

# Summer Camp Operational Policies

Hours of operation: We are available from 7:00 a.m.-6:00 p.m., Monday-Friday. All closings are posted at the school, on the summer schedule, and on the website [www.immanuelwarriors.org](http://www.immanuelwarriors.org)

Sign In/Out procedures: All families must sign their children in and out every day with a staff member. Only people authorized by the parents will be allowed to sign campers out.

Illness: If your child should become ill at camp, you will be notified and asked to come and pick up your child. If your child has fever, vomiting, or diarrhea, please keep them at home to rest. If your child is sent home with one of the previous symptoms, please keep them to stay at home (24 hours with no symptoms and no medication) until they are healthy and able to participate in camp activities.

Medication Should your child need medication to be dispensed at camp, it must be given to our first aid attendant with instructions for dispensing, no medicine will be allowed in the classrooms.

Emergencies: If your camper should need medical attention, we will contact the parent and then call emergency services. If we need to evacuate the building and are unable to return, we will use your enrollment information to contact you to pick up your camper.

Dress code: Your child should come to camp in comfortable play clothes. Please no inappropriate logos, monsters, etc. We require all our children to come in closed-toe shoes.

Discipline: ages 2-5- Our method of discipline is consistent with a child's age. This means should time out be necessary, it will be given according to one minute for each year of age. If time out does not correct the problem, then we will request a parent conference to further discuss the situation.

1-6 grades All children are expected to abide by all rules and procedures. If there is a discipline problem, parents will be informed of misconduct. If after correction the problem is not resolved and it is believed to be in the best interest of the school, the child will be withdrawn from the summer camp program.

Activities/Schedule: You will be given a calendar with the activities your child will participate in during camp. Calendars with activities and hourly schedules will also be posted outside the daycare care office,

Field trip, Water activities, Transportation: ICS Summer Camp does not take field trips or provide transportation. Any scheduled water activities scheduled will require a permission slip.

Parent notifications: Parents will be verbally informed of any changes in our schedule. If we have to be closed due to an emergency or inclement weather, you may find that information on our website [www.immanuelwarriors.org](http://www.immanuelwarriors.org)

Meals: All meals are provided by ICS camp and you will be provided with a menu for each month. If your child has food allergies, please notify us in writing so we may inform the cafeteria. We have a no peanut policy in our preschool area (2 & 3-year-olds).

Enrollment In order for your camper to be enrolled in our program we need the completed application, the registration fee, and a copy of the campers shot record (for students not enrolled in our school),

Staff All staff have had extensive background checks, CPR/first aid training, 24 hours continuing training per year, and have food handlers certification.