

## *Summer Day Camp Rules & Discipline Steps*

1. No running indoors.
2. Keep our hands to ourselves. Wrestling and fighting is not allowed at any time.
3. Use appropriate language at all times. Verbal threats will not be tolerated.
4. No yelling indoors. Use a softer tone of voice when indoors.
5. Respect other people's property, including lunches & backpacks.
6. All electronics (TV's VCR's tape recorders, etc.) are to be handled by staff only.
7. Money may only be brought on field trip days and when special treats are being sold at camp.
8. Campers may not go to the restrooms alone. Campers inform the staff and staff will escort campers to the restroom door.
9. For the safety of the campers, **TENNIS SHOES ARE THE BEST** footwear. Other types of shoes must be closed toe with back strap. Campers without proper shoes may not be allowed to participate in some activities.
10. Swimsuit and towel is required on swimming days. Campers will not be allowed into the pool with regular clothing or cut off shorts. Label all items with your camper's name. Send swimming items in a plastic bag.
11. Follow all rules at the swimming pool. The lifeguards and camp staff have the right to remove campers from the pool.
12. Because of outdoor activities, dresses and skirts are not recommended unless shorts are worn under them.
13. Do not bring toys, games, electronics, other treasures or valuable items from home as they can get broken or lost. Staff will not be responsible for such items.
14. **BUS SAFETY:**
  - Keep noise level down.
  - Keep hands inside the bus.
  - Keep hands to yourself.
  - Remain seated and facing forward at all times.
  - Follow directions of the staff and **bus driver** at all times.

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### **DISCIPLINE STEPS**

#### **A. THREE STRIKES YOU'RE OUT!**

- Strike 1: Warning will be given by staff and a time out or removal from activity may occur.
- Strike 2: Parent Conference with Head Teacher and/or loss of special activity or suspension (without refund for days missed.)
- Strike 3: **TERMINATION FROM PROGRAM.**

- B. If a student's action is of a violent nature against another student, staff or property, the student will be suspended immediately. A parent conference will be scheduled before the student may return. If actions continue, the student may be terminated from the program.

**We want every student's experience in Summer Day Camp to be positive, fun, exciting and safe. These discipline steps have been established to assist us in achieving our goals for all of our Summer Day Campers.**

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### **SUMMER DAY CAMP RULES & DISCIPLINE STEPS AGREEMENT**

I will go over these Summer Day Camp Rules with my student before starting camp.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student's name \_\_\_\_\_ Site \_\_\_\_\_

**Visit us at: [www.NORrecreation.org](http://www.NORrecreation.org)**



North of the River  
recreation and park district

**SUMMER DAY CAMP  
PARENT INFORMATION**

1. All required forms must be completed and signed before starting Summer Camp.
2. **Campers must bring AM snack and lunch with drink daily.** No refrigerator or microwave available. No glass containers allowed.
3. Fees must be paid the first week of each session to avoid a late charge of \$30.00.
4. A \$25 NSF fee will be charged on all returned checks.
5. No credit given for days missed for any reason.
6. Read activity calendars and activity boards at site daily.
7. Send swimsuit and towel in a bag on swimming and water play days. **Label all items.**
8. Field trip money will be due at least one day before the trip.
9. Make sure we have an emergency contact person and phone number at all times. Please keep all emergency information current.
10. If your student requires medication, cough drops, eye drops, sunscreen and/or etc:
  - a) Complete a MEDICINE AUTHORIZATION form.
  - b) Prescription medication must be in original container with original label with student's name and directions on label.
  - c) Over the counter medication must have direction and dosage for your student's age/weight and be in original container with student's full name written on container.
  - d) Send proper liquid medication measuring spoon or dropper if needed.
  - e) Give medication, cough drops, eye drops, sunscreen, etc. to staff with completed MEDICINE AUTHORIZATION form. Campers may not have these items in their possession or backpacks.
11. Summer Day Camp site will open their doors no earlier than 7:00 a.m. ***All campers must be escorted into the facility and signed in daily by an adult.***
12. All sites are closed by 6:00 p.m. There will be a late pick up charge of \$5.00 per minute per student. Second occurrence will result in termination from Summer Day Camp.
13. ***An adult must sign out their camper daily.*** For the protection of your camper, everyone picking up your camper must carry a pick up card and picture identification. **PARENTS MUST CARRY A CARD TOO!**

**PARENT INFORMATION**

I have read the PARENT INFORMATION sheet.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student's name \_\_\_\_\_ Site \_\_\_\_\_

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