

SUMMER CAMP

2024



Arrival/ Departure:

Full Day Camp	7am – 5pm	
Part Time	8am – 3pm	
Before Care	7am-8am	Reservation required + add.fee
Extended Care	3pm-5pm	Reservation required + add.fee

*Campers will not be allowed to enter camp after 9:00 am

Please remember to pick up your camper by the reserved time. A 5-minute grace period is allowed. Repeated late pick-ups may lead to termination from the program.

Sign In & Out Policy

Parents or designated person will sign campers in and out daily using procare kiosk or Qr code, individuals must be 18 years or older to sign camper in or out unless notified in writing by parents. We also ask that parents do not come into the building (beyond the designated check-in area) without being asked to do so by staff.

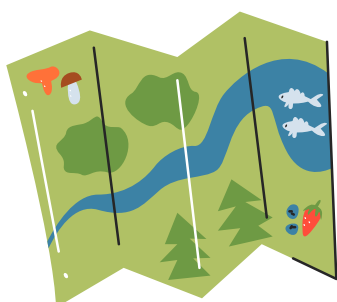
Dismissal Policy: Identification is required when picking up your child each day. Guest or emergency contacts information will need to be provided and added to our procare system for every authorized pick up.

- Each authorized pick-up personnel will be assigned their own 4-digit pin and cannot be shared with others.
- No child will be released to anyone not listed as an authorized pick up. Must 18yrs of age to pick up camper.

Attendance: We kindly request that all parents inform us if their child will be absent. RTSA conducts attendance checks at the beginning of each program day. Please note that rates and fees are not subject to adjustment based on attendance. Weekly and daily fees are necessary to reserve your child's spot in the program. Failure to make the required payment will result in the camper being withdrawn from the program. Additionally, a lack of communication for 5 consecutive days will lead to termination from the program.

Supervision:

At Road to Success Academy, we ensure that there will always be a minimum of two staff members on duty to provide adequate supervision. This policy is in place to ensure the safety and well-being of all our participants. Our staff is trained to maintain a vigilant and attentive presence, ensuring that every child receives the care and attention they deserve.



Do Not

- Wear spaghetti strap, strapless, or half shirts
- Wear open toe shoes or sandals, crocks, or hard bottom shoes.
- Wear expensive jewelry, clothing, or shoes (dress for mess)
- Bring electronics or toys from home. (cellphones, tablets, videogames)

Do

- Bring change of clothes
- Apply sunscreen or give allergy medication prior to arrival if needed for outdoor activities.

*Please send your child(ren) in comfortable clothing, appropriate for mess or weather while participating in various indoor and outdoor activities.

Meals: The program will provide Lunch and am/pm snack. Water will be available when needed for all campers.

Field Trips: There will be on/off site. Field trip slips and fees will be required prior to all trips. Campers must be in attendance to participate in field trips. Campers are expected to behave in an appropriate manner. Misbehavior may result in removal from future field trips. Field trip fees range based on the admission and transportation.



Health and Safety

Immunizations: Upon enrollment campers must have a current shot record and physical form from the Department of Health.

First Aid: RTSA staff may administer Basic first aid in accordance with the Health Department.

Injury/Incident:

If your camper is injured or may cause injuries RTSA will complete and document an injury/Incident report. Reports must be filled out by the camp director and signed by a parent or guardian. A copy of the report will be provided to the parents and kept on file. If your child has a serious injury, we must be able to contact you by phone. Please make sure that emergency information is accurate and current at all times!

In Case of An Emergency – If a child is seriously injured or in need of medical attention, a staff person will call 9-1-1 and the child will be taken to the nearest hospital. Parent(s)/guardian(s) will be notified immediately. Parents are required to pay for the cost of the ambulance and all medical expenses. Staff will not personally transport children, in case of medical emergencies; 9-1-1 will always be contacted.

Special Needs: Parents of any child enrolled or applying to enroll in the program **must** notify staff of any medical or developmental condition requiring special accommodations including any allergies a child may have to certain foods (e.g., peanut butter or milk). Parents should provide the Staff with any information that would be useful in helping to care for the child. Appropriate medical documentation may also be required including appropriate documentation from a doctor regarding allergies.

The program will make every effort to meet the child's special needs. But because our staff is not trained to handle certain special needs, a child may be excluded from the program when he or she requires a level of care that would cause the staff to compromise the needs of the group.



Behavior Expectations

Following is a list of rules that your child must adhere to. It is important to read these guidelines and understand the implications that can arise if participants do not properly abide by them.

- Safety must come first.
- Do not participate in any physical contact that may result in the injury of another individual is permitted.
- Never take items that do not belong to you.
- Do not leave an assigned group or area without getting permission from the staff member.
- Never go anywhere alone.
- Do not drink or eat unless during the snack and special activity times. Water is always available.
- Always tell the truth.
- Be polite and helpful to others.
- Respect staff and other participants in the program.
- Do not run in the building.
- Do not use drugs, alcohol, or tobacco products.
- Do not bring toy guns, knives, Chinese stars, etc. to camp. (Bringing these items to the program may result in suspension or expulsion).
- Clean up your area of use before moving on to the next activity.
- Participate in all activities unless hurt or ill. If they choose not to participate, they must stay in close • Do not chew gum during the program.
- Never make a trip to the restroom or water fountain without first getting the recreation staff's permission.

Campers must ask staff to escort them to the restroom when leaving outdoor activities.

- Do not wander away from the group on walks to the fields or other facilities.
- Never act in an unsportsmanlike manner, tease, or taunt other participants or use inappropriate language.
- Never inappropriately touch or expose yourself to other participants.
- Do not throw or spit food or drink while at lunch.



Discipline Action Plan

Any behavior that is disruptive or endangers the safety of those participating in the program will be subject to disciplinary actions. In addition to the rules listed above, other types of behavior that will not be tolerated include but are not limited to derogatory remarks directed to the other participants or staff members, refusing to follow instructions, stealing or defacing others' property, running away, smoking, cursing, etc.

The program discipline actions are as follows: - - - -

1. First Incident: Explain to the child the problem and issue warning
2. Second Incident: Institute a penalty. (Examples: denial of use of facility or piece of equipment, sit out from an activity, etc.). Staff will complete an Incident/Injury report for the parents to sign.
4. Third Incident: Call the child's parents and explain the situation. Staff will complete an Incident/Injury Report for the parents to sign. Include a note on the report that next offense results in a one-day suspension from the program.
7. Fourth Incident: One-day suspension from the program. Parents will be notified immediately. Staff will complete an Incident/Injury Report for the parents to sign. Include a note on the report that the next offense may result in Termination from the program.
10. Fifth Incident: Termination from the program

NOTE: Staff will have the discretion to elevate the matter to a higher degree based on the severity of to elevate the matter to a higher degree based on the severity of the incident.

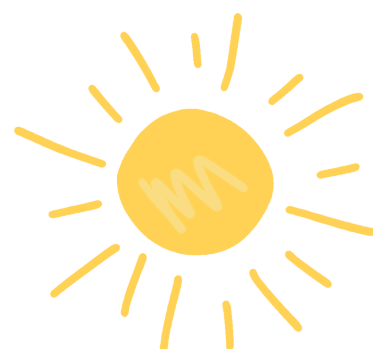
In such a case, parents will be informed immediately and if necessary, the child will be expelled from the program. No refund will be given in these cases.

Any discipline problems will be recorded in an Incident/Injury Report. The Report will require a parent signature. This will serve as a formal notification to the parents and for center records. Discipline should be handled immediately. If "time-out" is to be used as a form of discipline, it will be set as "one minute per each year of age" (i.e., if they are ten, they will receive ten minutes of "time-out" of the current activity).


Termination Policy

RTSA reserves the right to cancel the enrollment of a child for the following reasons:

- Lack of attendance, this includes campers not attending the full day.
- Not observing the rules of the program or code of conduct as outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children
- Any situation or circumstance that presents any harm to the child, other participant or staff



Parents Responsibilities and Expectations

Communication is Key  Keeping parents -informed and our parents keeping us informed is very important to the success of our summer program.

Parents must contact the center when:

- Information on your registration application has changed.
- Someone other than those listed on your child's application will be picking your child(ren) up.
- A child will not be picked up on time.
- An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e., divorce, loss of a pet, death in the family, etc.).

Parents will be contacted immediately when:

- Your child has suffered an injury which could require medical attention.
- Your child exhibits a medical condition which could be contagious or threatening to others.
- Your child is ill and is unable to participate in daily activities.

Parents will be notified at pick-up time when:

- Your child receives a minor injury that does not require a professional in the medical field.
- Your child complains of a non-emergency condition or symptom.
- Your child exhibits unusual behavior.
- We want to share your child's accomplishments.

Parent conferences will be scheduled by the Camp Supervisor when:

- Your child exhibits a pattern of disruptive behavior which interferes with the quality of the program or management of other children.
- Unusual patterns of behavior or participation are observed by the staff.



I acknowledge that I have received, read, and understand the Summer Camp Policies and Procedure Handbook.

Parent Name (printed) _____

Parent Signature: _____ Date: _____

Please list all children that are enrolling in RTSA Summer Camp :

1.

2.

3.

4.

5.

6.
