



# Camp Policies & Procedures

## ENROLLMENT PROCEDURE

Enrollment for each week is contingent upon the following:

1. Completed 2018 Summer Camp Registration Form
2. Payment in full or a completed scholarship agreement
3. Signed "2018 Camp Policies, Procedures, & Acknowledgement of Risk" Document
4. Immunization Records (or letter stating your choice not to immunize) & completed Health Form
5. Confirmation: we will confirm your enrollment for camp after receiving 1-4 listed above. Without confirmation, your child is not enrolled.

## Drop-off and visitation policy

We want every child to feel comfortable and welcome at camp. Parents are invited, especially if ICG camp is a new experience, to support your child in making a smooth transition into camp. If your child benefits from more leisurely transitions, please plan to utilize the 8:30-9am period to help your child feel prepared for their day. We request parents say goodbye to their camper by 9am with encouragement for a wonderful day at camp. Although campers are typically delighted to say goodbye to their adult and hello to their camp friends, if you find your child is requesting more of your presence than this time allows after the first day, please contact the camp director.

The ICG camp day is structured to provide total care and enrichment for your child with your child's safety, wellbeing, and development in mind. It can be confusing and sometimes stressful for children to have parents drop in without notice. If you anticipate a need to visit the site during the day, please alert the camp director.

## Cancellation & Refund Policy

Should you need to cancel your camp registration, please be advised of the following refund structure:

Cancellations made by MARCH 1 will receive a full refund, minus a 20% administration fee.

Cancellations made by APRIL 1 will receive a 50% refund, minus a 20% administration fee.

Cancellations made by MAY 1 will receive a 25% refund, minus a 20% administration fee.

No refunds will be granted after MAY 1 with the exception of cases of serious illness or injury, and this request must be accompanied by a physician's note. A camper who does not arrive, arrives late, leaves early, or attends only a part of the session will not receive a refund. If a camper is experiencing a difficult adjustment to camp or is sent home because of a behavior problem, no refund will be granted. ICG refunds all payments for enrollments cancelled by us, unless otherwise noted above. Refunds will not be granted to weather-related cancellations.

## Late Pick-up Policy

If your child remains in our care beyond the designated pick-up time, we reserve the right to charge for the additional supervision costs incurred. The cost is \$15 for each fifteen minute increment or portion thereof. By signing this form you agree to pay late pickup fees.

## COME PREPARED

Required items are listed on ICG's Summer Camp "To Bring List" (page 2): For the health of your camper, and to facilitate a high quality camp experience, we provide a list of required items that your child must bring each day of camp. Your detailed attention to this list will facilitate a positive camp experience for your child, and for the whole group. If your child arrives without the required items, he or she may be sent home. We have found there is a direct relationship between how prepared a child is and how well they adjust to camp.

## Photo, Medical, Sunscreen, visitation & Transport Release

I give permission for Ithaca Children's Garden and Cornell Cooperative Extension staff and emergency medical personnel to give my child medical treatment if necessary. I understand that I must alert Ithaca Children's Garden staff to any medical conditions or allergies that my child may have, and I hereby assert that I have done so to the best of my ability. I give permission to ICG staff to assist my child in applying sunscreen when my child asks, and for ICG to use their sunscreen if my child does not have any. I give permission for Ithaca Children's Garden and Cornell Cooperative Extension staff to transport my child. I give permission for my child's photo to be used for Ithaca Children's Garden or Cornell Cooperative Extension promotional/educational media, and agree to receive information about future Ithaca Children's Garden programs. I understand that visitation and phone calls from my family/friends are not part of the program beyond: drop-off period, pick-up period, special arrangements made with camp director, and emergencies. I have read and agree to all camp policies as outlined in this document. I understand that ICG reserves the right to add or adjust policy as needed at any time.