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## 2024 Summer Policies and Procedures

Kinder Kids EEC is offering Summer Camps for children ages 15 months-entering kindergarten.

### **DATES AND HOURS OF OPERATION**

Tuesday and Thursday Only  
9:00 am -2:00 pm

<i>Session One</i>	<i>June 4th- 27th</i>	<i>\$450</i>
<i>Session Two</i>	<i>July 9th- August 1st</i>	<i>\$450</i>
<i>Weekly Sign Up</i>	<i>June 4th- August 1st</i>	<i>\$125 per week</i>

### **ADMISSION AND FEES**

Students are accepted on a first-come, first-served basis. Your **non-refundable deposit** enrolls your child in the program and holds your child's spot in the summer camp(s). (\$100 deposit per session or \$25 deposit per weekly tuition.) The deposit goes toward the total cost of the monthly or weekly tuition. If your child is placed on the waitlist for a session registration, then you will be billed as a weekly registration. Once this is done, you will not be able to move back to a session rate even if your child moves off a waitlist.

### **PAYMENT SCHEDULE:**

- ❖ **Monday, May 6th** for ALL dates in Session 1
- ❖ **Monday, June 15th** for ALL dates in Session 2

**Once payment has been made, it is non-refundable.** Tuition will not be refunded for any days missed by children due to illness or schedule conflicts. We staff based on the number of children enrolled each week and buy supplies accordingly. However, payment can be applied toward another week if you choose to switch weeks - based on space and date availability. Date changes must be made at least 2 weeks before the start date of the camp. After that time, no changes will be allowed. Kinder Kids reserves the right to cancel any session that does not have a minimum number of students enrolled.

### **WHAT TO BRING**

Please label all personal items and clothing.

1. Nap mat for those ages 3 and younger.
  2. Labeled water bottle
  3. Lunch from home. **\*\*All items in the lunch should be free of peanuts and tree nuts.** We will provide daily snacks.
  4. Labeled diapers or pull ups for those who are not potty trained.
- \*Sunscreen and bug repellent should be applied at home prior to coming to the program. Kinder Kids employees are prohibited from applying sunscreen and/or bug repellent to children in their care.
5. Please bring a change of clothes.

### **ARRIVAL AND DISMISSAL PROCEDURES**

Our day begins at 9:00 a.m. and ends at 2:00 p.m. Parents must walk their children to their rooms. Please be on time arriving to school. **State law requires that your child be signed in and out each day.** The only persons authorized to pick up a child is a child's parent or person authorized by the parent. Please notify us in advance when someone other than a parent will be picking up your child. This person must produce a picture ID or valid driver's license. All children must be picked up by 2:00 p.m.

### **LATE PICK UP**

All children must be picked up by 2:00 p.m. Children who are not picked up by 2:05 p.m. will be taken to our late pick up waiting area. Parents will be charged a \$15 fee, per child.

### **ENROLLMENT PROCEDURES**

Your child may enter immediately upon payment of the registration fee (if space is available). All children must have the following forms completed and on file and all fees paid by the first day of camp attendance:

1. Online Registration- Brightwheel
2. Pay deposit (\$100 per session/\$25 per weekly payment)
3. Pay balance by due date:
  - A. Balance for ALL dates in Session 1 is due Monday, May 6th**
  - B. Balance for ALL dates in Session 2 is due Monday, June 15th**
4. Medical Action Plan – if applicable

### **MEDICAL ACTION PLAN**

For children with serious allergies or medical conditions which require medications, all of the prescribed medication must be supplied in its **original packaging and labeled with prescribed instructions**. A child that has been diagnosed by a healthcare professional with a medical condition that may require emergency care must submit a Medical Emergency Plan by the first day of school.

This plan is an individualized plan prepared by the child's healthcare professional and must include:

1. a description of the medical condition;
2. steps to take regarding treatment of this condition in the event of a medical emergency; and
3. anything else that the healthcare professional deems necessary for Kinder Kids to know regarding the child's medical condition.

Both the child's healthcare professional AND the parent must sign and date the plan. A current picture of your child must be attached to the plan.

A child that has been diagnosed by a healthcare professional with a food allergy must submit a Food Allergy Emergency Plan by the first day of attendance. This plan is an individualized plan prepared by the child's healthcare professional and must include:

1. a list of each food the child is allergic to;
2. possible symptoms if exposed to a food on the list; and
3. the steps to take if the child has an allergic reaction.

Both the child's healthcare professional AND the parent must sign and date the plan. A current picture of your child must be attached to the plan.

**PLEASE NOTE:** If your child carries an epinephrine injection (i.e. EpiPen), you must have one of the foregoing emergency plans on file with Kinder Kids EEC. If you submit one (or more) of the foregoing emergency plans, you may be contacted to arrange a meeting with the director, the assistant director, and your child's teachers to discuss said plan.

**PLEASE NOTE:** If your child has a food intolerance or sensitivity, it is NOT necessary to provide a Food Allergy Emergency Plan. However, you must let your child's teachers know if your child cannot have the daily snacks provided by Kinder Kids EEC. If your child cannot have the snacks provided by Kinder Kids EEC, you must provide snacks for your child. The weekly snack will be posted outside of the classroom each day.

### **ILLNESS AND EXCLUSION**

Your child **may not** attend camp if:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care; and
3. The child has one or more of the following:
  - A temporal (forehead), axillary (armpit), or tympanic (ear) temperature of 100 degrees, or an oral temperature of 101 degrees, or higher;
  - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, two diarrhea episodes or one vomiting episode in 24 hours, and/or other signs that the child may be severely ill; or
  - A healthcare professional has diagnosed the child with a communicable disease, and you do not have medical documentation to indicate that the child is no longer contagious.

A parent will be called to pick up the child if he or she has a temporal temperature of 100 degrees or higher, shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, two diarrhea episodes, one vomiting episode, and/or other signs that the child may be severely ill.

**PLEASE NOTE:** A child who was ill may return to Kinder Kids Summer Camp when the child is free of symptoms of illness for 24 hours (**without fever reducing medication**).

### **MAJOR MEDICAL EMERGENCIES**

If a child is in need of emergency medical attention, we will administer CPR and immediately call 911. Kinder Kids EEC will contact the child's parent or designated emergency contact if the parent cannot be reached.