

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 ahead of time so coaches can be made aware. If your child is not attending camp for the day, we would appreciate a courtesy email as well. Parents will sign in at drop off and are not permitted to enter past the check-in area.
2. **Please make sure to provide allergy and medical information on camp forms and in the customer portal.** If your child is required to take medicine while at camp it must be in a container with the 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.

If your child has an injury... We are an activity-based summer camp. If your child is attending with an injury a doctor's note outlining specific instructions must be provided before KIDS CO-OP staff allow your child to participate.

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 for the day's activities. Weather permitting, we may go outside.
 - 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.
 - Lunch box, healthy foods and drinks, ice pack. KIDS CO-OP will provide snack in the morning and afternoon (see snack policy below).
 - WATER BOTTLE (filled with Water!)
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 should have their own 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 highly transmittable exposures and quarantine issues,** testing, out of country and airplane travel, etc. that could increase risk of exposure to other campers or staff.

2024- 2025 KIDS CO-OP Day Camp General Information

Payment policy –

1. **Payment must be paid in full to reserve space for your camper. Payments are non-refundable and non-transferable.** You may switch camp hours with two weeks' advance notice, pending availability. Changes with less than two weeks' notice are 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. and are subjected to a \$20.00 administrative fee.
2. **Payments should be made through the customer portal at** <https://app.iclasspro.com/portal/kidsincooperation/dashboard> . If you plan to pay by check or cash, please make arrangements in advance with deb@kidsco-op.com . If you sign up for automatic payments, please make sure you have a valid credit card on file.
3. **Office staff will have limited hours and access during camp hours.** If there is no answer at the front desk the direct camp phone number 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. Questions directly relating to the camp can be directed to daycamps@kidsco-op.com.
4. **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 the 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 two weeks in advance in order to reschedule. Notification can be done by calling 610-861-9151 or emailing Deb@kidsco-op.com.

Drop off/ Pick up policy

1. **Drop off and pick up will be through the blue doors.** This is also the sign in/out area.
2. **Please advise KIDS CO-OP** of any custody agreements or specific persons that are not allowed to pick up your child.
3. **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. Continued inappropriate behavior may impact the child's opportunity to attend future camps 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.

2024- 2025 KIDS CO-OP Day Camp General Information

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 7:30 – 8:45AM and 4:15 - 6:00 PM**. 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 fully potty trained** in order to attend camp. Preschool camp, ages 3-4 years is ½ day morning 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.**
2. **When registering, please indicate extended care hours TWO WEEKS prior to the camp week.** The cost will be added to your account and payment is due within 1 week after the completion of camp. Adding extended care with less than two weeks' notice will be based on availability.

Most of all, we want your child to have an enjoyable 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 daycamps@kidsco-op.com

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

Parent signature

Date

Parent name (printed)

Camper name(s)