



## Downingtown Area Recreation Consortium

### **DARC DAY CAMP AND TEEN CAMP POLICY AGREEMENT**

*(DARC Office, 114 Bell Tavern Road, Downingtown, PA 19335 Phone 610-269-9260 Email [downingtownrec@gmail.com](mailto:downingtownrec@gmail.com))*

1. **AGE REQUIREMENTS:**

**DAY CAMP:** Participants must turn 7 by the 3<sup>rd</sup> week in June (or completed 1<sup>st</sup> grade) and must not turn 12 until September 1st.

**TEEN CAMP:** Participants must turn 11 by 3<sup>rd</sup> week in June (or completed 5<sup>th</sup> grade) and must not turn 15 until September 1st.

2. **ILLNESS POLICY:**

If, at any time, we feel that your child is too sick or contagious to remain at the camp you will be contacted. Please keep your child at home and/or your child will be sent home if he/she has one of the following symptoms: a temperature in excess of 100 degrees, conjunctivitis, diarrhea, bronchitis, severe cold and fever, sneezing and drainage, vomiting, rashes that have yet to be diagnosed, head lice, impetigo, contracted any contagious diseases such as measles, chicken pox, mumps or Roseola.

3. **PAYMENT POLICY:**

The first week must be PAID IN FULL at the time of registration. A non-refundable/non-transferable \$35 per week deposit will be collected for each additional week for which you register. All remaining balances are due by May 31st. Payments can be made on a weekly basis, but must be PAID IN FULL by May 31st. Any payments received after this date must be accompanied by a \$15 late fee per unpaid week. After the initial registration, any changes must be made in writing and be accompanied by a \$20 administration fee per change before the changes will be processed.

4. **REFUND POLICY:**

Your money will be refunded minus the \$35.00 per week non-refundable/non-transferable deposit if you want to cancel registration prior to May 31st. After this date, your money will be refunded minus the \$35.00 per week deposit only if the opening can be filled by someone on the waiting list or a new registrant. **NO REFUNDS** for any situations beyond our control.

5. **DISCIPLINARY PROCEDURE:**

We will use three strikes and you are out disciplinary procedure. Violations that relate to the behavior and do not endanger the safety of themselves or others will be handled as follows:

- 1<sup>st</sup> Offense: A verbal warning to the child and a written incident report will be issued to the parents.
- 2<sup>nd</sup> Offense: Second incident report will be written, meeting with the parents & appropriate staff, & a one-day suspension.
- 3<sup>rd</sup> Offense: Third incident report will be written, meeting with parents and appropriate staff, & dismissal from program.

Those violations that are more serious in nature and/or endanger the safety and well being of the child, other children, or the staff are grounds for immediate suspension or dismissal from the program. No refunds are given to dismissed children.

6. If a parent or guardian neglects to inform DARC at the time of registration about any physical, emotional or developmental problem and/or medications, we reserve the right to ask the child to be removed without refund.
7. Any requests for a child requiring special needs must be reviewed by the Director or Assistant Director to determine if we could reasonably accommodate that particular child. We will still reserve the right to ask the child to be removed if we find that the child's participation results in a fundamental alteration of the program or undue financial or administrative burdens. If your child has an aide during the school year, we strongly encourage sending him/her with an aide to the camp program.
8. Do not drop your child(ren) off before 8:55AM so we can ensure proper staff coverage, unless you have pre-paid for extended hours beginning at 7:30AM. If your child is not picked up at the designated site by 4:10PM, there will be a \$5 charge for every 10 min. you are late beginning at 4:10PM.
9. Include the name and phone number of an emergency contact person on your child's registration form so that we have an alternate contact person should we not be able to reach the parent(s)/guardian(s) in the case of an emergency.
10. I understand that my child will come to camp each day equipped with the following: appropriate shoes, lunch and water bottle; and a bathing suit, towel, sunscreen, and money (as needed). DARC is not responsible for lost or stolen items. Please identify by name, any item brought to camp. Sandals are permitted at camp.
11. I understand my child is obligated to take a swim test prior to having full aquatic privileges.
12. All children must be able to speak and understand English.
13. Please note that extended hours normally do not involve organized activities. It is free playtime. TV/Video watching may occur during this time or on rainy days.
14. It is your responsibility to remember what weeks you sign up for. There will be **NO REFUND** for **failure to attend**.
15. **ELECTRONIC DEVICES:** Cell phones/Ipads/Ipods are NOT to be used during the Camp program. Campers may bring their cell phone to camp, but will be required to turn in their cell phone to the camp counselors as they arrive at camp. We will have a 'cell phone box &/or bag' where all cell phones will be stored. This will be in the possession of the counselors during the camp day. Campers who need to make a call to a parent/guardian can ask a counselor for their phone. We realize that there are times that campers may need to reach a parent, or a parent may need to reach a camper. If this is the case, please call the DARC office at 610-269-9260 and we will relay the message to the camp counselors. We want to make sure that parent/child communications can still take place.