

2023 Afterschool All-Stars Summer Camp Policy Handbook

PROGRAM OPERATIONS

- Program hours are 9:00am to 5:00pm, Monday-Friday.
 - Holidays this summer: May 29 (Memorial Day), July 10-14 (No program because of the Utah Midsummer Renaissance Faire) and July 24 (Pioneer Day). There will be no summer camp on these days.
- Drop-off is from 9 to 10am daily, at the Cedar City Main Street Park pavilion, next to the library.
 - Summer camp and childcare begin at 9:00am, we are not responsible for childcare until 9:00am. Please use discretion in dropping children off early, as they will not be monitored by us.
- Pick-up is at 5:00pm
 - We usually return from field trips between 4:30 and 5:00pm.
 - Occasionally, pick-up will be at different locations such as the aquatic center or Canyon Park, please refer to the weekly email for pick-up locations.
- **An email will be sent out each weekend with the details for the upcoming week including the daily activities, what children need to bring, and where pick-up will be.**
 - This is where you will need to look for the most accurate information on the schedules and pick-up locations.
 - Although we try to stick as closely as possible to the calendar, unforeseen changes do arise. **Any changes or importation information will be emailed to you, please give us the email address where you will be most likely to see our communications.**
- Things to bring:
 - Backpack daily to easily carry and keep track of things.
 - We provide breakfast, lunch, and a snack each day.
 - You are welcome to send a home lunch and/or snacks with your child if you would like
 - Money (always optional) - On some of our field trips there will be places to buy things such as concessions and gift shops. You absolutely are not required to send money, but you may if you would like to.
 - Please remind your child to always keep their money in a safe place. We will only hold money for a child if it is in a ziplock bag and clearly labeled with the child's first and last name and the amount that was sent. We will not hold money that is not labeled.
 - **We are not responsible for any lost items or items left at the park, please do not send valuable items with your child**

ATTENDANCE

- Because of capacity limits, it is essential that children are in attendance each week they are signed up for.
 - If children are not present for two or more days in a row and parents have not communicated with us about the absences, the spot in the program will be given to the next person on the waiting list.
 - If you qualify for free tuition and your child does not attend a week they are registered for, you will be responsible to pay full tuition for the week and/or your child may be unregistered from the remainder of the program.
- Kids can be picked up early, please refer to the weekly email to make sure we will be in town if your child will need to be picked up early.
 - Please contact James Jordan (435)592-5208 or Ann Davis (435) 531-9282 if you need to pick your child up early.
- You will need to physically sign your child in and out each day.
 - There will be a binder with a roll sheet for you to sign the time and your initials when you drop off and pick up your child. This must be done at drop off and pick up every day.
 - Only approved adults will be allowed to pick up children, ID will be required if anyone other than parents are picking children up.

SAFETY

- Do not bring weapons of any kind to the program! If weapons are found children will be sent home immediately and given one chance to return to the program.
 - Second offenses will result in expulsion from the program for the remainder of the summer.
- We do not teach children how to swim. There are lifeguards at all swimming pools we go to and our staff monitor children in the pools.
 - If you are concerned about your child's swimming ability, please consider keeping them home on the swimming days.
- Please be sure to list all medical concerns and allergies on the registration form and communicate any individual needs your child may have with program staff.
- Electronic devices such as smartphones, tablets, laptops etc. are prohibited except for use to call parents.
- Children are transported on a school bus driven by Iron County School District bus drivers.

STAFF

- All staff members
 - Are trained in First Aid and CPR,
 - Have passed Utah State background checks,
 - Are 18 years of age or older.
- We maintain an adult to child ratio of 1:10 (1 adult to 10 kids or less).

BEHAVIOR EXPECTATIONS

1. Children will treat all peers and staff members with respect and dignity.
2. Children are expected to promptly follow instructions from staff, this is especially important on field trips.
3. Bullying, both verbal and physical, will not be tolerated.
 - a. If bullying occurs, staff will speak with the children involved and parents will be notified of the incident.
 - b. If the behavior continues children will be removed from the program.
4. We expect all youth to engage in conversations that are appropriate for the setting.
 - a. This includes not talking about sexually explicit topics, religion, politics, violence, swear words, etc.
 - b. If children are redirected to change their conversations or choice of words and it does not change, parents will be contacted to resolve the problem.
 - c. If the problem persists after parents have been contacted, children will be removed from the program.

PAYMENTS

- **Registration is not complete and spots in the program are not saved until the registration fee has been paid. Please visit our website to make payments.**
- Parents are responsible to pay for all weeks their child is registered for, even if they do not attend.
- You must apply for State Child Care Assistance through [DWS](#) before you are eligible for free or reduced tuition through the program.
- If you qualify for free tuition and your child does not attend a week they are registered for, you will be responsible to pay full tuition for the week and/or your child may be unregistered from the remainder of the program.