

**After School Kamp,  
Kidz Kamp,  
&  
Kinder Kamp  
Parent / Guardian  
Important  
Information  
Packet**

*(Please Keep for your Records)*

## **(Please Keep for Your Records) Password, Rules, Consequences, and Late Pick up Policy**

### **Password for phone information**

We have a "password policy" so that you may request information regarding your child(ren) over the phone while they are registered in our camp programs.

To ensure your child(ren)'s safety a password will be required prior to giving any information (attendance, change in person picking child up, etc.) to any person on the telephone. Passwords will be kept confidential by the staff; however you may give your password to whomever you need to. Please notify us if you feel it is necessary to change your password.

Child(ren)'s Name: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

**Password:** \_\_\_\_\_

### **Rules:**

1. Keep hands & feet to self
2. Positive language (No Swearing or Demeaning comments)
3. Follow safety related guidelines in each area
4. Respect others
5. Listening ears when others are talking
6. Walking feet in edutainment or hallways

### **Consequences if Rules are broken:**

1. The child will get a verbal warning by the staff and a 5 minute time out. (Parent or guardian will be notified that child is on their first warning when the child is picked up.)
2. If a second incident occurs the child will do worksheets during the next activity or until done with worksheets. Child will make up consequence for self. (Parent or guardian will be notified that child is on their second warning when the child is picked up.)
3. If problems continue the staff will let the Camp Supervisor know and the child will do worksheets during the next activity. Child will make up consequence for self. (Parents or guardian will be notified that child is on their third warning by the camp supervisor or camp staff.)
4. If problems persist the parent or guardian will be called and will need to pick up their child from camp immediately. The child will not be allowed to attend camp for the rest of the week and possibly the following week. No refund or credit will be issued for any portion of camp the child has been suspended from. The camp supervisor will determine if the child can return to camp in the future. During this process a meeting with the parent(s) or guardian(s) may be scheduled.

### **After School Kamp and Kidz/ Kinder Kamp Late Pick-up**

The West Valley City Family Fitness Center After School Kamp and Kidz / Kinder Kamp programs close at 6:00 pm Monday through Friday. You will be given a 5 minute grace period after these hours, and then you will be charged \$1.00 per minute per child for every minute the parent / guardian is late. The time will be determined by the clock displayed in the Child Care Center.

If you arrive at:

6:06 pm = \$6.00

6:15 pm = \$15.00

6:30 pm = \$30.00

6:45 pm = \$45.00

7:00 pm = \$60.00

Payment must be made at the time of pick up. If no means of immediate payment is possible, the late fee amount will be charged to your account displaying an outstanding balance along with an alert message notifying the Fitness Center staff of the payment due. No program registrations or rentals will be allowed until the balance is paid in full.

If a parent/guardian does not arrive for pick up after 60 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.

**As the parent or guardian of \_\_\_\_\_ I understand and agree with the policies**  
Child's Name

**outlined in this document including the Parent/ Guardian Information Packet and I have reviewed the rules and consequences with my child.**

**SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_**

**Parent Copy: No Signature Required Please Keep for Your Records**

# **CAMP INFORMATION FOR PARENTS/GUARDIANS**

## **Training and Education Levels of Caregivers:**

- All caregivers are 18 years or older and have graduated from high school or have completed their G.E.D.
- All caregivers will have read the center's policies and procedures manual.
- Before being left alone with children, caregivers complete required orientation by the center and licensing bureau provided by camp supervisor or coordinator.

## **Exclusion of Children with Illnesses:**

- Please do not bring your child(ren) if they have a visible rash or any symptom that is questionable. If your child(ren) is too sick to go to school, they are too sick to come to Camp. If your child(ren) appears ill while at Camp, you will be notified immediately and asked to pick up your child(ren). If a parent/guardian is not reached within fifteen minutes, emergency contact(s) will be called.
- **Medications will ONLY be administered by center staff under the following conditions:**
  - **Medication is in the original container with the child's and physician's name on the label**
  - **Label must also have information on the administration of the medication**
  - **Dosage amount and the Time & Dates to be given**
  - **If these conditions are not met, camp staff *WILL NOT* administer medication under any circumstances. If medication is found with your child(ren) it will be taken and held by camp staff until pick-up.**
- In case of a communicable or infectious disease or parasite, you will be informed in writing the day it is discovered and confidentiality will be maintained. Staff with communicable or infectious diseases will be excluded from working with children.

## **Supervision and Protection of Children:**

- We ensure that all children are adequately supervised. Our supervision includes maintaining minimum child to caregiver ratios.
- We maintain supervision by making sure that we can hear all children at all times.
- When children are in a large group, such as outside on the playground, during off-site activities, on a field trip, or participating in a special group activity, supervision and protection will be maintained.

## **Releasing Children:**

- A parent or other authorized person must Sign-in and Sign-out their child(ren). No child will be released to any other person(s) without prior written authorization. Proper photo identification with first and last names **is required** in order to pick up a child. Please stop at front desk to locate your child's group.
- To receive information or make changes in pick-up over the phone, please complete and return the phone password form. No information will be released without confirmation of a password.
- When on a field trip, no child will be Signed into or Released from any Kamp program at the field trip location. Children may only be signed into and out of program at WVC Family Fitness Center. If there is a scheduling conflict, children can be signed into another Kamp Group (if available), or will be checked in our Child Care Center for pick-up.

## **Discipline:**

- The camp uses discipline to encourage the child's self-control and reduce the risk of injury and any adverse health effects to self or others. The camp uses the methods of redirection, rewards, and time-outs for our discipline procedures.
- If your child is suspended from a Kamp program for any reason, no refund or credit will be given for days/ weeks suspended.
- Corporal punishments including hitting, shaking, biting, pinching or spanking will never be used. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse. Denial of food, rest or bathroom facilities, punishment for soiling, wetting or not using the toilet; or punishments related to eating or not eating will not be tolerated.

## **Transportation:**

- On Fieldtrip days your child(ren) must be signed into their assigned Kamp group(s) by the time listed on their schedule for the fieldtrip. If your child is not signed in by the time listed on their schedule, they may not be able to attend the fieldtrip.
- For Before School Kamp your child will need to be signed into their assigned school group 20 minutes before their schools scheduled start time, so that we can get everyone to school on time.
- At our camp we walk and transport children to and from activities. Children are also transported in cars and buses owned and maintained by the City.
- All vehicles used for transporting children to and from our center will be currently registered and maintained in a clean and safe condition. No child will be permitted to remain unattended in a vehicle. Children will remain seated while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Smoking is prohibited in the vehicle at all times.
- Each vehicle used will: be driven by an adult with a current Utah State driver license or CDL, contain a first aid kit and bodily fluid clean up kit, be able to maintain temperatures between 60-90 degrees Fahrenheit, and will be enclosed and locked during transport.
- For each enrolled child a transportation release form must be signed.
- When children are being transported at least one person will have current 1<sup>st</sup> aid & CPR certification.

▪ **Bus Rules:**

1. Children must stay seated at all times while the vehicle is in motion.
  2. Children will keep hands and feet to themselves. No hitting, kicking, spitting, throwing things, or arguing etc.
  3. Children will not be disruptive while being transported.
  4. Children will not use inappropriate language while being transported.
  5. Children will not throw items out the bus windows.
  6. Children's hands and arms will remain in the bus.
  7. Children will board the bus in an orderly manner.
  8. Camp staff has the right to assign campers to specific seats if needed.
- Children being picked up at school will be met by Camp staff immediately at the end of the school day.
  - If the child fails to meet Camp staff the school office will be contacted and the parent will be called.
  - If there are delays or problems in transportation the school and parent will be contacted immediately.

**Emergency and Disaster Plan:**

- If there is an emergency or disaster which requires us to leave our center, we will evacuate to the grassy quad south of the main entrance. If this site does not work out, our back up evacuation site is the Acord Center. Please be sure to sign your children out from the evacuation site.

**In case of:**

- A missing child - the staff will notify the camp coordinator and conduct a thorough search of the area, if child is not found the camp coordinator will notify the front desk and search will be expanded. If the child is still not located police and parents will be notified within twenty minutes of initial search.
- Medical emergency or injury involving a child - if there is a life threatening injury to a child, emergency personnel will be contacted immediately. If parents or legal guardians cannot be reached the emergency contact person will be notified.

**Tobacco, Alcohol, Illegal Substances, Sexually Explicit Materials and Firearms:**

- The use of tobacco, alcohol, illegal substances and use or possession of sexually explicit materials is prohibited during camp hours and in camp vehicles.
- Firearms and other weapons are not permitted in the building or any place on the premises.

**Hand Washing:**

- Caregivers and children will wash and scrub their hands for 20 seconds with liquid soap and warm running water after using the toilet, before and after eating, after outdoor play, and after wiping noses. Hands will be dried with electric hand drying device. On field trips hands will be washed in public facilities.

**Food Service:**

- Our center food service will comply with the Utah Department of Health Food Service Sanitation Regulations, R392-100, and with local health department food service regulations. Children that attend the full day receive two snacks and lunch.
- Food or drink brought from home for an individual child must be clearly labeled with the child's full name and be refrigerated, if needed.
- All staff that prepares or serves food and snacks will have a current food handler's permit approved by their local health department.

**Use of Internet, Movies, Videos, or Computer Games:**

- Our programs do not have internet access and therefore the children in our programs do not have access to the internet at anytime.
- We only show G or PG rated movies. *(A list of movies is available upon request.)*
- Movies and video games shown or played are the property of West Valley City Family Fitness Center.
- Children are not allowed to bring their own movies or video games.
- The only video/computer games children in our program are allowed to play are rated E for Everyone.

**Miscellaneous Information:**

- Your child(ren) are discouraged from bringing personal items from home such as electronic games/ devices, cell phones, trading cards, cameras, music players, toys, or anything of value as the center cannot be responsible for them.
- Kidz/ Kinder and/or Before/ After School Kamp will not provide swim wear or any other article of clothing.
- In the event a parent or guardian is unhappy with the treatment of their child(ren) or the service offered by the camp staff, they should speak with the Program Coordinator, the Youth Program Manager, or Activity Section Supervisor. If this meeting does not satisfy the concerns of the parent or guardian, they may speak with the Facility Director.

## **Kidz Kamp (For Ages 5-12)**

5415 W 3100 S  
West Valley City, UT  
801-955-4000

### **Kidz Kamp Hours Are:**

- Monday-Friday 7:00 a.m. - 6:00 p.m.  
Hours & days may vary due to Holidays. Prior notification will be given.
- We are not responsible for your child(ren) before or after these hours. Child(ren) who have not been picked up by 6:00 p.m. will be checked into the Child Care Center and late fees will need to be paid when your child is picked up. **\*\*On Fridays, Child Care Center closes at 4:00 p.m.\*\***  
(Fees: \$1.00 per minute per child for every minute the parent / guardian is late)

### **Current Camp Fees:**

- \$26 per day per child
- \$115 per week per child
- \$110 per week for additional children

### **Registration Deadline:**

- All registrations are due Tuesdays by the WVC Family Fitness Center close of Business the week prior to camp of your choice. **Registrations *WILL NOT BE ACCEPTED AFTER* the Close of Business on Tuesdays the week prior to camp of your choice.**
- If space is still available. An additional fee of \$15 per child will be added to the enrollment fee if acceptance is granted after the Tuesday deadline.

### **Refunds:**

- NO REFUNDS, switching days/weeks, or date transfers due to the fact we turn people away on a daily basis.

***We fill up fast, so please sign up early!***

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## **Kinder Kamp (For Ages 5 & 6)**

### **Kinder Kamp Hours Are:**

- Camp runs Monday-Friday. We offer the following Kinder Kamps.
  - Morning Kinder Kamp: 7:00 a.m. - about 12:00 p.m.
  - Afternoon Kinder Kamp: 11:30 a.m. - 6:00 p.m.Hours & days may vary due to Holidays. Prior notification will be given.
- We are not responsible for your child(ren) before or after these hours. Child(ren) who have not been picked up by 6:00 p.m. will be checked into the Child Care Center and late fees will need to be paid when your child is picked up. **\*\*On Fridays, Child Care Center closes at 4:00 p.m.\*\***  
(Fees: \$1.00 per minute per child for every minute the parent / guardian is late)
- Please notify us of early dismissal days or if your child(ren) does not attend school, by calling the **Camp Coordinator** at 801-955-4017 **AND** the Front Desk at 801-955-4000

### **Schools:**

- Children will be transported to and from Neil Armstrong Academy, Monticello Academy and Valley Crest Elementary School only.
- Students from other schools may attend, however transportation will not be provided.

### **Current Camp Fees:**

- \$14 per day per child
- \$60 per week per child
- \$55 per week for additional children

### **Registration Deadline:**

- All registrations are due Tuesdays by the WVC Family Fitness Center close of Business the week prior to Kamp of your choice. **Registrations *WILL NOT BE ACCEPTED AFTER* the Close of Business on Tuesdays the week prior to camp of your choice.**
- If space is still available. An additional fee of \$15 per child will be added to the enrollment fee if acceptance is granted after the Tuesday deadline.

### **Refunds:**

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## Before/After School Kamp (For Ages 5-12)

School Year  
5415 W 3100 S  
West Valley City, UT  
801-955-4000

### Before School Hours Are:

- Monday - Friday from 7:00 a.m. - 8:20 a.m.  
Hours & days may vary due to Holidays. Prior notification will be given.
- Children will be transported to Valley Crest Elementary, Neil Armstrong Elementary, & Monticello Academy only.
- Students from other schools may attend, however transportation will not be provided.

### After School Hours Are:

- Monday - Friday from after school (about 3:30 p.m.) - 6:00 p.m.  
Hours & days may vary due to Holidays. Prior notification will be given.
- We are not responsible for your child(ren) before or after these hours. Child(ren) who have not been picked up by 6:00 p.m. will be checked into the Child Care Center and late fees will need to be paid when your child is picked up.

**\*\*On Fridays, Child Care Center closes at 4:00 p.m.\*\***

(Fees: \$1.00 per minute per child for every minute the parent / guardian is late)

- Please notify us of early dismissal days or if your child(ren) does not attend school by calling the **Camp Coordinator** at 801-955-4017 **AND** the **Front Desk** at 801-955-4000

### Schools:

- Before School Kamp **only*** transports children to Valley Crest Elementary, Neil Armstrong Academy, Gearld Wright, and Monticello Academy only.
- After School Kamp will transport children from Entheos Academy-Magna, Neil Armstrong Academy, Monticello Academy, Valley Crest, and Gearld Wright Elementary Schools **only**.
- Students from other schools may attend either Kamp, however transportation will not be provided.

### Pick Up Location(s):

- Entheos Academy-Bus Pick-Up area in Front of School
- Neil Armstrong Academy- Bus Pick-Up area North of School
- Monticello- Bus Pick-Up area in Front of School
- Gearld Wright-Bus Pick-Up area on the West Side of the building
- Valley Crest-Flag Pole Area

### Before School Kamp Fees:

- \$4 per day per child
- \$20 per week per child

### After School Kamp Fees:

- \$9 per day per child
- \$40 per week per child

### Before/ After School Kamp Fees:

- \$13 per day per child
- \$60 per week per child

### Registration Deadline:

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### Refunds:

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Payment must be made at the time of pick up. If no means of immediate payment is possible, the late fee amount will be charged to your account displaying an outstanding balance along with an alert message notifying the Fitness Center staff of the payment due. No program registrations or rentals will be allowed until the balance is paid in full.

If a parent/guardian does not arrive for pick up after 60 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.