

POLICIES AND PROCEDURES

Camp Hours- Camp begins at 8am and ends at 3:00pm. There isn't any care for campers before 8am.

Meals- Lamont Academy ELD will provide breakfast, lunch, and snack to each camper.

Payment- All campers must pay their first and last week tuition/copayment prior to the first day of camp along with the non-refundable registration fee. If payments aren't paid in full, the camper will not be allowed to attend camp until payment is received first. If a parent chooses not to pay, they can request that the current week be the last week for the camper and the camper can complete that week of camp and that Friday will be the camper last day in attendance.

Lateness- Every camper should arrive by 9am. If the camper is going to be late, the parent is required to call and inform the camp staff of the arrival time and to find the campers location. If the camper arrives while the other campers are outdoors, the parent is responsible for transporting their camper to the location of the other campers. Camp staff is not required to wait on late campers if their schedule requires them to move on to their next schedule activity. If it's trip day and a camper is late and the camp has already left for the trip, there isn't any care for the late camper within the childcare center.

Pick Up- Every camper must be picked up no later than 3:00pm. If campers are transported to the childcare center for pick up, all campers have to be picked by 3:00pm. If a parent sends a designated pick up person to pick the child up, (grandmother, aunt, uncle, cousin, sister, neighbor etc.) that person needs to show photo identification and sign the dismissal log. All pick up person that have not been identified prior by Lamont Academy ELD staff, must show proper identification and all pick up person must be at least 18 years of age. If the parent needs someone that is not on the pick-up sheet, to pick their child up, then a verbal request is required. If the parent or guardian send or call to inform Lamont Academy ELD of a designated pick-up person that is on the child/ren pick up list or not on their pick up list, and the designated person does not have proper identification, Lamont Academy ELD staff will not release the child/ren to the designated pick up person. Lamont Academy ELD will attempt to contact the parent or guardian via telephone to verify the designated pick-up person. If someone from Lamont Academy ELD staff reaches the parent(s) or guardian of the child/ren Lamont Academy ELD will verbally verify the designated pick-up person with the parent or guardian. Once the parent(s) or guardian have verbally verified the designated pick-up person and agreed to the release of their child/ren and the child/ren is released, Lamont Academy ELD will **NO** longer be responsible for the care of the child/ren. If someone from Lamont Academy ELD staff is unable to reach the parent(s) or guardian, Lamont Academy ELD will not release the child/ren to the designated pick-up person. If the child/ren are in the care of Lamont Academy ELD staff after 3:00 pm because Lamont Academy ELD staff was unable to reach the parent(s) or guardian, all late fees will apply. If a child is picked up late, there is a \$30.00 flat rate, late fee for the first 15 minutes and then \$2.00 per minute beginning at the 16th minutes, per child late fee. All late pick-up payments must be paid at the time of pick up or the next morning before your child/ren is admitted. If the payment is not paid at that time, your child/ren will not be admitted. If your payment amount is \$51.00 or

higher you can request a payment plan, but half of the payments have to be paid at the time of pick up or the next morning before your child/ren is admitted to camp. If the payment is not paid at that time, your child/ren will not be admitted. If designated person picks child up late, the parent is still responsible for late pick-up fee.

Early Dismissal- If a camper needs an early pick up, the parent is required to call and inform camp staff. The parent should inform the staff of the time of pick up and camp staff will inform parent of the camper location at the pickup time. The parent is required to pick their child up from location of the campers. Campers are not allowed to stay at the facility without camp staff to wait for parent.

Behavior- Lamont Academy ELD reserve the right to dismiss any camper for improper conduct, language, attitude, fighting, bullying which is deemed detrimental to the other campers, staff or the operations of the camp, the camper will be dismissed without refund of fees. Furthermore, if the parent or designated pickup person have improper conduct, language, attitude, fighting, bullying which is deemed detrimental to the other parents, campers, staff or the operations of the camp, the parent and the camper will be dismissed without refund of fees and or referred to appropriate authorities.

Electronics- All electronics other than cell phones are NOT permitted at camp. Campers can bring cell phones but are only allowed to use it during free time and in the case of an emergency. The camper must notify camp staff before using cell phone. Lamont Academy ELD neither Lamont Academy ELD staff is responsible for any damaged, lost, or stolen cell phones.

Water Play- All campers are required to wear appropriate swim gear, footwear and have a towel for water play. Every camper must wear either water shoes or flip flops during water play. If a camper doesn't have proper swim gear, footwear or towel, the camper will not be able to participate in any water play activities. Campers will not be able to share any swim wear, footwear, or towels with other campers.

Sunscreen/Bug Repellant- Parents are responsible for applying sunscreen and bug repellant to their child daily. Lamont Academy ELD or camp staff is not responsible for sunburn and or bug bites caused from outdoor activities and camp staff will not apply sunscreen and/or bug repellant to camper.

Illness- Refer to our sick policy.

Allergies- We're a nut free facility. All campers are required to participate in all outdoor activities. Parents are responsible for either administering allergy medication or providing camp staff with the camper allergy medication.

Medication- If medication is administered, the following requirements apply.

1. A prescription or nonprescription medication may be accepted only in an original container. The medication shall remain in the container in which it was received.
2. A staff person shall administer a prescription or nonprescription medication only if

written instructions are provided from the individual who prescribe the medicine. Instructions for administration contained on a prescription label are acceptable.

3. The label of the medication container shall identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container or written instructions.

4. All medications need to be in a clear sandwich size bag.

Vacation- The parent is required to inform Lamont Academy ELD if the camper is going on vacation. If the camper is going to return all camp fees have to be paid in full to secure the camper's space. If payments aren't made Lamont Academy ELD reserve the right to fill the camper's spot. If the space is available and the camper wants to return, all past and current fees are required before camper returns.

Camp T-shirt- All campers are required to where their camp t-shirt on trip day.

Footwear- Lamont Academy ELD prefer all campers wear a shoe that covers their entire foot, preferably a sneaker. Lamont Academy ELD will not be responsible for any injuries caused by shoes having openings.

Hydration- Every camper should bring a bottle of water daily to stay hydrated during outdoor activities.

Illness/sick policy

Here at Lamont Academy ELD we work very hard to try to keep down all communicable diseases. All staff members practice hand washing and cleanliness guidelines to try and prevent the spread of bacteria and germs from spreading to other children and or staff members. In some cases this may not be enough so we may be faced with excluding a child from the camp setting. We are a “**Well Child Facility**”. We do not have a sick room or designated staff member who can care for a sick child at the facility.

Your child will be excluded from the facility if...

- **The Illness prevents the child from participating comfortably in the program’s activities as determined by the camp staff.** (ex. Behavioral Changes)
- **The illness makes the child have a greater need for care than caregivers can manage.**
- **The child has a specific condition that is likely to expose others to a communicable disease.**

A communicable disease is an infectious disease that can be transmitted from one individual to another either directly by contact or indirectly.

Well child Assessment

Every child will be assessed when entering the center. If your child is assessed and appears sick upon arrival you may be asked to take your child home. Please assess your child before bringing them in. If you ever have any doubts as to whether your child should be in care, please feel free to give us a call and ask before dropping them off. Please understand that this policy is for the best interested of your child, the children in the center and staff members.

Common Cold

Cold are common occurrences. This illness does not require exclusion from the center. If the child’s cold is accompanied with fever and behavioral changes that prevent him from participating in daily activities you will be called to pick up your child. If the weather is permitted to go outside please do not ask the teachers to leave your child behind because of the common cold. If you think your child is too sick to participate in daily activities, he/she may be too sick to be in care.

Diarrhea/Vomiting

Diarrhea due to illness is highly contagious. Please understand that germs from diarrhea can spread through carpets, toys, swings and direct contact. You will be called to pick up your child

if the diarrhea exceeds 2 or more, the stool cannot be contained in the diaper or cannot be contained by toilet trained children. Diarrhea with blood/mucus that is not explained by a change in diet or medication, this child needs to be cleared by a health care provider before returning to school. All other children cannot return to care for 24hrs after the diarrhea has stop and there are no behavioral changes. Any child who vomits 2 or more times needs to be picked up and cannot return to care until the vomiting has stop and they are able to participate in classroom activities. Any child excluded from care than returns and appears sick during assessment you will be asked to take them back home.

Fever

A fever **may** be an indication that the child's body is trying to fight off an infection. If your child has a fever with an armpit reading of at least 100.F with behavioral changes, an oral reading of at least 101.F with behavioral changes and/or an anal reading of at least 102.F with behavioral changes you or a designated pick-up person will be called to pick your child up. If a child is picked up for a fever with behavioral changes the child needs to remain fever free without the use of fever reducing medications for 24hrs before returning to care. The 24hrs begins when your child's fever has broken and remains in a normal range. If your child has a mild fever with no behavioral changes he/she will not be excluded and you will be notified by your child's teacher.

Itching

If your child has any unexplained rash with itching and or behavioral changes exclusion may be necessary to obtain medical advice. If ringworm is present on your child, your child will be excluded and must remain out of care for 48 hours. When returning to care the child must return with a note stating that he/she was seen by a health care professional and its safe for him/her to return.

Emergency Contacts

An emergency contact is a person or persons that is designated to be contacted in the case of an emergency and that person or persons is able to pick the student up from care if the parent or guardian non reachable. It is very important that someone is able to be reached at all times. It is the parent responsibility to make sure all emergency contact numbers are current, updated and the designated person or persons is able to be reached and able to pick up the sick child. A sick child needs one on one attention. We are not equipped with a sick room nor do we have staff that can personally care for one sick child. It will be unfair to your child if they have to remain at the center if no one is able to pick them up or care for them during their illness. If your child has a communicable disease it puts the staff members and the children in care at risk.

Sick Pick up

Once you or someone on your list is contacted because your child is ill and needs to be picked up you or the designated person has an hour from the time you were reached to pick up your sick child. In the event that you or someone cannot get here within an hour a late pick up fee will apply of 1 dollar a min for the first fifteen than 2 dollars every minute afterwards to be paid at time of pick up or before returning the child to care. We empathize with parents on how stressful and emotionally draining it can be to have an ill child and other obligations to attend to. One of the best ways to deal with this issue is to leave your sick child home with someone to care for them while you attend to your other obligations. These policies are designed to be fair to the sick child their family the staff and the other children in the facility. By enforcing this policy we hope to keep down and control illnesses in our facility and to keep the children and staff healthy.

Symptoms of Heat Stroke

The hallmark symptom of heat stroke is a core body temperature above 105 degrees Fahrenheit. But fainting may be the first sign.

Other symptoms may include:

- Throbbing headache
- Dizziness and light-headedness
- Lack of sweating despite the heat
- Red, hot, and dry skin
- Muscle weakness or cramps
- Nausea and vomiting
- Rapid heartbeat, which may be either strong or weak
- Rapid, shallow breathing
- Behavioral changes such as confusion, disorientation, or staggering
- Seizures
- Unconsciousness