

# Greater Napanee Day Camp Policies & Procedures

## How can I pay for Camp?

- We accept Cash, Visa, MasterCard and Cheques made payable to the Town of Greater Napanee
- Post-Dated Cheques are accepted and will be deposited weekly on the Thursday before your child starts Camp
- Camp registrations will not be accepted without payment made in full

## Subsidy:

The Town will not accept registrations until all required paperwork with signed approvals have been received by the subsidy provider. Any remaining balance not covered by subsidy must be paid in full before the first day of Camp. If payment is not received, the child will not be permitted to attend Camp.

## Day Camp Cancellations:

If you choose to cancel a week, you will not be refunded unless your child's space is filled from the waitlist. However, if a medical note is presented, you will receive a full refund.

## Camp Action Behaviour Policy:

### **Mild-Moderate**

- Rude or talking back
- Not following the rules of the game/activity
- Disobeying the Leaders
- Name calling
  - **Action:** *Camper will receive 3 warnings from Camp Staff. Depending on the severity of their actions, Camp Staff will first speak to the parent/guardian regarding the concern. If the action does not improve, a second warning will be sent home in a letter for the parent/guardian to review. The parent/guardian must sign and return the letter before the child attends the following day of Camp. If behaviour does not improve, the Camper will not be permitted to attend the rest of Camp and/or the Camper will not be permitted to attend the Weekly Trip.*

### **Severe**

- Bullying or harassing others
- Any violent act which harms another Camper or Staff
- Inappropriate slurs or racial remarks
- Degrading or non-welcoming behaviour
- Any mild-moderate recurring events
- Stealing, kicking, biting, punching or swearing
- Vandalism of equipment
  - **Action:** *Parent/guardian will be called immediately and the Camper will be sent home and is not to return to camp until further notice. In the case of poor behaviour, no refund will be given.*

## Weather & Camp Relocation:

**FOR SUMMER DAY CAMP PURPOSES, ONLY:** In the case of rain, storms, extreme heat advisories or other types of weather warnings, Campers will gather in the Napanee Library. A bus will be called, and the Campers will be relocated to the North Fredericksburgh Hall (1178 County Rd. 8, Napanee), home to our Youth Programming during the fall/winter months.

If this situation arises, parents will be called and informed that their child will be relocated.

**When camp is relocated, parents will be required to pick their child up at the North Fredericksburgh Hall location at the end of the day.**

**If it is raining prior to the start of camp (first thing in the morning), please drop your child off at the Napanee Library (25 River Road, Napanee). Busing will be arranged to transport the Campers to the North Fredericksburgh Hall. The bus will leave the library by 8:45 am. If your child misses the bus, the parent/guardian will be responsible for arranging transportation to the Hall.**

## Accidents & Emergencies:

In the case of an emergency or accident involving your child, you will be alerted following notification of the appropriate emergency personnel. All members of the Camp Staff are certified in First Aid and CPR and have been trained in emergency procedures.

## Illness:

If your child becomes ill while at Camp, you will be notified. We do not have a registered nurse on staff, therefore we will ask you to make the decision whether to remove your child from Camp for the day. If Staff feel the child is too ill to be at Camp, the parent/guardian will be notified and asked to arrange pick-up. We ask for your discretion on bringing your child to camp if he/she is ill.

## Bathroom Accidents:

If your child is prone to bathroom accidents, we ask that you notify Staff and send your child with one extra set of clothing (more on trip days). If the child has an accident at camp, it is mandatory that they change out of their soiled clothing. If a second accident occurs, the parent/guardian will be notified and required to pick the child up from Camp. No refund will be given.

**Please call 613-328-0586 if your child will not be attending camp for the day.**