

WESTCHASE COMMUNITY ASSOCIATION, INC.
WESTCHASE SWIM AND TENNIS CENTER
SUMMER CAMP POLICIES AND PROCEDURES

Approved 04-14-2011

Outlined below is a summary of all the policies and procedures relating to the 2022 Summer Camp:

- ✓ All participants for the summer camp program must meet the minimum age requirements for the particular session(s) attended (**ages 5-12 at time of registration**). There will be no exceptions to the policy. Each year, the WCA will set the minimum age requirements.
- ✓ When a participant initially registers for the program, a form is filled out to assist the management staff and counselors relating to information on the participant, including who is authorized to pick up a participant. All parents/guardians will be required to sign in their child and also sign out their child with the time. **No child will be allowed to leave camp with anyone other than those listed on the registration form, without written permission from the parent/guardian.** Also, no child will be permitted to leave camp until the parent/guardian signs the child out.
- ✓ Camp participant hours are 8AM -1PM (morning half day), 1PM-6PM (afternoon half day) or 8AM-6PM (full day). Participants must be picked up at the end of their session. **Participants picked up late will be charged \$20 for each 15 minute increment, of which late fee must be paid in full upon pick up or before the next day's session. After three (3) late pickups, the child's participation in our summer camp program will be suspended.**
- ✓ **Staff is instructed to make sure when a participant is being picked up from camp that for proper identification is provided by the parent/guardian/authorized person to ensure the approved party is picking up the child.**
- ✓ Each participant is assigned to a team group and must stay with the group throughout the time of the camp. Each participant will be wearing a bracelet to identify that he/she is participating in the summer camp program. Additionally, the camp counselors take a head count at the beginning of each activity and at the end of each activity. Head counts shall be done at least every thirty (30) minutes.
- ✓ All participants must bring lunch, a snack(s), bathing suit, sunscreen and a towel every day. The WCA provides water and Gatorade.
- ✓ The WCA considers attending day summer camp a privilege and expects all participants to behave appropriately during summer camp and on field trips. If any child becomes a discipline problem, parents/guardians will first be notified with a written notice when the participant is picked up from the program. The WCA asks that all parents/guardians work with camp staff in the discipline of the child. If the disruptive behavior to staff or fellow participants continues, the child may be subject to suspension from the camp and/or field trips.
- ✓ At the beginning of each session (weekly), all camp rules and consequences of not following the rules will be clearly outlined for the participants. If a participant exhibits inappropriate behavior, the participant will initially be given a verbal warning and the 2nd time, will be placed in a time out for 15 minutes. A note will then be sent home with the parents/guardians;
- ✓ If a further discipline is required, the participant may be asked not to participate in the field trip that week.

Parent Signature

Date