we must have this in writing on the Camper Pick-Up Form.

## **ATTENDANCE POLICY**

If you wish to cancel one or more of the weeks for which you are registered, you must give us notice **IN WRITING** at least two weeks before the canceled date. **Without proper notice, two weeks in advance, you will be charged the full amount for those days, including trip fees.** This policy will be strictly enforced. If your child is absent on days they are signed up for, due to any reason, you must still pay the fee for those days—we are still paying your child's counselor and any admission fees for the space reserved for your child.

## **EXTRA EARLY/EARLY AND LATE/EXTRA LATE SERVICES**

Please respect the times you have signed up for; staffing is based on registration. Parents who pick up their children later than times they are registered for will be charged the aftercare fee for that day.

If a child is not picked up by 6:15 pm and you have not notified us that you will be late, we will:

1. Call the contact number(s) provided by you on the registration sheet. If no answer,
2. Notify the Wauconda Police Department and your child will be taken there until you can be reached.

## **PAYMENT SCHEDULE**

Your first week payment is due on the first day your child comes to camp. Your last week fees will have been paid at the time of registration. Fees must be paid on the **Friday** (or your child's last day of camp) before each new week of camp. **A \$5 fee will be charged for late payments** unless arrangements are made in advance with

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the registrar. It is your responsibility to pay on your last day of camp each week. If your child does not attend one week, you may pay on your first Monday back. There is a \$25 fee for returned checks.

### **OVERDUE PAYMENT POLICY**

If payment is not received, you will be charged 1% per month for any overdue balance.

If your payment is not received within two weeks, the following steps will be taken:

1. The Director will attempt to contact the parents and schedule a meeting in order to resolve payment problems. At this meeting, a payment plan should be agreed upon.
2. If parents refuse a meeting or no payment is made by the third week, the child will be unable to attend camp until full payment is made.

### **DISCIPLINE POLICY**

For the well-being of all the children, and the safe, orderly operation of camp, we train children in what is right and wrong behavior using the following steps\*:

1. One clear warning.
2. Child will be given a time-out.
3. Second time-out given. A Behavior-Related Incident Report will be written by the counselor, coordinator, or director and discussed with the parent.
4. If a child receives three written Behavior-Related Incident Reports during the summer, the child will be suspended at the end of the day of the third report for **one week**.
5. If the child is reinstated in camp and receives a fourth Behavior-Related Incident Report, the director may suspend the child immediately. If necessary, the parent will be notified to come and get the child. Upon the fourth report, the child could be **discharged without the right of reinstatement**.

\*If the severity of the problem is great enough after the first incident, suspension from camp will be effective immediately without following the above steps.

Striking another child will never be tolerated and will result in an automatic one day suspension. All cases will be reviewed on an individual basis and judged accordingly. We believe childish behavior should be treated differently from foolish or rebellious behavior. If these steps do not solve a behavior problem, we will seek permission from a parent for alternative discipline. Uncorrected discipline problems rob other campers of an orderly, safe, and fun summer. If you ever have any questions or concerns about a situation involving your child, feel free to talk to the coordinator for your child's age group or the Director.

The Camp Director is the final authority on discipline issues. Our hope is to work closely with parents to ensure the safety of all our campers and staff.

**PLEASE NOTE: In the case of suspensions, you are still required to pay for the days your child cannot attend camp.**

### **CAMP SICK POLICY**

Children who are visibly ill or have not been free from a contagious illness, rash or fever for at least 24 hours should not be brought to camp. A sick child cannot participate in camp activities in a meaningful way. Keeping the sick child home allows the child time to rest and recover and prevents the spread of illness to other campers and staff.

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## MINIMUM PERIODS OF EXCLUSION FROM CAMP

The following are some common communicable diseases and our sickness policy exclusion periods and requirements:

**Please report these conditions to the camp office when they occur, but a note from a health care provider is not required for return to camp.**

- **Fever:** The child should remain at home with a fever greater than 99°. The child can return to camp after he/she has been fever-free for 24 hours without fever-reducing medicine, such as Tylenol or Motrin.
- **Vomiting:** If your child has vomited during the night, the child should not be sent to camp. The child can return to camp only after being symptom-free for 24 hours.
- **Diarrhea:** If your child has had three or more watery stools in a 24-hour period, the child should be kept home. A child with diarrhea should stay at home and return to camp only after being symptom-free for 24 hours.
- **Colds:** A good rule of thumb is to keep a child home at the beginning of a cold as this is the most infectious time and when he/she feels the worst. Please keep your child at home if he/she is experiencing discomfort that would interfere with his/her ability to participate in camp (i.e. uncontrollable coughing, severe lack of energy). If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician. Return to camp when the child does not have a persistent cough and feels well.
- **Cough or congestion:** The child should remain home if the cough or congestion interferes with breathing and/or if wheezing.
- **Chicken pox:** The child should stay home until there are no new spots and all old ones are scabbed over. This is typically a seven to ten day time period.
- **Conjunctivitis (pink-eye):** Following a diagnosis of bacterial conjunctivitis, the child may return to camp 24 hours after antibiotic treatment is started. Campers with viral infection may return when eyes are clear.
- **Coxsackievirus (Hand, Foot and Mouth Disease):** The child must stay home during the acute phase/stage of illness while fever or lesions exist.
- **Head Lice:** Children or Staff who are found to have live head lice will be sent home for the day. Children will be able to return when they are lice-free; staff members will be able to return after treatment and will be rechecked for lice upon return.
  - When lice are detected, parents will receive a written notice through the front desk. These letters will be available as soon as reasonably possible.
  - As the CDC, the American Association of Pediatrics, and the National Association of School Nurses all recommend not to have a “no nit” policy, our camp will permit attendance of children and staff with nits (hatched eggs) so long as they do not have lice.

**Please report the following conditions to the camp office when they occur and please be aware that a note from a health care provider is required stating that the child is non-communicable for their return to camp.**

- **Fifth Disease**
- **Hepatitis A or B**
- **Impetigo:** The child with impetigo may return to camp 24 hours after treatment has begun and a doctor’s note or proof of prescription is required upon return to camp. Appears most often around the mouth or nose.
- **Influenza A**

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- **Kawasaki Disease**
- **Measles, mumps, rubella, and pertussis:** These illnesses are highly communicable and need to be diagnosed by a physician. Please report any suspicious cases to the camp, so that follow-up can occur.
- **Meningococcal Meningitis**
- **Molluscum Contagiosum:** If the papules are red and inflamed they must be completely covered.
- **Mononucleosis**
- **Pinworms**
- **Ringworm**
- **Rotavirus**
- **Scabies**
- **Scarlet Fever**
- **Staph Infection** (Staphylococcus)
- **Strep Throat:** A child may return to camp, **48 hours** after antibiotic is started, he/she feels well enough and temperature is normal. Note from health care provider still required.

We will make every effort to communicate with you as parents if we have a confirmed case of the following illnesses within our camp community: Chicken Pox, Conjunctivitis (pink eye), Coxsakievirus, Fifth Disease, Head Lice, Hepatitis A or B, Impetigo, Influenza A, Kawasaki Disease, Measles, Meningococcal Meningitis, Molluscum Contagiosum, Mononucleosis, Mumps, Pertussis, Pinworms, Ringworm, Rotavirus, Rubella, Scabies, Scarlet Fever, Staph Infection, Strep Throat.

If your child is diagnosed by a physician (written diagnosis is preferred and may be required in some cases) with any of the above illnesses, please communicate this with the camp office so the information can be shared with the camp community. Personal information regarding the child or family will not be released.

If your child becomes ill while at camp, we will contact you at the number that provided on the yellow Camper Pick-Up form. A sick child will remain in the camp office until he or she can be picked up by an authorized adult.

If your child sustains a minor injury during the camp day, first aid will be administered by Camp Agapé Staff. An accident/incident report will be written and available at the front desk to be signed by a parent/guardian.

## **MEDICATIONS**

Any medication given to a child at the camp must be in its original container with the child's name on it. A Medical Release Form must be completed and signed by the parent and given to the front desk staff with the following information:

1. Child's Name
2. Type of medication/condition
3. Physician's name
4. Amount to be given
5. Time to be given
6. Number of days medicine is to be administered
7. Side Effects
8. Any additional information (storage instructions, etc.)

The program coordinators will be responsible for dispensing the medication. Please note that we are not allowed to give first doses of medication. If a child refuses medication, this incident will be documented. Please acknowledge medication for the whole week. Medicine may be left on Monday, but all bottles and remaining medicine must be picked up at the end of the week. We will not be held responsible for medication left over the weekend, including Epi Pens and other types of emergency medication.

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## THINGS TO BRING

- Sack lunch (non-refrigerated)
- Backpack (packed for **all** camp days, even non-swim scheduled days). Backpacks should include: swimsuit, towel, sunscreen (30+ SPF recommended), insect spray, plastic bag for wet clothes, a jacket for inclement weather, lunch, an extra pair of socks.
- Wear comfortable clothing. For your child's safety, please make sure they wear closed-toe shoes.
- Wear camp shirt. Previous summers' shirts may be worn but your child must wear the 'current' shirt on major field trip days. Wearing camp shirts is important for the safety of our campers. A child not wearing a camp shirt, the child will be provided with a camp shirt and you will be charged for the shirt.
- A water bottle is required for each day.
- Many of our trips, especially on rainy days, require that your children have socks. Please pack an extra pair of socks in their backpacks.

**Please do not rely on your children to ensure that they have their items or pack a healthy lunch. Double check – it's no fun to watch everyone else play because you forgot your swimsuit, shoes, or socks. Please label all items with your child's name (including camp shirts and backpack).**

## DO NOT BRING:

- Gum: Please do not allow your child to bring gum to camp.
- Candy: There will be opportunities for children to buy candy on some field trips and swim days. We will allow your child to purchase one item of candy per day. There is no candy allowed on the buses.
- Toys/electronics: We provide activities and games for your child. These games are designed to foster group involvement and skills; therefore, please leave toys and all types of electronics at home. Besides interfering with group activities, we do not want these items to be lost or broken.
- Valuables: Please do not allow your child to bring expensive or valuable items to camp. Camp Agapé is not responsible for any valuables lost or damaged while at camp.

## MISCELLANEOUS

**Spending Money:** Many times children will come to camp with large amounts of money. We suggest parents limit the amount of money their children bring each day.

**Purchasing food:** Please don't send lunch money with your child on field trip days. Groups will go to concession stands to purchase snacks, but **for the safety of your children, we cannot allow children to stand in line alone;** nor can a counselor leave their group to stand in line with your child.

**Photos:** Through your children's participation in this program, you give permission and understand that your child may be photographed for keepsake memories by the counselors. Further, you are agreeing to the understanding that camp staff may take pictures that will be used in promotion of this camp or other programs of Life Bridge Community Church in accordance with the LBCC photo policy.

**Please discuss these rules with your children in advance of their first day of camp. Then, sign and return the policy affirmation for our files. You can keep the parents' copy.**

**KEEP THIS POLICY LETTER FOR YOUR REFERENCE.**

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Child(ren's) Name \_\_\_\_\_

# POLICY

# AFFIRMATION

Please Sign & Return to Camp Agapé

I have read the enclosed policies for the Summer of 2016. I have reviewed them with my children and informed other family members (spouse, grandparents, etc.) who will be dealing with Camp Agapé this summer. We agree to abide by all of the policies outlined.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Please initial the following to show that you have read and understand each section of the Policy Reference Statement provided to you:

- \_\_\_ Arrival & Departure
- \_\_\_ Attendance
- \_\_\_ Extra Early/Early and Late/Extra Late Services
- \_\_\_ Payment Schedule
- \_\_\_ Overdue Payment Policy
- \_\_\_ Discipline Policy
- \_\_\_ Medications
- \_\_\_ Things to Bring
- \_\_\_ Do Not Bring
- \_\_\_ Miscellaneous

**How to Contact Camp Agapé:**

Phone: 847.526.5235 (after June 6)  
Fax: 847.526.8258  
Mail: Camp Agapé  
700 W. Liberty St.  
Wauconda, IL 60084