



# *Prestige*

**YOUTH PROGRAMS**  
Educate...Enrich...Establish...Excel



# **POLICIES AND PROCEDURES**



NOTE: All Camp Policies and Procedures are subject to change as needed.



## **MISSION STATEMENT:**

Our mission at Prestige Youth Programs is to provide diverse programs that will enrich the lives of today's youth and their families. To provide a safe, caring and creative environment for our program participants.

## **OBJECTIVES:**

### **EDUCATE**

Our goal is to educate all youth to grow academically, socially, emotionally and physically in a safe environment where they are free to be themselves.

### **ENRICH**

Our youth are enriched:

- Artistically through the cultural arts and hands-on experience.
- Socially, by being a part of a unique environment with diverse programs.
- Emotionally through character building and teamwork
- Physically by good health and nutrition habits through snack and health & fitness supervision provided by our program.

### **ESTABLISH**

We want to help our youth become established members of society by:

- Enriching and empowering our children
- Building on their strengths
- Applauding their achievements
- Expanding their resources
- Enhancing their self-esteem
- Providing leadership opportunities
- Partnering with the community to provide safe and supervised programs

### **EXCEL**

It is our hope that through our programs students will grow into prestigious adults. That they will use this program as a stepping stone on the way to achieving their life goals. We want our youth to know that they can do anything that they set their mind to do.



## ADMISSIONS POLICY

We accept children between the ages of 5 to 12 years of age. Any child 5 years of age must have completed one year of Kindergarten. Admissions to Prestige Youth Programs Super Summer Camp shall be granted without discrimination in regard to sex, race, color, or political belief. Prestige Youth Programs Super Summer camp currently does not staff paraprofessionals/child aides to assist children with special needs or disabilities.



## REGISTRATION

You will be assessed a \$30.00 non-refundable "Registration Fee" per child or \$50 per family. A deposit of \$100.00 is required at registration for all full day and half day campers enrolled in more than one session. If you are enrolling in **one session only**, the full payment is due at the time of registration. **If you drop any session the entire deposit is forfeited.** No deposits will be refunded or transferred. NO EXCEPTIONS.

For all children enrolled, registration requires information regarding immunizations if applicable, indication that parents will adhere to policies and procedures, a liability waiver, photo release and emergency medical care authorization to allow medical attention, should the need ever arise. Please remember any changes in address, phone number, authorized persons allowed to take your children must be given in writing, so we may keep each child's file as current as possible.

## PAYMENTS/TUITION

Payments of services (which are non-refundable) will be handled in the following manner. Tuition is required to be paid on the allocated due dates for each session for all day, part time, and half day campers. In the event of a weekly enrollment, tuition will be due the Friday before the week your student plans to start.

**Tuition schedule is as follows:**

SESSION	FULL TIME	PART TIME/HALF DAY
JUNE SESSION 1 & 2	MAY 20th	MAY 20th
JULY SESSION 1 & 2	JUNE 20th	JUNE 20th
AUGUST SESSION 1 & 2	JULY 20th	JULY 20th

NOTE: You will save \$25 on tuition per session for each additional child registered for Camp.

In the event of weekly enrollment, weekly campers will save \$25 on tuition per week for each additional child registered for Weekly All Day Camp.

All tuition will be automatically withdrawn from credit/debit card or bank account through our auto-pay system. Cash and checks are not accepted unless paying in full for all sessions. A late fee of \$25 will be applied on all late payments. **Your child may not attend camp if tuition payments are not up to date.**

If there is any circumstance that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Camp Director prior to it becoming delinquent. Failure to pay tuition on a timely basis may result in terminating your child's enrollment.

NOTE: Camp account must be up to date prior to your child attending any scheduled field trips. There will be NO EXCEPTIONS to this policy. We will not make alternative arrangements for your child. We will not provide staff to watch your child for the day and you would have to make alternate arrangements.



### **ATTENDANCE**

You must let camp personnel know when your child will be absent, late or leaving early. Parents must also inform camp personnel of any permanent changes in their child's daily attendance status in writing. Also we have many activities that take us off the premises, informing us will let us know to make necessary number adjustments or arrangements if your child needs to be dropped off where we are.

If you decide to keep your child home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement with our program. Your child may not re-enter the camp without this payment in full.

A two week written notice is required for withdrawal from camp. No deposits will be refunded or transferred. NO EXCEPTIONS

### **FIELD TRIP FEE:**

We will charge a monthly field trip fee of \$25 per session per student. You may also feel free to send your student with money to purchase items for themselves on these field trips. However, it is your campers responsibility to keep up with their own money. The camp will not be responsible for any lost money.

### **CANCELLATIONS/WITHDRAWALS**

A two week written notice is required if you plan to withdraw your child from Camp. If you drop two weeks prior to session dates \$100 is non-refundable. If you withdraw short of two weeks notice, the full fee is forfeited. There will be no refunds issued for early termination from the sessions.

### **HOURS OF OPERATION**

Hours of operation are Monday through Friday, 7:30 am drop off and 5:30 pm pick up. (Unless a half day camper or otherwise arranged). Prestige Youth Super Summer Camp will be closed July 1st through 4th in honor of the 4th of July Holiday. The next session will resume on July 5th.





### PICK UP POLICY

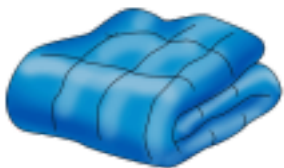
If someone other than the parents or guardian is to pick up your child(ren) you must contact us and let us know of this situation. We will not allow a child to go without proper protocol and authorization. If an unauthorized person arrives to pick up your child(ren), the child(ren) will not be released to this person until a parent can be reached by phone to authorize the pick up.

### LATE PICK UP FEE

You will also incur a \$2 per minute late fee for every minute after 5:30pm. We close our camp center at 5:30 pm. This fee will be charged to your account each day there are fees incurred. For example if you pick up your child at 6:00pm you will be charged a \$60 late fee. Repeated pick-up after closing time will result in termination.

### SIGNING IN/SIGNING OUT

There is a signing in/out policy. When a parent drops off or picks up their child they must check in through the MAIN DOOR. All parents must accompany their child to camp staff and no other person. Parents will be given a report of any information about any accidents or mishaps that happened that day.



### REST TIME/DOWN TIME

All children the age of five must lie down and try to rest/relax. Parents will provide blankets that will stay at the All Day Summer Camp facility for the child's comfort. The child should take the blanket home at the end of each session to be cleaned (if not needed prior to). Parents should send the blanket or a new blanket back with the child at the start of the new session.

### GUIDANCE POLICY

Acting out or misbehaving is a part of learning self-control, and a part of a child growing up. We will never embarrass or ridicule a child when they misbehave. We will never deny a child meals, rest, or restroom use as a form of punishment or discipline. Nor will we allow the use of corporal punishment or manipulation. Instead we will use positive intercommunication techniques that will guide and strengthen and esteem a child's confidence.

We do however, practice a "Three Strike" policy for behavioral issues. Campers will be given four warnings after which they will receive a strike and counselors will notify parents. If a camper receives three strikes, we reserve the right to terminate the campers enrollment.

Parents will be kept informed if we are having any discipline problems. If a situation arises that results in a behavioral matter, an incident report will be completed and signed by a camp staff member. We will then give a copy to the parent, and put an additional copy in the child's personal folder. **Prestige Youth Programs at any time, reserves the right to dismiss any child that does not abide by the rules of the Summer Camp program.**





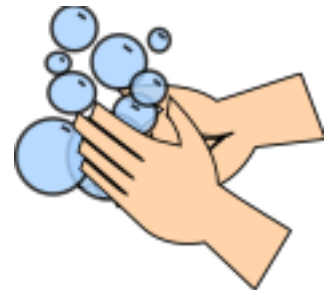
## **ILLNESS**

All parents and the Department of Health must be notified of any child in the center that contracts a contagious disease. If your child becomes ill with a communicable illness of fever that cannot be reduced while in our care, you will be notified to pick up your child IMMEDIATELY after notification. In the event you cannot leave work to pick your child up, then you must make alternative arrangements for your child. The following policy will be enforced. These rules are for the protection and good health of your child as well as the other children and PYP Camp Staff

1. Fever of 100.5 or more, or has had a fever in the past 24 hours, they may not attend day camp that day. Your child may not return until 24 hours and or until the fever breaks.
2. If your child is placed on an antibiotic for infection then they must be on the medication overnight before returning to the camp.
3. If your child develops symptoms of a cold such as a constant cough, wheezing, green/yellow nasal discharge and if these symptoms persist, please see a physician so that your child may return to camp.

We do understand that colds are inevitable and we will use our best judgment as to whether or not a child can carry on a regular schedule with the other children. Again, if your child needs to be isolated until parents are available, we will make the child as comfortable as possible.

4. If your child is treated for any eye infections such as pink eye, conjunctivitis etc., they must be symptom free before they can return to camp. Your child must be on drops for 48 hours before returning.
5. Any signs of communicable disease such as vomiting, diarrhea, headache, sore throat, abdominal pain, fever, reddened eyes, discharge from eyes, head lice, they may not attend day camp. Please note that we will use our best discretion to prevent the spread of any communicable disease.
6. If your child has had any of the symptoms of a communicable disease then they must be symptom free for a full 24 hours before they can return.
7. Please understand that it is your responsibility to notify us if your child becomes ill and inform us of the cause of illness.



## **GERM & DISEASE CONTROL**

To help control the spread of germs and disease, we follow these policies:

1. If anyone on staff has a communicable disease they will not be on staff at the day camp for the duration of the disease .
2. All children with communicable diseases shall be excluded from attending the camp.
3. All toilet facilities are disinfected daily; small toys are sanitized daily.
4. All children and staff will wash our hands after using the restroom and before eating.
5. Children who become sick during the day are isolated until someone picks them up from day camp.

## **DRILLS AND EVACUATION PLAN**

The day camp will have fire drills and tornado drills that will be given at any time during the year. Safety is our first concern for the children.

## POLICIES ON PERSONAL ITEMS

Students will bring various items from home for the duration of their enrollment. Make sure items are labeled and/or stored in students designated storage locations. The camp cannot be held responsible for lost clothing or possessions. Dress your child to be prepared for hands-on (and sometimes messy) projects. Flip-flops can be unsafe and are not permitted for certain activities, so please ensure that your child has an alternative pair of shoes (sneakers are recommended).



## DIETARY NEEDS & SPECIAL NEEDS

The camp provides lunch in accordance with the local area school guidelines. For safety precautions, copies of any restricted diet approved by the child's physician must be on file at the camp. It is important that you let us know if your child has any known food allergies. Children with a special diet should plan to provide their own daily lunches. Prestige Youth Programs Super Summer camp is not liable for any incidents regarding food allergies that we have not been informed of. Please ensure that your child is also informed of their dietary restrictions. We are not a facility that has staffing in place for students that require any paraprofessional assistance. If your student requires assistance you will need to provide a paraprofessional at your own expense. Please contact us so that we can let you know if our camp is a good fit for your student.

## PACKING LIST

### *Things to bring that will be stored in their cubbies all Summer)*

- Sunscreen (please make sure this stays replenished)
- Rain Gear (please include Umbrella)
- Light Jacket or Hoodie
- Water Bottle (to remain at camp)
- Backpack
- Blanket
- Swimwear
- Towel
- A Change of Clothes



NOTE: Campers are required to have a water bottle everyday. We will send them home on Fridays for cleaning.

## DAILY THINGS TO BRING

Electronics (tablet/phone)

Favorite book to read



## WEATHER CANCELLATION

The camp calendar is subject to change due to inclement weather conditions and/or unforeseen circumstances. We will make every effort to accommodate all planned trips and/or reschedule accordingly. There will be no refunds or account adjustments on calendar revisions and/or cancellations.



## THINGS TO KNOW

- Each child will have their own cubby box/basket with their name on it to keep their stuff in for the duration of their enrolled session. We will send water bottles home on Fridays so they can be cleaned and returned on Monday. Each child will also have a lanyard with their name and information as we head out on our field trips. T-shirts may also be assigned at a later date.
- Electronics are allowed, and we will have time set aside each day where they can hang out and relax with their new friends! Parents please be sure that any electronics have appropriate parental controls. Barefoot is not liable for parental control of electronics or for any lost items.
- Cell phones: children are not allowed to use their cell phones at the camp. Students are not permitted to text or call during camp hours. If a student needs to contact parents or guardians they will be monitored by a camp staff in order to do so. If your students' electronics are their cell phone, please let camp staff know and we will make arrangements for them to be able to use their cell phone during designated electronics time.
- Keep in touch! We will have a texting option so you can keep in touch with us throughout the day. The phone number is 855-797-5437 We will also send out information regarding a phone app that we will also use for the camp. More information on this will be emailed prior to the start of camp.
- Only kids that have registered for camp ALL DAY are on our lunch count. Morning and afternoon kids will not be served lunch (unless arranged prior to camp), but a snack will be provided. REMEMBER: If your student has specific dietary needs please send them with a snack that is suitable to their needs.
- If there is ever an emergency, parents will be notified immediately.
- Any visitors must sign in with the Camp Staff before visiting with a camper.



## COMMUNICATION

- Communication is of utmost importance to us! We know that situations may arise so please be sure to communicate any changes or concerns with us right away.
- Any information that we need to get out to parents will be sent via email, text or at times a handout. It is important that you remain informed. Please feel free to ask lots of questions. We want to make this experience a great one for you and your child.

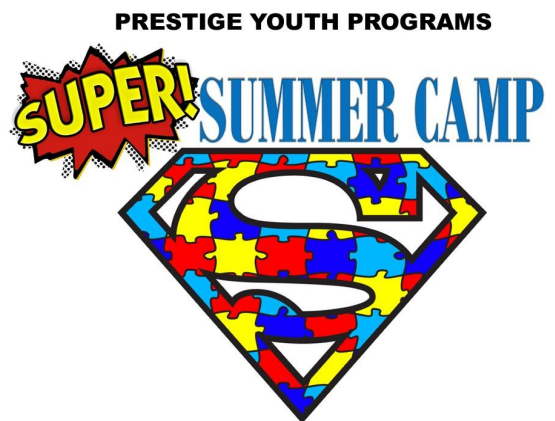
## CONTACT INFORMATION:

Phone: 855-797-5437

Email: [prestige youth programs@gmail.com](mailto:prestige youth programs@gmail.com)

Website: [www.prestige youth .com](http://www.prestige youth .com)

We are so excited to have your child apart of Prestige Youth Super Summer Camp. It is going to be a great summer!





# REQUIRED POLICIES AND AGREEMENTS

## Policies and Procedures

I agree that I have read and understand the Prestige Youth Programs Policies and Procedures as presented on the www.prestige youth.com Policies and Procedures page. By checking this box I agree that I have printed and agree to adhere to the PYP Policies and Procedures.

## Assumption of Risk

Prestige Youth Programs carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I have read the previous paragraphs and I know and understand and appreciate these and other risks are inherent in the activity I am participating in. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

## Release of Liability

IN CONSIDERATION OF the risk of injury that exists while participating in PRESTIGE YOUTH PROGRAMS OR CAMPS (hereinafter the "Activity"); and

IN CONSIDERATION OF my desire to participate in said Activity and being given the right to participate in same;

I HEREBY, for myself, my heirs, executors, administrators, assigns, or personal representatives (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian if Releasor is under 18 years of age), knowingly and voluntarily enter into this WAIVER AND RELEASE OF LIABILITY and hereby waive any and all rights, claims or causes of action of any kind arising out of my participation in the Activity; and

I HEREBY release and forever discharge PRESTIGE YOUTH PROGRAMS & CAMPS, located at 412 Oshkosh St, Rapid City, South Dakota 57702, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns (collectively "Releasees"), from any physical or psychological injury that I may suffer as a direct result of my participation in the aforementioned Activity.

## Payment Policies

I have read and agree to the Payment Policies as stated in the Prestige Youth Programs Policies and Procedures. I do hereby agree to all payment requirements as stated in the Prestige Youth Programs Policies and Procedures.

## Medical Emergencies

As the parents(s) (custodial parent) or guardian(s) of a minor participant, who is participating in Prestige Youth Programs, In the event I/We cannot be reached, I/We authorize the Director of the Camp or the acting person in charge of the Camp as well as medical staff at the selected medical facility to make decisions regarding the emergency care or treatment of our program participant. Including seeking and approving medical treatment for non-emergencies. This Emergency Authorization is valid for the entire duration that our minor is a participant in PYP.

**I have read all of the above and agree.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian)

Printed Name \_\_\_\_\_

## Photo Release

I, , hereby grant and authorize Prestige Youth Programs & Camps the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me b y Prestige Youth Programs & Camps to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration.

This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become the property of Prestige Youth Programs & Camps and will not be returned.

I hereby hold harmless, and release Prestige Youth Programs & Camps from all liability, petitions, and causes of action which I, my heirs, representative, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

If the person signing is under the age of consent, then this release must be signed by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

**I have read the above and agree.**

Signature\_\_\_\_\_Date\_\_\_\_\_

(Parent/Guardian)

Printed Name\_\_\_\_\_