

KidsCamp of Pennsbury – Summer camp policies, revised 1/27/2024

1. Child Care / Parent Agreement

1.1 I understand and certify that my child’s participation in all KidsCamp activities is voluntary and that I have familiarized myself with the camp’s activities and programs.

1.2 I recognize that specific hazards and dangers are inherent in running, swimming, and other sports. I further acknowledge that KidsCamp has taken safety measures to minimize the risk of injury to camp participants and that KidsCamp cannot ensure or guarantee that the participants, equipment, premises, and/or activities will be free of accidents and/or injuries.

1.3 Local field trips are scheduled regularly throughout the entire summer. These field trips may include trips to state parks and special “off-site” activities such as bowling, miniature golf, etc.

Parents are notified about the local field trip(s) in which their child(ren) may participate via the weekly camp newsletter distributed on Monday of each camp week.

Unless otherwise notified in writing, a child’s attendance at the KidsCamp programs “signifies the parental permission and consent” for the child to participate in local field trips.

1.4 Should parents choose not to have their child participate in a scheduled KidsCamp day camp program activity, it is the parent's responsibility to contact the camp director at KidsCamp. Otherwise, the child will be allowed to participate in these activities.

1.5 Program Transportation. N/A

1.6 The duration of this agreement starts from the first date of registration and concludes on the last scheduled day of the KidsCamp program year in which the family participates.

2. This Child Care Agreement includes all information, rules, regulations, and policies included in the “KidsCamp Portfolio,” as well as in the Registration Form/Child Care Contractual Agreement, Student Emergency Information/Emergency Release/Student “Pick-Up” Authorization Form, and any other program information and forms provided to the user by the provider during the duration of this agreement.

3. The user, by their signature, certifies that they have read and fully understands the information, fees, procedures, guidelines, and regulations contained in the program portfolio as mentioned above and other program literature and agrees to abide by all procedures, policies, and regulations contained therein.

4. Attendance at and participation in any KidsCamp program is a privilege. Therefore, the provider reserves the right to exclude any participant or parent from any or all KidsCamp program(s) for behavior deemed inappropriate by staff members and program officials. Furthermore, the provider

Page 1 of 9

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5175 Cold Spring Creamery Road, Box 16, Doylestown, PA 18902
Phone: 215-230-3445 Fax: 215-230-3344 Email: kidscare77@gmail.com
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Updated 1/27/2024

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reserves the right to immediately remove and exclude a participant from any or all KidsCamp program(s) who, in the opinion of program staff members and program officials, poses a direct threat to the safety and welfare of others in the KidsCamp program. In such cases, all monies paid on a child's KidsCamp account will be completely non-refundable.

5. All KidsCamp tuition fees must be pre-paid 50% by June 1 and paid 100% by July 1.
6. The user agrees to indemnify and hold the provider harmless if their child does not report to the KidsCamp program on a day for which they are scheduled to attend.
7. by their signature, the user authorizes the provider to make charges, as indicated in the Automatic Charge Card Payment Information section, against the charge card listed.
8. The provider reserves the right to modify, change, or add any rules, regulations, fees, and policies during this agreement, and the user agrees to abide by such modifications, changes, and/or additions.
9. A returned check charge of \$50 per incident will be assessed to any account in which a check is returned.
10. Program “Student Absence” Notification - It will be the responsibility of the parent or legal guardian to notify the KidsCamp office if their child will not be attending KidsCamp due to illness or other reasons.
11. Program Telephone - should it be necessary for a parent or legal guardian to contact the KidsCamp program while it is in session, parents will be able to contact the KidsCamp program directly at 215-321-5277 or our office at 215-230-3445.
12. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.
13. This Child Care Agreement includes all information, rules, regulations, and policies included in the KidsCamp portfolio, as well as in the Registration Form/Child Care Contractual Agreement, Student Emergency Information/Emergency Release/Student “Pick-Up” Authorization Form, “Day-Off” Program Information Registration Form, and any other program information and forms provided to the user by the provider during the duration of this agreement.
14. The user, by virtue of their signature, certifies that he/she has read and fully understands the information, fees, procedures, guidelines, and regulations contained in the program mentioned above portfolio and other program literature and agrees to abide by all procedures, guidelines, and rules contained therein.

Page 2 of 9

KidsCamp™

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15. Attendance at and participation in any KidsCamp program is a privilege. Therefore, the provider reserves the right to exclude any participant from any or all KidsCamp program(s) for behavior deemed inappropriate by staff members and program officials. Furthermore, the provider reserves the right to immediately remove and exclude a participant from any or all KidsCamp program(s) who, in the opinion of program staff members and program officials, poses a direct threat to the safety and welfare of others in the KidsCamp program. In such cases, all monies paid on a child's KidsCamp account will be completely non-refundable. This also applies to parents and other adults who visit KidsCamp program sites.

16. The provider reserves the right to modify, change, or add any rules, regulations, fees, and policies during this agreement, and the user agrees to abide by such modifications, changes, and/or additions.

17. "Peanut/Tree Nut Allergy" Policy - KidsCamp understands the seriousness of peanut/tree nut-related allergies and will strive to maintain, but cannot guarantee or ensure, a peanut/tree nut-free KidsCamp environment for the safety and welfare of all of its participants.

Parents of children with peanut/tree nut-related allergies are advised that KidsCamp cannot guarantee that its environment will be completely free of peanut/tree nut-related items.

By allowing their child(ren) to participate in KidsCamp, parents acknowledge that they have fully read and understand this "Peanut/Tree nut Allergy" Policy, understand that their acceptance of this policy is a condition of their child's participation in KidsCamp, and agree and understand that there is no guarantee of a peanut/tree nut free environment, and they accept all risks inherent therein.

18. Program "Emergency Information" Form - All children participating in the KidsCamp program must always have an updated parent, emergency, and pick-up information form on file. No child will be allowed to start KidsCamp unless all forms are completed and on file in the KidsCamp office.

Parents are responsible for ensuring that the KidsCamp office is alerted regarding allergies and medical conditions concerning their child(ren) during registration.

Parents are required to complete and sign all signature areas that will allow staff members to provide first aid to their child and give permission for the summoning of and subsequent treatment and transport by emergency medical personnel.

19. Program "Discipline Exclusion" Policy - Attendance at the KidsCamp program is a privilege. Therefore the KidsCamp program and the School District reserve the right to exclude any participant from the program for any behavior, verbal and/or physical, deemed inappropriate by staff members and program officials. In such cases, parents will forfeit any tuition fees paid for the program week the exclusion occurs. Any other tuition fees paid in advance will be refunded. This also applies to parents and other adults who visit KidsCamp program sites.

Page 3 of 9

KidsCamp™

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20. Photo Release Policy - Attendance of a child at KidsCamp implies and grants the parents' and/or guardians' permission to KidsCamp the right to use, reproduce, and/or distribute photographs of their child participating in KidsCamp activities without compensation or approval rights, for use in materials created for purposes of promoting the activities of KidsCamp.

21. No credits will be allowed for unattended days, regardless of reason. Participants will receive no credit for program days canceled due to inclement weather. No credit will be extended for sick days except for a child requiring hospitalization or a contagious illness. In these cases, a physician's note will be required before approving the sick day credit.

22. Program Fee Payments - All late "pick-up" charges, fees for late payments, and returned check fees are payable in full upon receipt. In addition, the KidsCamp program reserves the right to exclude any child from the program due to "unpaid" or "past due" monthly tuition fees.

Fees may be paid by cash, check, or credit card (VISA, MasterCard, and Discover).

No credits will be allowed for any unattended days, regardless of reason.

23. Program "Child Pick-Up" Policy - Children must be signed out and picked up before the 6 PM closing time. Late pick-up incidents are subject to be billed at \$5 per every 5 minutes. The KidsCamp staff uses the school's cafeteria clock to determine the official time.

Children will only be released to parents, legal guardians, or designated persons as listed on the *Student Emergency Information/Emergency Release/Student "Pick-Up" Authorization Form* included in the registration packet.

Identification may be required of any person picking up a child other than the parent or legal guardian. If any doubt exists, the child will not be released into the person's custody, and the parent will be called.

24. We support Pennsylvania's Office of Child Development and Early Learning (OCDEL) policies, practices, and supports regarding inclusion. They, in turn, support the definition of inclusion provided in the joint position statement on early childhood inclusion from the National Association for the Education of Young Children (NAEYC) and the Council for Exceptional Children's Division for Early Childhood (DEC) as follows: Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and their family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high-quality early childhood programs and services are access, participation, and support (2009).

Page 4 of 9

KidsCamp™

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We try our best to accommodate all students and their needs. We make an *individualized assessment* about whether we can meet a child's particular needs without fundamentally altering our program. We talk to the parents or guardians and other professionals (such as educators or health care professionals) working with the child in different contexts.

However, please note that childcare centers accepting new children are not required to accept children who would pose a direct threat or whose presence or necessary care would fundamentally alter the nature of the childcare program.

25. We support Pennsylvania's Office of Child Development and Early Learning (OCDEL) policies, practices, and supports regarding suspension and expulsion. They state that suspension is an action administered because of a child's developmentally inappropriate behavior and requires a child not to be present in the classroom or the program for a specified period. Expulsion is the complete and permanent removal of a child from an early childhood program because of challenging behavior or non-infectious health conditions (Morrison & Skiba, 2001).

We have a lengthy set of Discipline Procedures, which include levels 1 through 5, which provide for working with the child and his parents to search for an appropriate solution to any behavioral problems.

Suspension and expulsion are ineffective discipline strategies (U.S. Department of Education, 2014), and we try to avoid them when possible.

26. We encourage all parents to talk informally with our camp director concerning how their child(ren) interacts with other children. Our camp director will speak to the parents if and when any relevant behavioral, social, and physical needs may need to be discussed. In addition, our Camp Director will be pleased to meet with parents if the parents are interested.

27. We ask our staff to be alert for children needing assistance to better assimilate into our camp. We then communicate that information to parents on a timely basis.

28. At the time of registration, we ask that all parents communicate whether their student has an IEP, TSS, or other educational considerations. We try our best to accommodate all students and their needs. We make an *individualized assessment* about whether we can meet a child's particular needs without fundamentally altering our program. We ask for a copy of the IEP if there is one in place and talk to the parents or guardians and any other professionals (such as educators or health care professionals) who work with the child in other contexts so we better understand the student's needs.

29. The duration of this agreement starts from the first date of registration and concludes on the last scheduled day of the last KidsCamp program year in which the family participates.

Page 5 of 9

KidsCamp™

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30. The Pennsylvania Department of Human Services licenses Kids Care and complies with all local and state regulations regarding child care centers. We also comply with all local ordinances and requirements.

31. Our program is offered to all school-age children who attend a school in which the program is available. Enrollment is subject to constraints of space and staffing. The normal staff-to-child ratio is 1:12. Modification of the program to accommodate the needs of children with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the KidsCamp. Requests for modifications or auxiliary aids should be made as far in advance of the commencement of the program as possible if known in advance. Still, they will be discussed and made available at any time during the program when the need for such arises. KidsCamp strives to make the program one that provides for the safety, well-being, development, and success of each child enrolled. For this reason, we have set forth the following policies that must be followed and supported. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, creed, religion, pregnancy, disability, national origin (including limited English proficiency), age, gender, sexual orientation/preference, and/or veteran status of the parents. Program services shall be accessible to eligible persons with disabilities through the most practical and economically feasible methods. These methods include, but are not limited to, equipment redesign and providing aides. Structural modifications shall be considered only as a last resort among available methods.

*Our responsibilities for providing care to children with disabilities are fundamentally different than the obligations of the public school. While we will review and assist any wrap-around programs with the implementation of a child's IEP, we are not required to provide services outlined in any child's IEP as we are not considered an education institution under IDEIA laws. We are required to provide reasonable accommodations under ADA laws only. Parents are welcome to discuss the reasonable accommodations that can be made for their special needs child.

Parents are asked to provide IEP information and information regarding any one-on-one or therapeutic services the child receives, etc., to the director at registration of their child's needs. We ask that you supply us with the IEP if you have one. If your child has a one-on-one at school, please let us know. We aim to partner with the school to help your child in any way we can to meet the chosen goals. If you would like a director or supervisor to attend any IEP meetings, we will gladly attend. If needed, the office will authorize time outside of regular work hours for our staff to meet and discuss each IEP.

32. In cases where an enrolled child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), KidsCamp must be provided with a Certified Copy of the most recent order and all amendments.

Page 6 of 9

KidsCamp™

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Parents must supply a current physical (done within one year and signed by a licensed physician) when entering our program and when their child enters 5th grade. Parents have 30 days to comply with this requirement, or their child will be suspended until we have a current physical.

Parents must contact their child’s teacher and let them know their child will attend KidsCamp. Please send a note to the instructor with your child.

Our website has useful information under “Parent Resources,” such as CHIP (Pennsylvania’s health insurance program for children), tax information, and other valuable resources in Bucks County. If you would like a hard copy of the information, we will gladly provide it. Periodically, additional information will be available at centers concerning health topics, nutrition, social service information, etc.

33. We reserve the right to suspend and/or terminate services for any of the following reasons: • Non-payment of services • Physical attack, threats, violence by children or parents on any staff member, other parent, children, or school personnel • Behavior as defined in the discipline section of the family handbook • Repeated late pick-up of children • Repeatedly not reporting your child's after-school absences. • Violating Parent Code of Conduct as defined in the family handbook 11/2/2018 • Any behavior determined by to be a danger to the child or other children/staff/teachers in the building. • The Directors reserve the right to immediately expel or suspend any child deemed a danger to himself or others.

34. Schedule changes can only be requested once a month and must be made before the month for which the change is to take effect. There will be no reimbursements for changes made after the first of the month. Any days attended but not scheduled will appear on the next month’s invoice. All schedule changes must be made in writing to KidsCare77@gmail.com.

35. The KidsCamp program closes at 6:00 PM, and your fees pay for the childcare services up to that time. Staff will use a clock tied to the internet (e.g., an iPhone). Parents whose children remain past 6:00 p.m. MUST pay a late fee as follows:

1-15 minutes late\$15.00 per child

Each Additional 15 minutes (or interval)\$15.00 per child

Parents who are continually late picking up their children may be asked to leave the program. Our staff work very hard and have families and obligations they must attend to after 6:00 p.m.

The late fee will be added to your next bill. If the late fee remains unpaid, your child may be denied admission until the balance is paid in full.

Page 7 of 9

KidsCamp™

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36. An emergency information file is kept at the center for all children. In case of an injury or medical emergency, a staff member will: • Contact parent or guardian. • If unable to reach parents, the emergency person listed as the emergency contact in the student's file will be contacted. • If emergency treatment is needed, a staff member will call an ambulance to transport the student to the nearest hospital's emergency room from the site. The supervisor or another staff member will accompany the child. NOTE: All staff members are certified in Pediatric First aid, and a fully stocked first aid kit will be at each center at all times.

37. KidsCamp is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Students who are bullied, harassed, intimidated, or fearful of other students may not be able to take full advantage of the opportunities offered by the after-school program. (academic, social, and emotional). Bullying and harassment can also escalate into more serious violence. To that end, we have policies, procedures, and practices designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment when they occur.

38. Under the Child Protective Services Act, mandated reporters must report any suspicion of abuse or neglect to the appropriate authorities. The employees of KidsCamp are considered mandated reporters under this law. The employees are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they needed to investigate the cause of any suspicious marks, behavior, or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect all children's welfare and best interests. As mandated reporters, the staff cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided the report was made in “good faith.”

39. The staff of KidsCamp will contact local police and/or the other custodial parent should a parent appear to the staff of KidsCamp to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency to deny a custodial parent access to their child, even if the parent is or appears impaired. However, our staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services. Any other authorized person who attempts to pick up a child and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child’s parents, local police, and Child Protective Services to notify them of the situation.

40. KidsCamp will provide toys, games, etc. If personal articles, toys, games, electronics, etc., are brought to the center by a child, KidsCamp will not be responsible for the loss or damage of these articles, nor will KidsCamp be accountable for any item of jewelry or money handed to any staff

KidsCamp of Pennsbury – Summer camp policies, revised 1/27/2024

member. Our program does not permit video games, other electronics, and cell phones. They must be kept in book bags if children bring them to school.

41. KidsCamp requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of KidsCamp is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is the responsibility of the employees and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

No parent or adult is permitted to curse or use other inappropriate language at centers or our office at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

42. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. Suppose a parent should witness another parent's child behaving inappropriately or is concerned about behavior reported to them by their child. In that case, it is most appropriate for the parent to direct their concern to the classroom teacher and Center Director.

We try our best to accommodate all students and their needs. We make an *individualized assessment* about whether we can meet a child's particular needs without fundamentally altering our program. We talk to the parents or guardians and other professionals (such as educators or health care professionals) working with the child in other contexts.