



Camp Policies and Procedures

DROP OFF PROCEDURES

The program may be divided into groups based on grades and/or activities. Parents will be expected to sign their child in their classroom's log book when dropping them off.

PICK UP PROCEDURES

Campers must be signed out in the log book by a parent or authorized pick up at the conclusion of their camp day.

Authorized Pick-Ups:

The registration form will ask for names of people who are authorized to pick up your child from camp. **IMPORTANT:** Campers will only be released to the people listed on the Authorized Pick-up List, unless you contact the school to make other arrangements. All individuals authorized to pick-up your child will be required to show a picture ID. All individuals authorized to pick up your child must be at least 18yrs of age unless you provide a notarized letter allowing individuals younger than 18yrs of age to pick up your child.

Pick-up:

Campers will remain in their respective classrooms for pick-up time (4:50 p.m. – 5:00 p.m.). Participants not registered in the Extended Camp Care must be picked up by 5:00 p.m. to avoid late fees. At 5:00 p.m. any campers still remaining who are not registered for Extended Camp Care will be brought to the Lobby. Please notify the office, if you have to pick up before 5:00 p.m. Children will only be released from the school location (no children will be released from the New Settlement Community Center)

Extended Camp Care Pick-up: Extended Camp Care will be from 5:00 p.m. - 6:00 p.m. for an additional \$25.00. Campers registered in Extended Camp Care may be divided into groups. Campers must be picked up by 6:00 p.m. to avoid late fees. Pick-up times are strictly enforced. If your child is registered in Extended Camp Care you must pick them up by 6:00 p.m. to avoid a late fee. If you are unable to pick up your child on time, it is your responsibility to make other arrangements.



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Late Fees:

There will be a late charge of \$1.00 (One Dollar) per minute fee for regular campers after 5:00 p.m. and after 6:00 p.m. for Extended Camp Care children. Late fees must be paid at the front desk before the camper returns the next day.

Attendance:

You are encouraged to call the school at (718) 576-6630, if your child will be absent. As a courtesy, please be sure to contact us if your child will be absent on a field trip day. The office does not open until 8:00 a.m., but you may leave a message prior to opening. Staff will not be making regular phone calls home due to absences.

Communication:

There will be a weekly newsletter sent out. The newsletter will contain information about what activities will be going on in camp each week along with any important camp information.

Lunch/Snack:

Lunch will be provided every day. Please ensure that your child eats breakfast before coming in for camp and also comes in with snack for midday snack. If your child is attending the Extended Care, don't forget to send an additional snack each day.

Health

For the health and safety of all participants and staff, the following health regulation is required: Please notify us if your child has a communicable illness so that we may inform other parents (send out a note) to watch for symptoms. Staff has the authority to refuse any child that may show signs of any contagious illness. In such cases, the judgment of the director is final and refusal to come pick up the child will result in dismissal from the program. If your child had a fever, they must be fever free for 24 hours in order to return to the program. Staff also has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.

Custody Situations

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody.



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Parent Communication with Children

Parent/adults are not allowed to speak to children other than their own regarding that child's behavior. If there is a problem between your child and another, please bring it to the attention of staff or have your child do so. Only Little Scholars EDC staff is permitted to discipline or question a child in their care. Please remember the staff's responsibility is supervising the children, so we ask that phone calls are kept to a minimum and only made in emergency situations.

Parent/Guardian Code of Conduct:

Parents/Guardian are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with Little Scholars EDC. It is recommended that parents discuss with their children that activities are planned for groups and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs and gross motor programs as deemed necessary by staff.

Parents/Guardian shall:

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities.
- Take direction from program staff and supervisors.

Little Scholars EDC administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

Disciplinary Action:

Little Scholars EDC will follow a progressive form of discipline as outlined below, if deemed appropriate. However, Little Scholars EDC is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and/or proceed immediately with the parent/ guardian removal.

Written or Verbal Warning:

Staff will discuss with the parent/guardian the undesirable conduct and why the action is not appropriate. If the action continues, a meeting will be held with the parent to try and resolve the situation prior to suspension.



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Suspension:

Director may temporarily ban a parent/guardian from a number of activities, games, practices, facility or programs. (The length of the suspension will be determined by the severity of the action).

Dismissal:

If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program, facility or activity may be necessary. Once again, Little Scholars EDC reserves the right to dismiss a parent, volunteer or spectator whose behavior endangers his/her own safety or the safety of others. (*Refunds will not be given*).



CAMPER RESPONSIBILITIES

Code of Conduct

Campers are expected to exhibit appropriate behavior at all times.

Participants shall:

1. Show respect to participants/staff, and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, participants or staff.
4. Show respect to equipment, supplies, and facilities. Participants who do not conform to these rules risk extended time outs, removal from class into the office, suspension or dismissal from the program.

Discipline

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her own actions. It is also necessary for the safety of all participants and staff. We use corrective statements and “time-outs” to redirect negative behavior. Recurring or major problems will be documented through an incident report and discussed with the parent/guardian. Students may be suspended or dismissed from the Summer Camp for the following reasons: 3 incident reports in a summer, aggressive behavior, reoccurring behavior and any other inappropriate behaviors deemed unacceptable by Little Scholars EDC.

ADDITIONAL INFORMATION

Items from Home

Participants should leave all toys, electronic games, cell phones, MP3 players and other items at home unless camp staff requests the item. Unauthorized items will be stored in the camp office and must be signed out by a parent. Little Scholars EDC is not responsible for any lost or stolen items.

Appropriate Attire

Make sure your child wears gym shoes and comfortable clothes to camp each day. Clothing with alcohol, cigarette advertisements and/or explicit or profane messages will not be allowed at camp. Parents will be contacted and expected to pick up their child or bring a change of clothing in such a case. Additionally, parents may be contacted if their child is wearing revealing or suggestive clothing. Campers who are not wearing gym shoes will not be allowed to participate in activities that include running. Campers should bring a towel and swimsuit to change into for swimming.



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Extra Materials

Parents are encouraged to apply sunscreen and bug repellent to campers before arriving at camp. Camp Counselors are not allowed to apply these items on campers. Campers will need to apply extra sunscreen and bug repellent on their own. Campers are also encouraged to bring bottled water to camp every day. They will be allowed to bring the water on field trips, on walking trips and to activities. Water bottles must be filled with regular water only. No flavored waters, juices, etc. will be permitted. Please be sure to label your child's water bottle.

Abuse and Neglect

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, Little Scholars EDC personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will then be notified.