

## **2015 Otisville-Mount Hope Summer Youth Recreation Program**

**Fees:** Program fees, payable at the time of registration, are for the entire six-week program and not based upon the number of weeks the child is expected to participate. **No refunds** will be given, regardless of whether the withdrawal from the program is at the request of the family or the child is removed for disciplinary reasons.

**Rules & Regulations:** The purpose of the summer recreation program is to provide a safe and structured environment for children to enjoy a positive and worthwhile day camp experience. It is the responsibility of all parents to ensure that their children understand, and adhere to, the established rules and regulations.

A child may be removed from the program, at the discretion of the commissioners and administrative staff, if the child fails to adhere to established rules and regulations, fails to follow directions from staff, is otherwise disrespectful towards staff, or exhibits behavior which is detrimental to the orderly running of the program.

No electronic devices should be brought to camp (**I-Pods, CD Players, MP3 Players, Laptops, Video Game Units, Cell Phones, etc.**). Neither the program nor any staff member will be responsible for these or any other items brought to camp by the children.

Unacceptable behaviors include, but are not limited to,

1. Throwing rocks or other objects that could present a safety hazard.
2. Abusing or removing equipment.
3. Provoking fights.
4. Using abusive language towards staff or other children.
5. Riding a bicycle or skateboard on the grounds.
6. Going anywhere on the premises that is not permitted.
7. Leaving any assigned area without permission.

### **Accountability Procedures:**

Camp begins at 9 a.m. Please do not drop your children off before 9:00. Upon arrival each morning, **parents must escort their children into the building to have them signed in.**

Children must remain on campus for the entire day, including lunch, unless picked up and signed out by a parent or other **adult** authorized to pick the child up. Children cannot be released to anyone less than 18 years of age.

Anytime a child is to be picked up by an adult other than his/her parent, a note from the parent must be provided. This note must stipulate the date and time the child will be picked up, the name of the adult who will be picking the child up, the parent's signature, and a phone number where the parent can be reached for verification.

If staff see a child attempting to leave without permission, the child will be instructed to remain. Staff shall not be responsible for the actions of any child who leaves without permission.

Camp is dismissed at 3 p.m. Children **must be picked up promptly** at the end of each day. Children will not be dismissed until a parent or other authorized person comes into the building to sign them out for the day.

**Late pick-ups:** If a child is not picked up within five minutes of dismissal a late fee of one dollar per minute may be assessed. These minutes can be accumulated by the Program Director over a period of days or assessed immediately. When a late fee is imposed, the parent will be notified in writing of the amount due. This fee will be due to the Village Clerk by the end of the week. Late charges which remain unpaid after the due date will result in the child/children being removed from the program until the fee is paid.

A child may be removed from the program for the remainder of the summer if the commissioners and administrative staff determine that the parent has exhibited blatant disregard for the pick-up policy. Blatant disregard would include habitual lateness in picking up a child, as well as a child not being picked up within 20 minutes of dismissal on any given day.

**Please note that there will be no supervision before or after camp hours.**

**Certification of Understanding:**

**I have read these rules & regulations and agree to the stipulations contained herein.**

Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_