

Dear Summer Camp Parents,  
Thank you for the opportunity to share a wonderful experience with your child through TPDC. This letter will assist us in explaining the rules and guidelines of the Summer Camp program.

### **TPDC Summer Camp Policies and Procedures:**

1) *Drop-Off*: Each morning we ask that parents park in a designated parking spot and walk their children to the bus of Three Pines. Your child will stay with their groups. Drop-Off for regular day camp is from 8:00am-8:45am.

2) *Pick-Up*: A parent/guardian or authorized person must sign their children out with the counselors. For safety reasons, Summer Camp staff will not release any child to an individual not listed on the child's summer camp registration. It is our staff policy to ask for a valid photo identification card, such as a driver's license, if someone other than the parent arrives to pick a child up from camp. Please park your vehicle in a designated parking spot and turn the motor off before entering the area to pick up your child. We ask that you drive conservatively through the parking lot as there are many children at play!

3) *Late Pick-Up*: As indicated on each child's registration, there is a specific pick-up time. This pick-up time is extremely important. There is a late fee of \$1.00 per minute thereafter. If you know that you are running late, please call to notify Summer Camp staff. If pick-up times are consistently missed, TPDC reserves the right to leave in time to make it to camp.

4) *Illness*: TPDC reserves the right to release a child if he or she appears too ill to participate in the Summer Camp program or is considered contagious. TPDC will notify the child's parent/guardian or emergency contact and request that the child be picked up within an hour. If the child has not been picked up within the allotted time frame, TPDC reserves the right to take any action necessary to ensure the health and safety of the child.

5) *Disease*: TPDC must be notified within 24 hours or the next business day after a camper or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health. Life threatening diseases must be reported immediately.

6) *Communicating an Emergency*: In an emergency, TPDC will attempt to contact the participant's parent or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's Summer Camp

registration. TPDC will take necessary actions in the child's best interests until the parent, guardian or emergency contact has been reached. If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s)/guardian(s) giving the reason for the objection.

7) *Medicine*: 'Authorization to Give Medication' Form must be completed before TPDC will administer medicine to your child during camp hours. This form authorizes TPDC to administer medicine for up to ten days without a doctor's signature.

By state law, TPDC must dispose of any medicine left for more than fourteen days after the expiration of the authorization.

Medicine must be labeled with the child's name, the name of the medication, the dosage amount and the time or times to be given. Medication should be in the original container with the prescription label or direction label attached.

8) *Reporting Child Abuse and Neglect*: TPDC is responsible for reporting any and all signs of child abuse or neglect.

This report will be completed by the Director and forwarded to Social Services in accordance with state policy.

9) *Acceptable/Unacceptable Behavior*: TPDC expects participants to respect others and their space, harmoniously

participate in games, cooperate with TPDC employees and be enthusiastic. Unacceptable behavior includes profanity,

disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, inappropriate or

violent physical contact and possession/use of a weapon. TPDC will report any incidents of unacceptable behavior to the

parents/guardians of all children involved. TPDC reserves the right to suspend or expel a child for unacceptable behavior.

Please see the Director for a detailed outline of the camp discipline policy.

10) *Lunch*: Children will need to bring lunch, water bottle, snacks and swim clothes daily.

For the safety of the children, all items brought from home must have your child's name written on them in a very visible manner.

11) *Visiting*: TPDC has an open door policy regarding custodial visits. We strive to foster a child's independence and

growth while allowing parents the opportunity to observe their child at play. TPDC is committed to the safety of the children at

our Summer Camp program; we therefore require all visitors to check in at the Front Desk and be escorted by a staff member. If

you wish to accompany your child at any time during his or her day, please notify the Director.

12) *Safety Policy:* During any unforeseen crisis, such as natural disaster or similar events, TPDC will cease regular day activities and gather all participants in the large activity room. TPDC will evacuate the premises if necessary in which case children will be transported to Ranger Station. Parents will be contacted if children are to be released early from the program. TPDC will notify the proper authorities in the event of any emergency.

13) *Medical Records:* As stated on the Summer Camp Registration Form, updated immunizations shots, medical papers (a copy of the State School Entrance Health Form), and proof of identity must accompany the child's registration. This is extremely important for the safety and health of the children and staff. All paperwork is due by 1<sup>st</sup> day camp. TPDC will notify the parent/guardian if a child's file is incomplete. Children will not be permitted to attend the program until all necessary documents have been completed and filed.

14) *What to Bring:* Please send your child with a daypack containing the following: swimsuit, towel, sunscreen, sneakers (not sandals), socks, lunch and snacks.. Please label all of your child's belongings. TPDC is not responsible for lost items and/or money. (We do have a lost and found which is emptied every two weeks). **We ask that your child does not bring toys from home.**

15) *Confirmation:* If your child is registered before June 1, 2010 TPDC will mail a confirmation letter to each child's parent(s) with a copy of their balance and schedule. Parents may request a confirmation letter if registering after June 1.

16) *Lines of Authority:* The TPDC Summer Camp Team is comprised of Camp Counselors and Team Leaders who report to the Assistant Camp/Program Director as well as the Camp/Program Director. TPDC is overseen by the Camp director who reports to the Executive Director.

17) *Hours:* TPDC is open Monday-Friday 8:00am-5:30pm, For special events please refer to Calendar of events.

18) *Contact Information:* You may contact the Director or staff with questions at 505-261-5899.

19) *Children Grouped Together:* If your child would like to be in the same group as another child, a letter of request must be provided by each child's parent(s) before the camp begins.

20) *Deposit(s):* If registering before June 1, 2010 a non-refundable non-transferable deposit of \$100 per session per child is required

to reserve space in each session. Deposits will be credited towards the balance. If registering after June 1, 2010 all balances must be paid in full.

21) **Payment Deadlines:** All payments and balances are due by June 1, 2010 . A \$10 late fee per week will be assessed for balances paid after the due date. If registering after June 1, 2010 all balances must be paid in full.

22) **Cancellation Policy:** If you must cancel before June 1, 2010, your balance will be refunded less your \$100 deposit per session. Cancellations after June 1, 2010 will be refunded half the balance per week. If cancelling for medical or emergency reasons, a doctor's note must be presented for a full refund. All cancellations must be received in writing five business days prior to the start of the camp week; otherwise a refund will not be available.

23) **Late Registration:** If space permits, parents may register children five business days prior to the desired camp week. There is an additional fee for late registration of \$35.

24) We hereby grant to TPDC permission for (name) \_\_\_\_\_  
to:

- a) be transported to TPDC Summer Camp;
- b) participate in aquatic activities at TPDC;
- c) take part in all programs facilitated during TPDC's Summer Camp program including the use of all indoor and outdoor equipment;
- d) have sunscreen applied by an TPDC Camp staff member. (*known adverse reactions*): \_\_\_\_\_  
\_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_