

## 2021 Summer Camp Policies and Procedures PARENT AGREEMENT

**Summer Camp Enrollment:** All forms must be submitted to register for camp: Summer registration.

form signed Policies & Procedures, and membership form. A deposit of \$250/week will be required to save your child's spot. No prorated/partial week rates are available.

**Sign-in /Sign-out Procedure:** All members must sign in at the front desk daily and then report to their group. Parents/Guardians must sign their children out at the front desk. Members will be brought to the front desk area.

**Technology Policy:** Members are prohibited from using personal cell phones and/or electronic devices during camp. Please limit calling your children at the program to Emergencies ONLY. If you would like to leave a message for your child, we will be happy to give that to them.

**Late Pick-up Policy:** Our program closes at 4:00 pm. There is a 15-minute grace period, following the grace, the period you will be billed \$1 for every minute your child is not picked up after 4:15 pm. If a member has not been picked up after the program has closed, and our staff is unable to reach a parent/guardian, the next step will be to contact authorities.

**Absences:** You must notify the director within 24 hours in the advance notice if your child will be absent during a week, they are signed up for. We have a non-refundable policy.

**Disciplinary Guidelines:** Members who do not follow the Code of Conduct will be disciplined as stated in the Disciplinary Guidelines; found in our Parent Handbook. There are no refunds for members who are suspended or expelled from Summer Camp due to disciplinary action.

**Payments:** First Generation Leaders of America accepts the following forms of payment: cash, check and debit/credit card. When writing a check, please make it payable to First Generation Leaders of America. Please include your child's full name on the check to ensure proper accounting. Weekly payments can also be made online. at [www.firstgenleaders.org](http://www.firstgenleaders.org). Weekly fees must be paid in full by the Friday proceeding the week of attendance.

**We are not responsible for lost or stolen property.**