

## 2021 KIDS CO-OP No Bummer Summer Day Camp General Information

### General Information –

1. Please plan to arrive at camp by 9:00 am unless other arrangements are made. Reminder, if your child is going to be dropped off any later than 9:00am please email [info@kidsco-op.com](mailto:info@kidsco-op.com) ahead of time so coaches can be made aware. If your child is not attending camp for the day, we appreciate a courtesy email as well. Parents will sign in at drop off and are not permitted to enter past the check in area. Each child must wear a mask until further notice. Temperature will be taken and documented daily.
2. If your child has severe food allergies, please send in their own snack in addition to their lunch foods. Please make sure to provide allergy and medical information on camp forms and in customer portal. As a reminder, KIDS CO-OP strongly encourages healthy snack options. Please be mindful of this if sending your child's snack.
3. Please make sure your child brings the following items to camp EVERY day and all personal items are labeled with their name:
  - Appropriate clothing and footwear (sneakers) for the day's activities
  - Sunscreen, bathing suit, towel, pool shoes, plastic bag (for wet clothes)
  - Paint / messy shirt – please note – while having fun, your child may get dirty, so have them dress accordingly!
  - Lunch box, healthy foods and drinks, ice pack. KIDS CO-OP will provide snack in the morning and afternoon.
  - Change of clothes
  - KIDS CO-OP bag to store personal items and extra clothes
  - T-Shirt and Shorts (tighter fit) are required to participate in activities on all gymnastics equipment. Girls may want to wear a leotard. No Jeans! No jewelry! Hair must be pulled back.
  - WATER BOTTLE (filled with Water!)

### COVID-19 Policies

1. KIDS CO-OP is subject to CDC Guidelines. Until current CDC guidelines are lifted, we ask you discuss social distancing, hand washing and mask wearing protocols with your child in advance. Coaches will be reinforcing compliance, however in the event a camper is having difficulty complying with personal spacing, sanitizing and/or masking requirements, parents will be called, and the camper will be asked to leave for the day. No refunds or credits will be issued. We take the safety of all our campers and coaches very seriously.
2. KIDS CO-OP will continue to do, but not limited to, the following:
  - Clean and disinfect frequently touched surfaces.
  - Provide education and guides to maintain social distancing.
  - Space workstations 6 feet apart.
  - Limit camp and staff attendance by enforcing strict ratios.
  - Limit nonessential visitors within the facility.
  - Teach and enforce correct handwashing/sanitizing procedures.
  - Discourage the sharing of items that are difficult to clean.
  - Provide physical guides to ensure social distancing
3. Each child will have their own 'personal space' table and KIDS CO-OP bag for storing their personal items as well as craft and camp supplies. This will be their personal space during

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before / after care, lunch, snacks, and craft time where they can remove their mask. Campers must be respectful of other campers when in their personal space.

4. Please immediately advise KIDS CO-OP of COVID-19 exposures and quarantine issues, testing, out of country and airplane travel, etc. that could increase risk of exposure to other campers or staff. As regulations may change frequently over the summer, KIDS CO-OP will be enforcing the most current CDC requirements in effect.

### Payment policy –

1. Deposits must be paid in order to reserve space for your camper. Deposits are non-refundable and non-transferable. You may switch weeks or days with one-week advance notice, pending availability. Changes with less than one week's notice at the discretion of KIDS CO-OP. All changes must be directed to the office manager, in person, via phone or email [deb@kidsco-op.com](mailto:deb@kidsco-op.com) . Any elimination of a week will result in forfeiture of the deposit for that week.
2. Payments must be made in full by Monday morning two weeks prior to the first day of that week's camp. Late payments will be charged in the amount of \$5 per week for each week late and \$5 per day after the first day of camp. Payment balances, once made, are non-refundable.
3. Payments should be made through the customer portal at <https://app.iclasspro.com/portal/kidsincooperation/dashboard> . If you plan on paying by check or cash, please make arrangements in advance with [deb@kidsco-op.com](mailto:deb@kidsco-op.com)
4. Office staff will have limited hours and access. If you require office assistance and no one is available, please leave a message on the clip board at the front desk, the phone answering machine, or email [info@kidsco-op.com](mailto:info@kidsco-op.com) and someone will contact you shortly. If there is no answer at the front desk the direct phone number, for camp emergencies only, is 610-625-8250, or ext 301.
5. Any schedule changes must be communicated through [info@kidsco-op.com](mailto:info@kidsco-op.com) or directly with the office manager. Please do not verbally inform coaches of changes as they will not be able to record changes while simultaneously watching your children.
6. If a child is out sick there is no make-up, credit or refund. If a doctor's excuse is provided on the next camp day after being out sick, a future camp day credit can be scheduled for missed day(s), pending availability. If your child will not be attending camp on a day that they have been registered for, please provide notification by 9:00 am that day. **NO SHOWS' WILL NOT RECEIVE A REFUND OR CREDIT TOWARD ANOTHER DAY.** Changes in camp days or times must be provided in writing at least one week in advance in order to reschedule. Notification can be done by calling 610-861-9151 or emailing to [Deb@kidsco-op.com](mailto:Deb@kidsco-op.com).

### Pick up policy and assigned numbers for pick up, lost numbers –

1. Extended care drop off and pick up will enter through the blue doors until 8:45 am and after 4:15 pm. Between those times, please use the center glass doors to enter and exit. This is also the sign in/out area.

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2. Number tags corresponding to each child will be assigned upon registration. The purpose of these tags is to confirm the person picking up your child has your permission to take them home. The number tag must be presented when picking up each child.
3. If you lose your number tag, please notify the office staff at once and we will issue you new numbers. You will receive two tags with your registration packet.
4. Parents / guardians will sign in and out each child each day and indicate the time of drop off and pick up. If there is no time, or it is illegible, we may charge the maximum daily amount for extended care that day (\$20).

### **KIDS CO-OP Code of Conduct Policy –**

1. For the safety of all children, we must be able to address unacceptable, unsafe, inappropriate, or disrespectful behavior. Children are not permitted to run off from the group, participate in unsafe behavior, scream, hit themselves or others, or be disrespectful to coaches and/or other campers.
2. In cases where the child is disruptive to the group for any of the above reasons, or not following safety directions, they will be removed from the group setting and relocated to their personal space desk until they are ready to return to the group.
3. Verbal or physical bullying is not acceptable under any conditions and parents will be notified immediately.
4. If behavior becomes an issue, parents will first receive a written notification of the problem, followed by a phone call, and finally, a meeting in person with all parties involved.
5. If you have a child with special needs or behavioral issues, please advise KIDS CO-OP staff at the time of registration so that we may provide the most positive setting for all the children.
6. Bathroom doors will remain open at all times. Please discuss with your child proper bathroom etiquette such as privacy in the stalls, and independent hygiene such as wiping, flushing toilets, washing hands, using urinals, etc.
7. Electronic games, devices (Nintendo DS, iPods, etc.) and /or cell phones are only permitted between the hours of 7:00 – 9:00AM and 4:00 - 6:00 PM, however KIDS CO-OP is not responsible for lost or damaged devices. If a camper is using a device during any other
8. All children must be at least 4 years old, and potty trained in order to attend camp.
9. KIDS CO-OP is a participant in the USA Gymnastics Safe Sport Policy – protecting children through a safer environment and preventing abuse of children. Please talk to your children about appropriate boundaries and personal space with adults and other children as well as knowing the difference between appropriate and inappropriate touching and language. See USA Gymnastics Safe Sport Policy for more information.

### **Other Items**

1. Pizza lunches, extended care, off-site pool and field trips will be evaluated on a week-to-week basis depending on interest and availability. When you register you will be provided with a form to complete indicating your interest in these extra activities and programs. The cost for these items will be added to your account and payment is due when the final

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balance for the camp week is due. This is different from procedures in the past, so please reach out if you have questions.

2. All families must complete the online policies in the KIDS CO-OP customer portal at <https://app.iclasspro.com/portal/kidsincooperation/dashboard> For offsite field trips and pool, additional waiver forms for transportation, etc. will be required to be completed in order for your child to attend an offsite event and will be provided prior to the trip.

**Most of all, we want your child to have a good time at camp! Please trust that our creative staff will do their best to engage your child! We appreciate your support in order to promote a positive atmosphere and request you review and reinforce all policies with your camper in advance of their first day of camp. Any questions, please email [info@kidsco-op.com](mailto:info@kidsco-op.com)**