



## **Policy Handbook**

### **Mission Statement**

It is Good Times Day Camp's mission to provide a safe and secure environment where children may maximize their social and educational abilities.

## **After School Program**

### **Admission/Termination**

Good Times Day Camp LLC is available for boys and girls in grade levels kindergarten and up. Registration forms for Good Times Day Camp will be reviewed for admittance in the order they are received. Registration forms will be accepted via e-mail, mail or physical drop off at our facility. Forms must be completed in full with the non-refundable registration fee of \$30.00 per year. In the case that the program fills to capacity, registration forms received after the program is full will be held and reviewed if and when any vacancies become available. Payments of cash or checks for the \$30.00 registration fee will be accepted with no refunds. Once admitted into the program parents reserve the right to remove their child from the program for any reason.

## **Tuition (After school program)**

Good Times Day Camp's after school tuition is based on attendance. Attendance will be taken daily and tallied at the end of each month. A statement with your total dues for the month will be emailed on the last day of the month. Prices are as follows:

Regular School Day: \$12.00 per day

Early Out Day: \$20.00 per day

Teacher Work Day: \$25.00 per day

All payments must be made by the 10th of the following month in order to avoid any late penalties. A \$5.00 late fee will be charged for any payment received after the due date and \$1.00 per day after the first day late. If a check is returned for any reason by the bank, a \$30.00 return check fee will be charged. If two checks are returned by the bank in one year, Good Times Day Camp LLC reserves the right to request all future payments be made in cash.

## **Program Schedule**

Good Times Day Camp LLC will follow the Lenoir County School schedule, which is posted on our website ([www.goodtimesdaycamp.org](http://www.goodtimesdaycamp.org)). In the event of early dismissal or cancellation of school due to in-climate weather or other emergencies, Good Times Day Camp LLC will also close. If Lenoir County Schools requires use of a make-up day, Good Times Day Camp will be open. Good Times Day Camp will be open on normal school days from 3:00p.m. and will close 6:00p.m.

## **Pick-up/Drop-off Procedures**

Drop-Off: When children are dropped off at Good Times Day Camp, they will be checked in for attendance. Drop off will take place at the rear of the Mooves Dance Studio building. **DO NOT** leave your child until they are checked in or in the care of a Good Times Day Camp employee. Bus drop-off will also take place in the rear of the building. If we notice that a child has not checked in when we begin the program, a staff member will first contact the school and then the parent/guardian to locate the child.

Pick-Up: Pick-up will also take place at the rear of the Mooves Dance Studio building. Good Times Day Camp LLC will not release a child into unauthorized custody. Please be sure to list all authorized persons on the registration form. If you plan to have someone pick up your child that is not registered with our program, please contact the director or assistant director. Please know that these rules are in place to protect the safety of each child and proof of identification may be requested. Participants are to be picked up no later than 6:00p.m. If a child is picked up after 6:00p.m., a \$5.00 charge will be added to the next statement for the first 15 minutes. There will be a charge of \$1.00 for every minute after 6:15p.m.

## **Programming**

After participants are dropped off (3:00-4:30), they will be provided a snack if they do not have their own. As the children finish their snacks, they will then have homework/ study time. During this time, Good Times Day Camp staff will be available to assist with homework. In order to ensure homework is completed each day, each child will have their agenda or homework folder signed by a staff member before they may play. If a child requires special attention (i.e. additional studies not listed in their homework folder), please inform a

staff member. If children finish their homework early or have no assignments, Good Times Day Camp offers a selection of accelerated reader books or the children may work on puzzles or board games. After homework has been completed, we will take part in a variety of different activities (i.e. team building exercises, group games and free play).

## **Health Policy**

Children must be well enough to follow the program schedule. If a child has a condition that is contagious such as but not limited to eye infection, lice, vomiting, or diarrhea, the child cannot attend the program. If a child becomes sick or ill during the program, the parents/guardians will be contacted to pick the child up early. If an accident or acute illness occurs during the program, every effort will be made to contact the parents/ guardians and emergency contacts. If immediate attention is required, a Good Times Day Camp LLC employee will contact 911.

## **Medication**

If a child requires regular medication, Good Times Day Camp will distribute medication only when written permission of a doctor and/or parent/guardian is on file. All medication must be in the original container with current dates. Any medication received as listed above will be returned. All medication must be given to the director or assistant director with written directions. Please include medication information on the registration form, if more room is required please include an additional paper with parent/guardian signature and date.

# **Summer Camp Program**

## **Registration and attendance:**

Good Times Day Camp LLC Summer camp program will normally begin the Monday following the public school's release for summer. Registration for summer camp will be available on the Good Times Day Camp website. Prior to attending summer camp, each attendee must fill out a registration form. Each year summer camp consists of 10 weekly sessions. Each session you wish for your child/children to attend will require a \$15 registration fee to reserve each week. Each session is an additional \$135.00 per child. All payments must be made the first day they are dropped off each session. Once your registration form is turned in, you may pick and choose which weeks you would like to attend. Prices for each session include daily snack and weekly field trip. You will be responsible to provide your child with a lunch each day and additional spending money if they choose to purchase souvenirs and snacks on any of our field trips.

## **Pick-Up and Drop-off:**

Pick up and drop offs will take place at the Good Times Day Camp LLC facility (located at the rear of Mooves Dance Studio building). The summer camp program is open Monday through Friday from 7:30am until 6:00pm. Pick up and drop off may take place anytime during the hours listed above with the exception of when we are on field trips (Tuesdays and Thursdays). If you plan to pick up or drop off during our field trip times, please contact the director to make arrangements.

## **What to expect:**

### Normal Day:

Everyday we try to take part in different activities throughout the summer. When you drop your child off each day they need to have already eaten breakfast, or you may bring it with you and they may eat when they arrive.

Once the majority of children are present for the day, we will begin group games. Children are split into are groups when we begin our group games (i.e. 5 & 6 year olds, 7-8 year olds, etc). We split the children into age groups to allow us to easily play age appropriate games. We rotated groups in the gym to play group games while the other groups may participate in free play. We continue rotations until lunch and resume once lunch is finished.

### Field Trip Day:

Field trips take place every Tuesday and Thursday. Each week will be a different field trip from the previous week. Each Tuesday our younger group (ages 5-8) will go on a field trip. Thursdays our older group (9-12) will go on their field trip. Depending on the trip, we may leave the facility at different times. Each week an e-mail will be sent to all participants for the week to cover expectations and to inform parents on field trip times and items needed. Field trips will always be scheduled around our lunch and snack. We will always either eat lunch before we leave or after we return from our field trips.

### What to bring:

Each day your child will need to bring:

- Shoes (closed toe preferred)
- Change of clothes
- Lunch

-Sunscreen, bathing suit, towel (water park day)

## **Behavior Policy**

It is the goal of Good Times Day Camp to provide a healthy, safe and secure environment for all program participants. Good Times Day Camp promotes the character development values of caring, honesty, respect and responsibility. Participants who attend our program are expected to follow behavior guidelines and interact appropriately with staff and other program participants.

Any child who engages in activities such as but not limited to hitting, pushing, kicking, inappropriate language, bullying, stealing, disruption, and rudeness may be removed from the activity, situation or program. Time out from an activity takes place for no less than 5 minutes. Before the child returns to the group from time-out, a staff member will discuss what happened, why they were removed from the activity and how the child should have responded in the situation. If a specific behavior becomes a reoccurring issue, the program director may request a parent meeting and the child may be removed from the program. If a child exhibits behavior that threatens his/her well-being or the well-being of others, the child's participation in our program may be terminated without notice. If a parent or guardian displays inappropriate behavior including inappropriate language, verbal or physical abuse to a child or staff member, the child and parent/guardian may be terminated from the program without notice. If immediate termination of a participant is required due to behavioral issues, no refunds will be distributed.