

### 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 [daycamps@kidsco-op.com](mailto:daycamps@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 the 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 is injured...** 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 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. Unsafe attire will result in the camper not participating for the rotation.
  - WATER BOTTLE (filled with Water!)
4. **Snacks are provided in the morning and afternoon for all campers.** KIDS CO-OP plans snack 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. We encourage all campers to try the snacks provided. 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.

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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 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.

### Payment policy –

1. **Deposits must be paid to reserve space for your camper. Deposits are non-refundable and non-transferable.** You may switch weeks or days with two-week 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 camp director, in person, via phone or email [daycamps@kidsco-op.com](mailto:daycamps@kidsco-op.com) and are subject to a \$20.00 administrative fee. 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 \$10 per week and \$10 per day once the week has started. **Payment balances, once made, are non-refundable.**
3. **Payments will be automatically charged to your card on file.** Please make sure you have a valid credit card on file. If you plan to pay by check or cash, please make arrangements in advance with [daycamps@kidsco-op.com](mailto:daycamps@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 phone answering machine and someone will contact you as soon as we can. Questions directly relating to the camp can be directed to [daycamps@kidsco-op.com](mailto:daycamps@kidsco-op.com). Please be patient, as the coaches are with the campers.
5. **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 THE OPPORTUNITY TO CREDIT TOWARD ANOTHER DAY.**

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

1. **Drop off and pick up will be at the double 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. **For your child's safety, the number tag must be presented each time the child is picked up.** Please advise KIDS CO-OP of any custody agreements or specific persons that are not allowed to pick up your child. Pick up your tags in the box at the sign in desk.
3. **If you lose your number tag, please notify the office staff at once** and we will issue you new numbers. You will receive three 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, other campers, and/or facility. Every child and coach are 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. In the event a child is not able to return to the group in a timely manner, the parent will be called, and the child will be asked to leave for the remainder of the day.
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 phone call addressing the issue, followed by written notification of the problem, and finally, a meeting in person with all parties involved to discuss the continuation of the camp.
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** 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.

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### 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 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. **All families will be notified by e-mail 3 weeks before each camp of Pool days, Field Trips, Ext. Care. Families will have 1 week to respond by e-mail to register for add on's** 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. Add on's based on space available and coach/camper ratios and fill up fast. Adding a field trip or pool with less than two weeks' notice will be based on availability. Payment in the form of cash or check will be expected at that time to reserve space. Please e-mail [daycamps@kidsco-op.com](mailto:daycamps@kidsco-op.com) for availability.
3. **Pizza lunches can be signed up and paid for by 9:30 am on a Friday at the sign in desk.** Please note the day change for 2025.

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 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](mailto:daycamps@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 tuition and ancillary expenses in accordance with the payment policy or my child will not be able to participate in camp program and/or off site activities.

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Parent signature

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date

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Parent name (printed)

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Camper name(s)