

Policies, Ms. Fahrenthold's Summer Camp

Age Verification: Ms. Fahrenthold's Summer Camp strives to provide age appropriate curriculum and programming for all recreation services delivered. To meet this goal, the age of the participant, as of the cut-off date for the program, is required at the time of registration to appropriately place the participant in our programs. Ms. Fahrenthold's Summer Camp reserves the right to request that the parent/guardian provide a legal document (i.e. birth certificate) verifying the age of the participant, as of August 31st of this year that was denoted on the registration form. If legal documentation is requested and not provided within 24 hours, the program supervisor may offer the parent/guardian a transfer to an age appropriate program if available or dismiss the participant from the program. The parent/guardian will be responsible for any difference in fee if a transfer occurs. No refund will be given if the participant is dismissed from the program.

Babysitting: Any babysitting arrangements with present or former staff of the Ms. Fahrenthold's Summer Camp are separate and independent from any program. These arrangements must be based on the independent responsibility and judgment of the parent/guardian. Ms. Fahrenthold's Summer Camp shall not be responsible for any claims or liability in connection with such babysitting activities.

Behavior Management: We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. Our programs will create an environment that encourages positive choices through understanding participant's basic needs and explaining program expectations. Ms. Fahrenthold's Summer Camp supports and practices the following Behavior Management practices: Monitoring – Noticing program environment-daily check-in with participants-active participation with participants and proper staff placement. Positive Reinforcement – providing participants a positive program environment. Redirection – stop the undesired behavior and redirect participant to make the positive choice. Time Out – Provide an opportunity for discussion between staff and the participant by asking questions about the behavior. When positive choices are not made by the participants, the following procedures will be followed: 1. Initially, participants will be given a quiet reprimand/ verbal warning. 2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions. 3. If behavior problems continue after implementation of the Behavior Action Plan, a first Behavior Incident Report will be presented to the parent/guardian. 4. Additional behavior problems will constitute a second Behavior Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged. 5. If a behavior

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problem persists, a third Behavior Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the behavior incident reports are being reviewed. 6. For severe offenses, such as but not limited to: fighting/ hitting, theft, vandalism, bullying in program or through social media, possession of weapons or drugs, severe verbal threats, sexual misconduct, leaving the program/ building without proper dismissal, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. 7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests. 8. Participation in camp activities during program hours is required.

Confidentiality: Ms. Fahrenthold's Summer Camp staff will not discuss confidential matters or personal information with anyone outside of the department or with unauthorized individuals. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information with social media such as Facebook, Twitter, etc. Staff is not permitted to share personal information or pictures about any participants or staff with social media such as Facebook, Twitter, Instagram, Snap Chat etc. or discuss any personal information about participants outside of the workplace.

Dress Code: Participants should wear cool, comfortable clothing and athletic shoes in order to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. Certain programs may have additional clothing requirements. Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, sexual, religious, or gang references; bikinis or speedo briefs; excessively loose pants or shirts; revealing clothing; Crocs™. Certain camps may allow exceptions to this list.

Electronic Devices/Items From Home: No electronic devices are allowed (examples: cell phones, MP3 players, gaming devices, etc.) unless accommodations have been made for the participant through an Inclusion Plan. Staff reserves the right to confiscate electronic devices if issues arise. Participants may have the opportunity to bring in items (toys, books, etc.) from home. If you choose to allow your participant to bring in items from home Ms. Fahrenthold's Summer Camp does not assume any responsibility for lost, stolen, broken or confiscated items. Staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program. Items that are not appropriate include, but are not limited to: Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant). Any item that can be used to harass or intimidate another participant. Any item that causes disruption to scheduled activities. Confiscated items will be returned to the parent/guardian at the end of the day.

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Food: Parent/Guardians should review camp descriptions for lunch, snack and drink requirements. Refrigerators and microwaves are not available for campers to use. Participants are not allowed to share lunches or snacks. Vending machines will not be available for purchasing drinks or snacks during program hours. Any food brought into any program to be served to all participants must be store bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted into our programs to be served to participants. Parent/Guardians should notify camp staff of a child's food allergies or dietary restrictions and discuss possible accommodations.

Illness/Injury: Any participant should remain home from all programs if they have had any of the following in the past twenty-four (24) hours: Fever (100 degrees or higher without fever reducing medication), diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ringworm, head lice, or any other potentially contagious condition. Physical injury that does not allow the participant to safely participate in program activities. If a participant demonstrates any of the above while at the program, the parent/guardian will have one hour to pick up the participant from the program location. If the participant becomes sick while at the program, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to the program. If you suspect that your participant has a contagious condition that may be spread to others, please notify your program director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted. The above criteria apply to all participants, as well as those with Inclusion Plans or other accommodations.

Late Pick-up: Participants that are picked up after the closing time of the program will be charged a late fee. The fee is as follows: Once the parent/guardian is up to ten minutes late a \$5 fee will be charged per family. An additional \$1 per family will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

Lost/Stolen Items: Ms. Fahrenthold's Summer Camp is not responsible for any personal items lost or stolen at our programs.

Movies: Movies may be shown while participants are in Ms. Fahrenthold's Summer Camp. All movies shown are rated G or PG.

Non-Discrimination: Ms. Fahrenthold's Summer Camp does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. (pg 3 of 6)

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Participant Release: All authorized persons must be prepared to show proper form of identification, such as a photo ID, each time a participant is released. Before the program begins parent/guardians should inform staff of any changes to the pick-up list by contacting the Ms. Fahrenthold's Summer Camp at 919-418-0918. Any person listed as a parent/guardian on the registration form may add or remove additional person(s) to the authorized pick up list. Parents and guardians should contact Ms. Fahrenthold's Summer Camp at 919-418-0918 or fahrentholdscamp@gmail.com to change information. Parents/guardians should inform anyone picking up a participant that they will be required to show proper photo identification. Ms. Fahrenthold's Summer Camp recognizes that anyone listed as a parent/guardian on the registration form has equal access to their child in our programs. Should a parent/guardian desire to restrict access by the other, he/she shall be required to provide legal documentation authorizing. Ms. Fahrenthold's Summer Camp staff reserves the right to validate the appropriateness and authority of the documentation provided. Understanding the sensitivity of each instance, it may be necessary for Ms. Fahrenthold's Summer Camp staff to contact each of the parent/ guardians involved in the legal proceedings to inform of the action being taken and/or obtain additional information.

Payment: Full payment is required for participant's registration. If the required payment is not provided with the registration forms, the participant's registration will not be processed. We will attempt to notify you by telephone or email and you will have until the end of following business day to remit payment.

Personal Care: Ms. Fahrenthold's Summer Camp does not provide personal care for program participants. Ms. Fahrenthold's Summer Camp staff does not assist in the toileting of any program participants or help with dressing participants. The Department requires that all program participants are independent for toileting and personal care in order to participate. Program participants must be able to change their own clothing if soiled. Ms. Fahrenthold's Summer Camp staff is not permitted to change program participant's soiled clothing. If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents are frequent, participants may be dismissed from the program.

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Photography/Video Waiver: Pictures or video clips may be taken by Ms. Fahrenthold's Summer Camp of any program participant while involved in activities and may be used for marketing materials or staff training, unless otherwise specified by parent/guardian on the participant information form. Photos or video clips may be used in program activities. Participant's names will not be published when photo or video clips are used.

Release, Indemnity, and Agreement: Participating in the selected recreational programs involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/trips/falls and musculoskeletal injuries, among others. The parent/guardian chooses to allow participation in the selected programs despite the risks. By completing registration, the parent/guardian acknowledges all risks of injury, illness or death and affirms that he or she has assumed all responsibility for any injury, illness or death. The parent/guardian also agrees on behalf of himself or herself and the participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program. In return for the opportunity to participate in this program, the parent/guardian agrees for himself or herself and for heirs, assigns, executors and administrators to release, waive and discharge any legal rights to seek payment or relief of any kind from Ms. Fahrenthold's Summer Camp, its employees or its agents for injury, illness or death resulting from this program. The person who registers a participant for a program agrees that he or she is a parent or a legal guardian or is otherwise responsible for the participant whose application is submitted and releases, waives and discharges any legal rights that may be asserted on behalf of the participant's participation in the program. The person who registers a participant also agrees not to sue Ms. Fahrenthold's Summer Camp, its employees or its agents and agrees to indemnify Ms. Fahrenthold's Summer Camp for all claims, damages, losses or expenses, including attorney's fees, if a suit is filed concerning an injury, illness or death resulting from participation in the program.

Refunds: All refund/withdrawal/credit requests received in writing *14 days or more in advance* of the start date of the program are entitled to: • 85% refund based on the total cost of program • 100% refund/credit if Ms. Fahrenthold's Summer Camp cancels program • 100% credit for transfer to another program (Summer 2018 only) at the time of withdrawal.

Refund/credit/withdrawal request received *less than 14 days* prior to the start date of the program/rental/team placement will not be granted. • Refunds for medical reasons requested prior to the start of program will be granted at 100%; subject to verification. • A credit may be used by any family member on the same registration account. •

Non-attendance/non-participation in a program does not entitle a patron to a refund.

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Sunscreen and Insect Repellent: If needed, parent/guardian should apply these products to participants before they come to the program each day. Please supply any sunscreen and/or insect repellent that the participant may need during any program. Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff or siblings may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other campers.

Waitlist Notification: If your participant clears the waitlist, you will be notified by telephone and/or email. You will have until the end of the following business day to accept and remit payment for the requested program. Your acceptance must be confirmed in writing. If notification is not received within the specified time frame you will forfeit your participant's placement.

Withdrawal and Transfers: All withdrawals and transfers must be received in writing 14 days or more in advance of the start date of the program. Non-attendance or non-participation in a program does not entitle a patron to a credit of the registration fee.

Parent/Guardian Name _____

Signature _____

(I have read and understand Ms. Fahrenthold's Summer Camp policies)

Date ____ / ____ / ____

Parent/Guardian Name _____

Signature _____

(I have read and understand Ms. Fahrenthold's Summer Camp policies)

Date ____ / ____ / ____