

POLICIES & PROCEDURES/

WAITLIST

Kids Klub maintains a waitlist when camp fills-up. Applicants are automatically placed on the waitlist in the order in which their forms and fees are received, and the parents are notified. We cannot add your child's name to the waitlist without a completed registration form and a \$200 deposit. The child will remain on the waitlist until a space opens. If no space is available, you will be refunded your \$200 deposit.

DISCOUNTS & PAYMENT DUE DATES

EARLYBIRD DISCOUNT: When full payment is received by March 31st, you will receive the following discounts: 5% for 1-3 weeks, 10% for 4-6 weeks, 15% for 7-10 weeks.

SIBLING DISCOUNT: A 10% sibling discount applies to each child in the same family and can be combined with the Early Bird Discount, but total discounts cannot exceed 20%.

FULL PAYMENT DUE: If you do not take advantage of the Early Bird Discount, then full payment for all camp costs is due by June 1st. Your child will not be allowed to attend Summer Camp if your dues have not been paid. **NO EXCEPTIONS!**

To change a week(s), switch to another week(s), or cancel a week(s), fees may apply. Please consult the table below.

Fees are for each request that is processed regardless of the number of weeks involved. Fees do not apply to increasing the number of weeks that your camper comes to camp, or any changes initiated by Kids Klub based on a pending waitlist request.

ALL REQUESTS MUST BE IN WRITING

Date	Switch	Cancel	Refund Available
Before April 1 st		\$0	\$0 Full
Balance			
April & May	\$35	\$50	Less \$50
June 1 st -5 th	\$35	\$200	Less \$200
After June 6 th	\$35	Full Cost	NONE

After June 6th, there are no refunds with one exception: if a child cannot attend camp because of an extended illness or accident. Kids Klub will share the total loss in dues with the parents by assuming one-half (1/2) of it in the form of credit on the account or cash, to be left to the discretion of the management. Proof of illness by written statement of a licensed physician is required for any type of credit offered by camp.

SIGN IN & SIGN OUT

You are responsible for signing your camper in and out every single day. There is a sign in/out sheet on the front counter and also in the drive-thru area. Anyone who does not sign in/out may be billed until closing.

FIELD TRIP POLICY

If your child does not want to, or cannot attend a particular field trip for any reason with their age-specific component, then he/she **MAY NOT** attend camp or Kids Klub that day. **ABSOLUTELY NO EXCEPTIONS!**

Your child has the option of bringing spending money on field trip days, but we ask that they do not bring more than \$20. Furthermore, we do not guarantee that your child will get to go souvenir shopping, but if there is time, we will give them the opportunity to buy a souvenir or food item during the trip. Again, we do provide snack and lunch on all field trips, so it is not necessary that campers bring their own money.

Most field trips leave promptly at 9:15 am and return to Camp Kids Klub by 4:15 pm. Exceptions to these times will be listed on the weekly schedule. If your camper is late and misses the bus, it will be your responsibility to get the camper to the field trip. Late campers may not be left at Camp Kids Klub on a field trip day.

ACTIVITIES

Fieldtrips, swimming, outdoor, and recreational activities are an important part of the day camp program and are included as part of the total camp fee (overnights and specialty weeks have additional charges.) Any physical activity, of course, has its risks, but Kids Klub believes that with proper supervision, the benefits derived far outweigh these risks. If you would not like your child to participate in any given activity, we need a signed letter stating that you do not want your child to participate in that activity.

ABSENCES

The office would greatly appreciate a call if your child is going to be absent! There is an answering machine to take your call when we are not in the office. **NO MAKE-UP DAYS OR CREDITS** will be given for any reason.

SHIRTS/SUNCREEN

2 Kids Klub t-shirts will be given to each camper (additional shirts are \$10.) Campers should wear their t-shirts to camp on the day specified so they will be easily identifiable on field trips as part of Kids Klub. We will reapply sunscreen to all campers throughout the day, but it is extremely important that campers come to camp with sunscreen already applied.

LOST & FOUND

Everything brought to Camp Kids Klub should be labeled with the child's name. Kids Klub is not responsible for lost items. There is a lost and found on campus.

FOOD & LUNCHES

Camp Kids Klub will provide lunch and snacks every single day at camp. A set menu of what we will be serving on a daily basis is available for the entire summer. We encourage the campers to eat their lunch. If you know your camper will not like a certain meal, please provide a sack lunch from home. If your child is at Kids Klub before 8:15 am, breakfast is also served and included in the weekly rate.

If your child has any food allergies, you MUST consult the Camp Director to discuss our ALLERGY POLICY!

SWIMMING & BEACH

Swimming is important at Kids Klub for all campers. Campers will be swimming in the pool at Maranatha High School or Sierra Madre Aquatics Center under the supervision of certified lifeguards and counselors. Campers will never be forced to swim; they will only be encouraged. Every beach we visit will be next to a lifeguard station that is assigned to us through permit by the Department of Beaches and Harbors. Please be sure to send your child to camp **WEARING** their bathing suit with a towel—and sunscreen—on Beach and Swim Days, **EVEN IF THEY DO NOT PLAN ON SWIMMING**. Please do not bring boogie boards, surfboards, fins, etc. Swim and beach days are listed on the schedules in the camp brochure.

PERSONAL ITEMS

NO PERSONAL ITEMS ARE ALLOWED AT CAMP KIDS KLUB! Examples: Toys, electronics, iPods, cell phones, radios, cards, balls, etc. Items get lost very

easily. Also, when children bring personal items, it can cause a lot of disruption in the group.

RELEASE OF INFORMATION

Camp Kids Klub may use photographs of your child in various marketing materials. You have the option to decline this use on the Emergency Information Form. All other camper information (applications, medical forms, etc.) is kept confidential.

AUTHORIZATION RELEASE

If your child is going to be picked up by someone other than a parent or guardian, you must provide Kids Klub with written authorization. The person authorized to pick up your child must be prepared to show identification. Children will not be released if proper identification is not presented. **NO EXCEPTIONS!**

CLOTHING

Summer requires a special wardrobe of shorts and short-sleeved shirts. **WE REQUIRE THAT CAMPERS WEAR STURDY, CLOSED-TOE SHOES; NO SANDALS/THONGS ARE PERMITTED AT CAMP!! YOUR CHILD MAY BRING A PAIR OF SANDALS/THONGS TO WEAR AT THE BEACH OR POOL, BUT THEY MAY NOT WEAR THEM TO CAMP! ALL CAMPERS MUST WEAR THEIR RED CAMP T-SHIRT ON OFF-SITE TRIP DAYS! NO EXCEPTIONS! PLEASE LABEL ALL OF YOUR CHILDREN'S CLOTHING.** We recommend using permanent markers, iron-on/sew-on labels. Please be sure to use your child's first and last name.

ACCIDENTS

In the event a child is hurt at Kids Klub or on a field trip and needs emergency treatment, the staff will try to reach the child's parents, the emergency contact, or the family doctor. Kids Klub's accident insurance covers—up to our policy limits—any injuries received at camp to the extent that they are not covered by any other health and/or accident insurance covering the child.

BUS & VAN SAFETY

All of our drivers have the proper license and certificates in order to drive the vans and/or busses. Our bus and van drivers go through a rigorous training program of over 20 hours—in addition to written and behind-the-wheel tests by the DMV. All busses are inspected on a daily basis by their drivers and on a monthly basis by a

certified mechanic. Counselors will ensure that safety procedures are undertaken. They will create a safe and fun environment for the passengers. Every vehicle is equipped with a cellular phone in case of an emergency.

MEDICATION & SAFETY

If your child requires medication, you must fill out a form and hand the medication to an authorized medication trained employee. Camp Kids Klub must have possession of ALL medication in the ORIGINAL container, with the doctor's prescribed instructions ONLY! We will store the medication in a medication cabinet or with the head counselor—administering it according to doctor's instructions. On overnight trips, please be sure to supply us with enough medication for the entire trip. Inhalers will be kept with the senior counselor at all times! **DO NOT SEND MEDICINE WITH YOUR CHILD IN HIS/HER CAMP BAG!! THIS INCLUDES COUGH DROPS, TYLENOL, etc.** Please help us by keeping your child home if he/she is ill. We will call you if your child becomes ill at camp. If your child comes down with a contagious illness, please contact us.