



# CAMP 16

## Policies & Procedures

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### Expectations

#### What to Bring or Not Bring

- Participants will wear comfortable shoes and clothes that they can be active in.
- Participants will bring a water bottle, sack lunch, and snack daily.
- Participants should administer sunscreen and bug spray prior to arrival; additional sunscreen may be sent with participant and camp staff will remind them to reapply.
- Participants must be prepared to self-administer any medications needed during camp time.
- Participants should leave all personal items, save what is listed above at home. Cell phones will not be allowed out during camp time.

#### Sign In/Sign Out Procedures

- Parents or guardians will be required to sign in and sign out their children every day; photo IDs must be provided at every pickup and sign out.
- Only the adults listed on the registration form can sign out and pick up a participant.
- The camp runs from 8:30am to 4:00pm daily. We will allow a 15-minute window before and after drop off and pick up times, as we understand that traffic can be an issue.
- We will send information prior to the beginning of camp relating to the location for drop off and pick up.
- If a child will be getting themselves to and from camp (biking, walking, public transport), we must have prior authorization from parent/guardian included with the registration form.

#### Cancellations

- Participants will receive a full refund for cancellations made prior to May 15.
- No refunds for cancellations will be made after May 15.
- In the event that ALPLM cancels the camp, a full refund will be provided.

#### Sick Kids

- If a participant is sick, please do not bring them to camp that day.
- If a child becomes sick during camp, we will notify the parent/guardian and the sick child will need to be picked up within the hour.

#### Behavior problems

- If a participant is behaving inappropriately or in a disruptive manner, ALPLM staff will give the child two opportunities to improve behavior.
- If a participant receives a third warning, ALPLM will notify the parent or guardian and request they pickup the participant within the hour.

#### Other Expectations

- Participants must be respectful of others, their surroundings, and of themselves. Horseplay and verbal or physical abuse are explicitly prohibited.
- Participants are expected to use inside voices, and follow all relevant museum and library rules, when camp activities occur inside.
- Participants must be able to use the restroom without assistance.
- Participants must always remain with ALPLM staff.