

### 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.

At this time, masks are not required and are at parents' discretion. If you want your child to wear a mask for the entire day of camp you must indicate at time of registration, and we will accommodate to the best of our ability.

2. Please make sure to provide allergy and medical information on camp forms and in customer portal. If your child is required to take medicine while at camp it must be in a container with appropriate pharmacy, doctor and child's name, including specific written instructions for distribution. Medicine must be turned into Camp Supervising Coach by parent upon arrival and picked up by parent at the end of the day.

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 (see snack policy below).
- 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!)
- Mask (for situations where a mask may be required such as bus or field trips)

4. Snacks are provided in the morning and afternoon for all campers. KIDS CO-OP plans snacks to avoid allergy issues, so please make sure to provide DOCUMENTED food allergies when completing camp forms. Please do not send snacks from home for snack time. If your child does not like the snack being offered, KIDS CO-OP will provide a limited alternate option

5. To promote a healthy atmosphere and slow the spread of germs, KIDS CO-OP will:

- Clean and disinfect frequently touched surfaces.
- Provide education and guides to maintain appropriate personal space.
- 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.

6. Each child will have their own KIDS CO-OP bag for storing their personal items as well as craft and camp supplies. Campers must be respectful of other campers and their personal items.
7. Please immediately advise KIDS CO-OP of COVID exposures and quarantine issues, testing, out of country and airplane travel, etc. that could increase risk of exposure to other campers or staff.

**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 is 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 and may affect the weekly rate depending on discount packages.
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) . If you sign up for automatic payments, please make sure you have a valid credit card on file.
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 610-625-8251, or ext. 302. That phone will be checked several times throughout the day so please leave a message if no one answers.
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. This is also the sign in/out area.

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. Please advise KIDS CO-OP of any custody agreements or specific persons that are not allowed to pick up your 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. Since every child and coach is a representative of KIDS CO-OP when offsite, inappropriate behavior may also impact the child's opportunity to attend offsite pool and field trips, and parents will be notified accordingly.
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 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, iPod, 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 time, it will be confiscated, and the parent can pick it up at the end of the day.
8. All children must be at least 3 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. All families must complete the online policies in the KIDS CO-OP customer portal at <https://app.iclasspro.com/portal/kidsincooperation/dashboard> prior to attending camp. For offsite field trips and pool, additional waiver form hard copies 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. These forms are available on the camp webpage: <http://www.kidsco-op.com/camps/summer-camps/>
2. When registering, please complete the weekly form TWO WEEKS prior to the camp week in order to attend field trips, pool and extended care. The cost for these items will be added to your account and payment is due when the final balance for the camp week is due. There will be no refund for camper cancellations / no-shows of field trips or pool after payment is made. Forms can be found on the camp webpage: <http://www.kidsco-op.com/camps/summer-camps/> and must be submitted at least two weeks prior to the week of camp. Adding field trip or pool with less than two weeks' notice will be based on availability and a first come, first serve basis. Payment will be expected at that time to reserve space.
3. Pizza lunches can be signed up and paid for the morning of the activity at the sign in desk. This is different from procedures in the past, so please reach out if you have questions.

**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)**

**I have read and agree to the above KIDS CO-OP Summer Camp policies. I understand I am responsible for prompt payment of all tuitions and ancillary expenses in accordance with the payment policy or my child will not be able to participate in camp programs and/or office site activities.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent name (printed)

\_\_\_\_\_  
Camper name(s)