



# York Community Day Camp 2023

Director: Melissa Stafford

Email: [yccdaycamp@gmail.com](mailto:yccdaycamp@gmail.com)

## Policies and Procedures

### Forms Needed:

The following forms must be completed in full and turned in by the first day of camp:

**Registration Form – Please note, no new registrations allowed after July 14, 2023.**

**Medical Form**

The following form must be turned in the second day of camp:

**Signature Form (last page of Policies and procedures packet)**

**Assumption or Risk & Release of Liability Form**

If there is a child custody issue the camp must have a copy of the court order to keep in the child's file.

A **photo ID** will be required when someone on the list other than yourself picks up your child.

If you need someone to pick up your child who is not on the list, you must call the camp and give the person's name. **ID will be required!**

### Drop off:

Drop off will begin at 8:45am, every morning in the rear of the church. You must come around the back and walk your child into the building.

All children need to be signed in by the person dropping them off at the camp in the morning.

Breakfast will start no later than 9:05am. Children need to arrive by 9:20am in order to be fed breakfast.

If we are planning a field trip, we may be leaving early from the church on the bus. We will remind you through newsletters, emails, and signs at pick up time. If your child is late, they will miss the trip.

### Pick up:

Pick up will begin at 3:45pm.

All children need to be signed out by the person picking them up from camp.

Pick up time will be strictly enforced. All children need to be picked up by 4:00pm. Failure to do so will result in a fee.

**FEE STRUCTURE:** \$1.00 per minute will be added to your tuition due. All late fees must be paid with the next week's tuition or your child(ren) will **NOT** be able to attend camp the following week. (There will be a one time "grace" for this, but afterward will begin to charge)

### Tuition:

Tuition is due prior to the following week and must be paid in full by that Friday at 4pm. If your tuition is not paid by Friday, your child will **NOT** be able to attend camp the following week.

### Discipline:

Children will receive a warning for inappropriate behavior. The 2nd warning will result in a time out.

If the behavior is aggressive/assaultive towards another person, a parent will be called and the child will be required to have a resolution meeting with the other person before continuing in the camp.

If the behavior of a child continues to be a problem the Director will request a meeting with the parents or guardian of the child.

If the behavior continues after meeting with the parents/guardian, the Board of Directors reserves the right to decide if the child will be allowed to continue attending the camp.

**What to bring to Camp:**

Water bottle - will be provided with one on the 1<sup>st</sup> day, they may keep it at camp during the week, but bring it home on Friday to wash

Suntan lotion

Camper may need to bring other items in for special activities or field trips, you will be notified in advance if something special is needed (example, bathing suit, beach towel, etc.)

**What NOT to bring to Camp:**

Campers should not bring any electronics to camp.

No food/drink should be brought to camp, unless previously approved by the Director.

The camp will not be held responsible for any lost or broken items.

**Grievances:**

If a parent or guardian has an issue with an employee or a volunteer, a meeting can be requested with the Director. If there is not satisfactory resolution a meeting will then be scheduled with the Board of Directors to resolve any issues.

**Illness:**

Because we care about every child in our care, we ask that you do not bring your child to camp when he or she is sick. Children will not be allowed to attend camp if either of the following applies:

Fever of 100.4 or higher (child must be fever free for 24 hours before returning to camp).

Vomiting (children may return 24 hours after the last time he/she vomited).

**COVID-19:**

York Community Day Camp follows all local, state, and federal orders regarding COVID-19 protocols in addition to regularly updating our operating procedures based on CDC recommendations. Please see separate COVID-19 policy for additional details.

**Medication:**

If your child needs to be given medication during camp hours a form must be completed, and the medicine needs to be in a correctly labeled bottle. The medication must be giving to the Director, the camper cannot keep the medication during camp.

**Emergency:**

If your child becomes ill or is injured during camp hours, the Director will contact the parents/guardian first. If we are unable to reach you we will refer to the emergency list.

**Non-discrimination**

At York Community Day Camp, we value all campers, employees, and volunteers as unique individuals, and we welcome the variety of experiences they bring to our organization. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristics protected by law.

**Please notify the camp if your child will be absent or late, Melissa Stafford 717-586-0679**

**Please keep this document for easy reference.**



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## Policies and Procedures Acknowledgement

Please sign and return this page by the 2nd day of your child attending camp.

I have read and understand the policies and procedures of the York Community Day Camp, including the COVID-19 Policy. I agree to adhere to all of the policies and procedures.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_