

# **Camp Policies and Procedure**

## **FCD Summer Fun Camp**

Camper's name: \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

### **LUNCH AND SNACKS:**

There will be a lunch option with additional cost. The lunch will be ordered by camp from quality restaurants. Daily snacks and drinks will be provided for your child.

### **CLOTHING:**

Campers should wear appropriate play clothes to the camp. All clothes must be labeled. A bathing suit and a zip lock bag are needed for that day and should be packed with a towel. Children should always wear sneakers to the camp. **ABSOLUTELY NO OPEN TOED SHOES WILL BE PERMITTED AT CAMP.** Please mark your child's name on all his/her belongings. FCD Summer Fun Camp at Edison is not responsible for any items lost or broken on the premises or while on trips.

### **ABSENCES:**

Attendance is important at camp. Please be sure to call the camp office by 9:00am if your child (or children) will be absent. There are no credits or refunds for absences.

### **AFTERCARE:**

Aftercare (after 6:30pm) will be available only with emergency situation, at an additional cost of \$5 per 10 minutes, which should be made in advance or call camp officer if you will be late picking up your child(or children).

### **DISCIPLINE POLICY:**

In keeping the camp core values, caring, honesty, respect and responsibility, appropriate behavior is expected from all participants. If behavior becomes unmanageable or is threatening to the wellbeing of others, the FCD Summer Fun Camp reserves the right to dismiss any participant from the camp.

### **REGISTRATION:**

Registration is taken on a first-come, first-serve basis. Registration fee is **\$40** per child. Registration fee is NON-REFUNDABLE.

## **PAYMENT/DEPOSITS/REFUNDS:**

A deposit of \$200 per child is required to process each registration. These deposits are NON-REFUNDABLE and NON-TRANSFERABLE after **April 20, 2011**. Deposits are applied toward balances due for all weekly fees. 50% of payments are due on **April 30, 2011**. The remaining balance is due before **May 20, 2011**. All payments are non-refundable after **June 20, 2011**. \$25 late fee will be added to all camp payments received after the due date. Campers will not be permitted to attend camp without payment in advance. In a very emerge situation(supported by doctor's notes or other legal documents), you may receive 90% of your camp tuition ONLY if FCD Summer Camp received a written request **10 days** prior to the first day of camp with camp officer's authorization. Each returned check will be charged for a **\$25** processing fee.

## **DISCOUNT:**

See discounts listing on registration form

## **CHILD RELEASE AUTHORIZATION FORM:**

1. Persons AUTHORIZED to pick up child from the camp (Parents must be listed below):

Name	Phone	Relationship	Name	Phone	Relationship
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Persons **NOT** AUTHORIZED to pick up child from the camp:

_____	_____
_____	_____

## **CHILD FIELD TRIP AUTHORIZATION:**

I, as father\_\_\_\_/Mother\_\_\_\_/Guardian\_\_\_\_ , authorize my child\_\_\_\_\_ to join the field trips of FCD Summer Fun Camp.

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I have read and understand all of the policies set forth by the FCD Summer Fun Camp at Edison. I hereby fill up the form by all the truth according to the best of my knowledge. I allow my child(ren) to participate in all aspects of summer camp including walking trips to local parks and other trips. I consent that photographs taken of my child(ren) are the property of the FCD Summer Fun camp at Edison and may be reproduced as the FCD desires, free of any claim on my part.

I also authorize Camp staff to apply sunscreen to my child's exposed skin, on an as needed basis.

Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_