

A summer CAMP on WHEELS Policies & Rules of Conduct

Welcome to A summer CAMP on WHEELS (AsCW)! Our goal is to provide children with a safe and enjoyable experience, where children can develop skills, discover new interests, form friendships and enhance self-esteem. Your child is not registered until this packet has been completed and returned to the camp staff.

FORMS

This packet contains important forms your child will need to provide prior to registration. You may receive additional forms/waivers that are specific to your child's assigned activities through email before the program begins.

SIGNING IN/OUT

Authorized individuals 18 years or older, must sign child in and out each day. AsCW's staff are required to I.D. all persons to whom they release a child.

IMMUNIZATIONS

A copy of the Maryland State School Entrance Form, including immunizations and a physician signature, is required for ALL campers. PLEASE NOTE: you do not need a new physical or to pay for a new form to be completed. AsCW needs a copy, for our records, of the most recently submitted forms to your school. Please indicate on the AsCW Emergency and Medical Information form any changes in health or updated immunizations.

ADMINISTERING MEDICATION

If a child is required to take medication please complete the "Medication Authorization" Form. Staff is not permitted to administer medications until the proper paperwork is completed. A doctor's signature is required for medications to be taken longer than 10 days.

LATE POLICY

If a parent or authorized person is late picking up the child, a late fee of \$1 for every minute will be applied.

PREVENTING THE SPREAD OF ILLNESSES

Please notify the Camp Operator or Director immediately if your child shows signs of illness including vomiting, diarrhea, rashes or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately.

REFUNDS/TRANSFERS

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least fourteen days prior to the camp session for which the refund/transfer is being requested. All but the registration fee will be returned for approved refunds per session. Refunds are not permitted for those who register within fourteen days prior to the start of the program. Transfers cannot be done within the fourteen day period. Within fourteen days of the start of the program, refunds will only be given for medical emergencies with doctor's written verification as long as the verification is received BEFORE the camp ends. Requests received after the camp session ends will not be granted.

POOL USE

Not all programs will include pool use.

BEHAVIOR MANAGEMENT

All participants must read and sign the camper Rules of Conduct.

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Children and parents must review this required document together and sign below.

Children must:

- Stay with assigned group at all times
- Respect others in what they say and do. Teasing and bullying are not tolerated and children should report any incidents immediately to their Camp Counselor
- Listen to Camp Counselor and follow directions
- Use appropriate language
- Keep hands to oneself and maintain self-control
- Take care of their own belongings
- Use equipment and supplies in a safe and appropriate manner
- Follow the policy for cell phones: Campers must keep cell phones turned off and in the camper's backpack during camp hours. We strongly suggest cell phones be left at home.
- AsCW will not be responsible for lost or stolen items. Care for items is solely up to the child and parent.

Parents must:

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program, provide proper I.D. and be on time
- Contact the Director or Camp Operator immediately when issues arise
- Tell us when we are doing well and not so well
- Treat staff as you would like staff to treat you

Grounds for Immediate Dismissal (no refund given):

- A parent who refuses to follow AsCW policies as stated in the parent packet
- A child who brings a weapon to the camp and/or anywhere near camp premises
- A child who intentionally harms himself or causes injury to another child or staff member
- A child who vandalizes or steals property from staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

Management of Behavior

From time to time, staff must take actions to resolve problems disruptive to the program/other participants. Behavior guidance requires specialized skills; although staff are not behavior specialists, staff are trained to provide basic behavior interventions. To manage disruptive and inappropriate behaviors, staff will acknowledge the behavior, address it with the child, assess the reasons for the behavior, discuss with the child what is appropriate behavior, redirect behaviors when appropriate; if necessary, remove the child from the activity until the child can exhibit self-control. Discuss the behavior problems with the parents to strategize possible solutions. In situations where inappropriate or disruptive behavior is reoccurring, the child's enrollment in the program may be terminated. The staff does NOT use physical punishment, humiliation, shaming or denial of food as methods to manage behavior. Staff uses a proactive approach to meet the needs of the children by planning age/ability appropriate activities in a fun and safe environment.

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We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable experience for everyone.

Child's Name (please print) _____ Signature of Child _____
Date _____

Signature of Parent/Guardian/Date _____

Parent's Cell Phone, Home or Work Phone _____