



## CAMP RULES & INFORMATION

### **MORNING CARE ARRIVAL:**

**Infant – 3 yrs:** Campers should arrive between 7:30-8:00 AM in the carline at the front entrance to the preschool. After 8:00 AM, please check your camper in at the Preschool Office.

**PreK 4 - 7th grade:** Campers should arrive between 7:30-8:00 AM in the carline at the front entrance to the GYM. After 8:00 AM, please check your camper in at the Elementary Office.

### **CAMP ARRIVAL:**

**Infant – 3 yrs:** Campers should arrive in the camp carline at the front entrance to the preschool between 8:45-9:00 AM. Please stay in your car. You will be directed by camp staff on protocol. (SEE MAP)

**PreK 4 – 7th grade:** Campers should arrive in the camp carline at the front entrance to the GYM between 8:45-9:00 AM. Please stay in your car. You will be directed by camp staff on protocol. (SEE MAP)

### **LATE ARRIVAL:**

**Infant – 3 yrs:** Campers arriving after 9:00 AM should come to the Preschool Building.

**PreK 4 – 7th grade:** Campers arriving after 9:00 AM should come to the Elementary Building.

**PICK UP PROCEDURE & SECURITY CODE:** Camp dismisses at 3:00. Persons having parental authorization to pick up campers must also be listed on the camper's emergency card and be prepared to show proper identification. Always have the SECURITY CODE available when you pick up your child.

**Infant – 3yrs:** Campers will dismiss from the front of the preschool building from 3:00-3:15 PM. Please stay in your vehicle. Any individual (including parents) must present the camper's SECURITY CODE when picking up a camper in carline. This is to ensure the safety and security of every camper. (SEE MAP)

**PreK 4 – 7th grade:** Campers will dismiss from the front of the GYM from 3:00-3:15 PM. Please stay in your vehicle. Any individual (including parents) must present the camper's SECURITY CODE when picking up a camper in carline. This is to ensure the safety and security of every camper. (SEE MAP)

**PM EXTENDED DAY PROGRAM:** Begins at 3:00 PM until 6:00 PM. All campers who use the extended day program must be registered for extended day prior to the beginning of the session. Campers requiring "Extended Day Camp" must be picked up no later than 6:00 PM. A late fee of \$2.00 per minute after 6:00 PM will be assessed for late campers.

**Infant – 3yrs:** Campers will dismiss from the front of the Preschool Building. Campers will be walked out to your vehicle.

**PreK 4 – 7th grade:** Campers will dismiss from the front of the GYM. Campers will be walked out to your vehicle.

**ATTIRE:** Campers must wear their camp shirts every day with khaki or navy shorts, socks, and tennis shoes. No sandals, jellies, crocks, or boots will be permitted. All campers should bring a one-piece or tankini swimsuit, towel, and aqua shoes for splash parties and recreational swimming. Additional camp t-shirts and tote bags will be available for purchase in the camp office.

**T-SHIRTS: Youth \$24.00 Cedarwood tote bag: \$ 20.00**

**CHANGE OF CLOTHES:** Infants – PreK 5 must bring TWO changes of clothes in a backpack or zip lock bag. This must include a shirt, shorts, underwear, socks, and extra shoes. All articles of clothing should be marked with the camper's name. Diapers and pull-ups are only allowed for 2s. Campers in age groups 3 - 9 ARE REQUIRED TO BE POTTY TRAINED TO ATTEND CAMP.

**TOYS & DEVICES:** No toys, blankets, stuffed animals, etc. may be brought from home. No electronic devices, electronic games, cell phones or other communication devices are allowed at camp.

**SUNSCREEN POLICY:** Sunscreen should be applied each morning by parents prior to coming to camp.

**SWIMMING:** Campers in age groups 3 - 9 have recreational swim time each day. Campers can wear a one-piece swimsuit or tankini. Please have your camper put on their swimsuit each morning under the camp uniform. Swim vests and jackets will be provided for recreational swimming. Certified lifeguards and counselors will be on duty at all times.

## LUNCH & SNACKS:

**Infant – 3yrs:** In accordance with Louisiana State Department Licensing, Early Childhood aged campers will be served morning and afternoon snacks as well as lunch. Campers requiring special diets should consult with Camp Administrators.

**PreK 4 – 7th grade:** Campers must bring lunch each day. Campers may bring snacks and drinks.

**CONCESSIONS:** Snacks and drinks will be available through the snack option program to the 4, 5, 6, 7, 8, 9, 10, 11 & 12 year old campers during afternoon snack time. Please register for this program online.

**EMERGENCY CARD AND IMMUNIZATION RECORDS:** Records must be on file in the camp office prior to the first day of camp. ALL ALLERGIES and medical conditions must be listed on the emergency card. If your child is a current Cedarwood student, your child's immunization record is already on file.

**FEES:** Balance of fees for each session of camp is due before the first day of that session. THERE WILL BE NO CREDITS, MAKEUP DAYS, OR REFUNDS if a camper is unable to attend camp.

**ILLNESS:** Due to the required guidelines, we must follow as set forth by the LA. Dept of Education and the CDC, the camp staff will be implementing strict protocols for the wellness of all campers and staff.

Children, who show signs of illness, will not be permitted to stay at camp if it seems unwise for the child himself or for other children. If a child becomes ill during the day, they will be isolated from the other children, and the parent will be notified to pick up the child. Be sure the office has the name of someone to contact if a parent is not available.

### **Keep your child home if she/he:**

- has had a fever of 100 degrees or above within 24 hours of arriving to camp
- has a cloudy nasal discharge
- has a sore throat or constant cough
- has a fresh cold
- has an unexplained rash
- has an upset stomach, diarrhea or vomiting
- has an infectious condition: i.e. pink eye, impetigo
- has head lice

If a child is well enough to come to camp, she/ he is considered well enough to go outdoors if the weather

permits and participate in all camp activities.

If the child has special health problems, allergies, or other recurring health problems, be sure these are noted on the annual medical form.

A doctor's certificate is required for re-admission to camp after a communicable disease, and other times at the discretion of the camp administrator.

We understand children's illnesses are difficult for working parents. However, we must be firm with our policy regarding illnesses at camp.

**Lice Policy:** If a child is found to have signs of live infestation, eggs, or nits, a parent will be notified to pick up the child immediately. The child will be allowed to return to camp after he or she has been treated for head lice and has been checked by a camp administrator to be completely free of head lice, nits, and /or eggs. Prior to the student entering camp again, the student must receive office clearance. The camp reserves the right to check children's hair for signs of live infestation and/or eggs.

**Medication:** No drugs of any type, including aspirin or Tylenol, will be given by the school personnel *unless prescribed by the child's physician and authorized in writing by the parent*. All Cedarwood Preschool Staff are certified through Medicine Administration Training to administer medicine at school. A Medicine Administration Form shall be filled out by the parent at the front office when a child must be administered medicine at school.

\*According to the State of Louisiana Licensing Regulations:

#1917 B1 – For *prescription medicine* to be administered, the camp shall maintain the original pharmacy container with the complete pharmacy label. (Please make sure it has possible side effects listed.)

#1917 B2 -- For *nonprescription medicine* to be administered, the center shall maintain original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use. (Please make sure it has possible side effects listed.)

#1917 C – All medication shall be sent to the camp in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.

#1917 C – If a nonprescription medicine label reads "consult a physician," the early learning center (Cedarwood) shall maintain and need a copy of a written authorization form from a licensed health care provider for the child to take the medicine.

#1917 I – Authorization for "as needed" prescription and nonprescription medicine shall be updated as necessary or at least every 6 months by the parent and shall include circumstances for administering "as needed" medication and any applicable instructions.

#1917 K1 – Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months. (Plan of Action is agreed upon by the Director and Parents)

## **DISCIPLINE POLICY:**

Our goal is to handle each discipline problem in a firm yet positive manner. Cedarwood Camp promotes an atmosphere of mutual respect. Appropriate behavior will be rewarded, and negative behavior will be addressed. Children will be held accountable for their behavior. Consequences will be given to campers whose behaviors are inappropriate.

### **Misbehaviors will be addressed by the camp counselor:**

1. stating expectation
2. missing activity time
3. losing a privilege

### **Campers with repetitive misbehavior will:**

1. Conference with Camp Administrators - parent will be notified
2. Conference with Camp Administrators - parent conference with Director and child for child to return to camp.
3. Be sent to Camp Administrators. Child will not be allowed to return to camp.

No child will ever be subject to physical punishment, corporal punishment, verbal abuse, or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he/she will always be supervised by a staff member. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.