

ELMMCC SUMMER DAY CAMP DISCIPLINE POLICY

The goal of the ELMMCC Summer Day Camp Staff is to keep all campers safe and engaged in active, wholesome fun! In order to provide a positive environment for all, we must all behave in an appropriate manner. Each camper tries to do his/her best everyday but if a difficult day comes along, we will work together to identify the issue and modify the behavior. Below is an outline of the plan used at the ELMMCC Summer Day Camp.

MINOR OFFENSES:

Lack of respect shown to a fellow camper or staff member

1st Offense: Verbal warning (will not be reported to Parent/Guardian)

2nd Offense: Written warning describing the behavior will be issued to the Parent/Guardian

3rd Offense: Removal from the activity- Camper and staff member will report to Director for discussion of behavior

4th Offense: Parent/Guardian will be contacted immediately and the camper will receive a **3-day suspension** from camp.

5th Offense: Camper will be suspended from the Summer Day Camp Program

SERIOUS OFFENSES:

Endangering another persons well-being

1st Offense: Camper will be removed from activity and a written warning describing the incident will be issued to the Parent/Guardian.

2nd Offense: Parent/Guardian will be contacted immediately and the camper will receive a **3-day suspension** from camp.

3rd Offense: Camper will be suspended from the Summer Camp Program.

IMMEDIATE SUSPENSION: For all acts of sexual harassment by a camper or staff member.

The Summer Camp Director may suspend any camper whose disruptive behavior adversely affects the operation of the center.

IF ANY SUSPENSION SHOULD OCCUR, NO REDUCTION OR RETURN OF FEES WILL BE MADE.

E.L.M.M.C.C. 2009 SUMMER DAY CAMP PROGRAM
JULY 6TH – AUGUST 14th
Monday-Friday

Operating Hours: Summer Day Camp will begin at 8am and close at 4pm. The parent/guardian must sign their child/children in and out daily. This is to ensure the camp staff is aware of your child's arrival and departure. You are required to bring a current photo of your child to be attached to his/her registration form for better identification. **Exception:** Only those children who have a signed waiver and helmet to ride their bicycles or walk will be able to sign themselves in and out daily.

Bicycles: If your child/children ride his/her bicycle to camp, he/she must be outfitted with a helmet. **No camper will occupy a bicycle, skateboard, scooter, heelys, rollerblades or rollerskates without a helmet.**

Tuition: If you are a family with multiple registrants or is not eligible for NH DHHS reimbursement you may be eligible for scholarships. Please see the ELMMCC office.

Tuition Payments: Fees must be paid in full at least one week before your camper is scheduled to arrive, unless other suitable arrangements have been made with the director. Your slot will be offered to the next child on our waiting list. **Payments should be made payable to the E.L.M.M.C.C.** There is a \$25 charge for any returned checks and no child will be allowed to return to camp until all fees are paid in full. Fees will be refunded only if the camper has not started camp and for the weeks that camp has not begun.

Late Pick-Up Fees: The charge for late pick-up will be as follows: \$10 per 15 minutes. Fees are applied anytime after 4:00pm. All fees must be paid in full before a camper can return to camp.

Daily Supplies: In a backpack you should send your child/children with 2 nutritious snacks, lunch, water bottle, beach towel, sunscreen, swimwear, and an extra change of clothes.

Medications, Illnesses, and Accidents: The policy pertaining to the administering of medications is as follows: Only those medications prescribed by a physician or life-saving medication will be administered during the camp day. The medication permission form must be completed and signed by a parent before any staff can administer the medication.

If a child becomes ill we will make every attempt to contact the parent/guardian. Emergency contacts will be called if parent/guardian cannot be reached. All accidents will be reported on an accident report form for parent/guardian signature.

Dress: Comfy shoes and clothing that can get messy are strongly recommended. It would be a good idea to label your child's belongings for easier identification. We also recommend that you apply sunscreen to your child/children prior to the arrival to camp.

Lost and Found: Located in the ELMMCC Director's office. Parents are asked to check this location daily.

Field Trips: Off-Site field trips will require signed permission slips.

Discipline: The goal of the ELMMCC Summer Day Camp Staff is to keep all campers safe and engaged in active, wholesome fun! In order to provide a positive environment for all, we must all behave in an appropriate manner. Each camper tries to do his/her best everyday but if a difficult day comes along, we will work together to identify the issue and modify the behavior. Please see the ELMMCC "3 Outs" Discipline policy for further information.

