

2021 Camp Greenmeadow Emergency Packet



Greenmeadows Community Association

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Palo Alto, CA
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www.greenmeadow.org

Pages 6-11 Must Be Completed And Returned To
Greenmeadows Prior To Your Child Starting Camp! One Packet
Per Child. May Not Be Turned In On Child's 1st Day

Greenmeadow Summer Camp

Philosophy

The Greenmeadows Community Center is neither home nor school to your child. It doesn't attempt to replace either of these, but it does complement both. The children in our program can be far away from home for many hours and they move through several different environments in the course of their day. There are children of various ages and stages of development and their differing needs must be met.

These needs are social, emotional, intellectual and physical. GMCA will strive to meet these needs by creating an environment that:

- Offers children a base of warmth and security provided by caring adults, in which they can all grow, respect and enjoy each other.
- Fosters autonomy, cooperation and self-control, choice and the assumption of responsibility.
- Permits freedom within set limits.
- Encourages creativity.
- Provides activities reflecting and filling these different needs, while respecting cultural diversity.

The GMCA will also strive to meet the parent's needs by:

- Offering a safe, accessible, affordable camp program.
- Providing a warm, trusting, competent, and responsible staff that understands and meets the needs of the children.
- Respecting and incorporating parental needs, values and cultural diversity in the policies and activities of the GMCA.

Our professional staff receives on and off site training to:

- CPR & First Aid Certification
- Team building & communication
- Guidance and discipline techniques
- Age appropriate programming

And lastly, GMCA will strive to meet the needs of the community and participants by:

- Encouraging the participation of community members, of different racial, ethnic, cultural and economic backgrounds.
- Providing quality care to their children.
- Sharing and building upon existing community resources.

By putting all these concepts together, the design of our program is to produce a high quality and fun childcare program. Our program has incorporated these concepts to better serve you, the parents, and make your child(ren) feel happy, safe and secure during their stay at GCA's school age program.

Admission Agreement

Basic Service:

To provide supervision for camps; for children of various ages, which includes swimming, arts and crafts, sports, games, hiking, cooking, activities and daily snacks. The children have a variety of options to choose from.

Illness:

In consideration of all children in the program, please do not send sick children to camp. Should your child become ill during the program you will be contacted to pick him/her up immediately. You will not be refunded or able to do make-up's on the first three days of an illness. However, you will be refunded for everyday thereafter related to the same illness. In the instance of "exposure", please contact the General Manager immediately. Such "exposures" include, but are not limited to: Head lice, Hand, Foot & mouth syndrome, pinworm infection, scabies, slap cheek, pinkeye etc. We have a no Nit policy in regards to head lice. We will appropriately notify families of the "exposure" with notices. *Pick-up Time Frame:* In order to prevent the spreading of illness and exposure to other children, Parents/Guardians have **1 hour** from the staff phone call to pick up their child or to arrange for another authorized adult to pick up their child from the camp.

Sign-In & Out Procedures:

Your child must be signed in and out by the parent or authorized adult dropping off or picking up the child. When picking up the child in the afternoon, a parent/guardian must sign the child out with the appropriate document and notify a staff member that you are leaving with your child. Licensing requires that you must use your full written signature when signing your child in and out. **Initials are not acceptable.** Under no circumstances are the children allowed to sign themselves out and walk home without notifying staff and the written permission from the parent/guardian. If someone other than the child's parent/guardian is picking them up, either a phone call or a note must be given to the manager or appropriate staff members. That individual must be prepared to show identification, i.e. driver's license, school id. It's not enough that the person's name is on the Identification and Emergency Information Form as an "alternate pick-up person", you still must call or send a note.

Drop-Off:

As specified in the Sign-In & Out procedures, you must drop your child off and sign them in. This means you cannot drop your child off in the parking lot and let them walk up by themselves, they must be walked up with a parent/guardian. Exceptions will be allowed only by a case by case basis and must be explained ahead of time to the Head Manager, Project Coordinator and appropriate staff.

Absences:

In the event that your child is absent due to vacation or other scheduled family outing, the payment for the week cannot be refunded unless scheduled weeks prior with the Head Manager or Project Coordinator.

Refund Policy:

Refunds are available weeks prior to the start of the scheduled weeks, minus \$50 per child, per week. Refunds are not available during the scheduled week of camp.

Rate Changes:

Rate changes will be posted 30 days in advance.

Medication:

All prescription and non-prescriptions shall be administered only with the written approval and instructions from the child's parent/guardian and in accordance with the label directions as prescribed by the child's physician. Staff may administer medication with written consent of parent/guardian. All medications including sunscreen will be kept in a safe place inaccessible to children. All medications administered will be written down in the Medication Log with the child's name, the name of the staff member who administered the medication, the date and the time it was administered. Name of medication and camper will be kept confidential.

Sunscreen:

If your child needs sunscreen, please send it with him/her and instruct them on how to apply it. Older children will be responsible for applying it themselves. Please keep in mind that although the staff will be mindful, they cannot be blamed for sunburns. The camp will not supply sunscreen, so if your child requires it, please send it with them to camp.

Emergencies:

If there is a medical emergency involving a child, the parent/guardian will be notified immediately and the child will be taken to the nearest hospital by ambulance. It is required that a parent/guardian fill out the Health Information Form, Consent for Medical Treatment Form, and Disclaimer Form and that these forms be updated if changes occur.

The child will not be allowed at camp if these forms are not completed prior to the camp start.

Evacuation:

In the event of an evacuation, children will be escorted by staff to the Greenmeadow Park or the grass area between the preschool and pool parking lot. Parents/guardians will be notified immediately.

Child Abuse:

It is a misdemeanor for any caregiver not to report suspected or known child abuse or the neglect of children enrolled at Greenmeadows. Under current law, Greenmeadows does not have to notify the parent/guardian before notifying Child Protective Services(CPS). It is the camp's responsibility to protect children from abuse and/or neglect.

Discipline & Reason for Termination:

All campers are entitled to a pleasant and harmonious environment. Therefore, we cannot serve children who display chronic disruptive or aggressive behavior. Such behavior may include, but is not limited to: inflicts physical or emotional harm to other children; verbally/physically abuses staff; and/or ignores or disobeys the rules which guide behavior. Reasonable efforts will be made to assist children to adjust.

Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five minute break in order for him/her to cool off and think about his/her actions. The camp counselor will talk to the child and explain why he/she is taking a break and give the child a positive alternative to solve the problem.
2. If a second five minute break is given to the child in a single day, a note will be given to the parents to sign and return the following camp session informing them of their child's behavior.
3. If the child continues being disruptive or causing issues with other children or staff, a meeting will be held with the Head Manager, Project Coordinator and the Parents/guardian about the behavior and solutions that could be made to improve the child's behavior.

4. The policy for children hitting or biting is very strict. At first offense, the child will be given a warning and will be sent to the Head Manager, who will sit with the child until he/she can be picked up. In the second incident, the child will be suspended from the camp for the remainder of the camp week.
5. In the event of a reported incidence between two or more children, Greenmeadows reserves the right to suspend all involved parties until the investigation is complete.

General Rules:

The following rules will be implemented and upheld by the Camp staff on a consistent basis:

1. No hitting, biting, fighting or roughhousing.
2. No inappropriate touching or language.
3. Please remember to respect other people's personal space.
4. Climbing on fences or railings is not permitted.
5. Children are not allowed to play in the bathrooms or around garbage cans.
6. Standing is not allowed on tables or chairs unless supervised by a staff member.
7. Children are only permitted in the pool when supervised by a staff member or lifeguard.
8. Tackle sports are not permitted.

Lunch Time:

All children need to bring their own lunch unless otherwise noted. After lunch, an hour will be devoted to arts and crafts, which allows the kids time to digest lunch before afternoon activities.

Snacks:

There will be two snacks provided each day for the children. It's their choice to eat it or not. We do not give alternate snacks unless there is a health problem, i.e. allergies. Please notify the Manager or Project Coordinator of any allergies or special diet restrictions on the Health Information Form. If your child does have certain restrictions, it is suggested that you send a separate snack along with your child's lunch.

Swimming:

Recreational swimming will be available to the campers depending on staff availability. All children who enter the deep water will be screened by a lifeguard for swimming proficiency. If your child cannot pass the swim test, he/she must remain behind the yellow line. It is important that all swimmers follow the rules of the swimming pool and deck for their own safety and enjoyment. The Lifeguard staff may take away swimming privileges if the rules are not adhered to. Your child will need a swimsuit, a towel, sunscreen and, if he/she has long hair, a hair tie is recommended.

Cell Phones/ Personal Electronics:

Having a cell phone is a privilege at camp and the usage of phones for calling or texting may be used appropriately. Cell phones are the sole responsibility of the campers and the camp staff are not responsible for any lost, stolen, or broken phones while your child is at camp. Cell phones may be confiscated at the discretion of the Camp Staff and Head Manager and will be returned to the parent/guardian at pick-up that day. All other electronics are not allowed at camp.

Toys:

Please do not send any toys with your child to camp. If brought, the toy will be kept in a safe place by the staff until the parent/guardian arrives for pick-up.

Birthdays:

We do not celebrate children's birthdays other than singing "Happy Birthday", but if you would like to do something special, we will work with you to make your child's day special

Health Information Form

Child's Name: _____ **Age:** _____

Parent/Guardian's Name: _____

Parent/ Guardian's Daytime Phone Number:

Mother (Home) _____ Father (Home) _____

Mother (Cell) _____ Father (Cell) _____

Mother (Work) _____ Father (Work) _____

Email Address: Mother: _____ Father: _____

Physical Conditions: Please note conditions, which affect your child and symptoms that may help us identify possible problems:

Allergies:

Drug Allergies: _____

Symptoms: _____

Food Allergies: _____

Symptoms: _____

Insect or Other Allergies: _____

Symptoms: _____

Asthma: _____ Symptoms: _____

Diabetes: _____ Symptoms: _____

Seizures: _____ Symptoms: _____

Other: _____ Symptoms: _____

Other:

Please list below any other conditions, learning/social disabilities or health problems of which we should be aware of in order to best care for your child:

Consent To Treat
Greenmeadow Summer Camp

In the event that my child is injured at Greenmeadows or at a designated field trip site, I hereby give my consent to the Greenmeadows Community Association, its employees, and staff to facilitate emergency medical care, at my expense, and in doing so I absolve the Greenmeadows Community Association from all liabilities as stated above.

If I cannot be reached immediately or if the situation is viewed as critical by the staff member in charge, I request that one of the following physicians be called, but if emergency medical treatment is believed to be necessary, I authorize the Greenmeadow Summer Camp staff to request assistance from the paramedics, and I consent to any emergency treatment that is recommended by paramedics or emergency room staff.

Parent/Guardian Signature

Date

Physician Name:

City

Phone Number

Dentist Name:

City

Phone Number

Health Insurance Carrier: _____

Policy Number: _____

I agree, have read and understand the admission agreement, rules and procedure of the Greenmeadow Spring Camp Emergency Packet.

Parent/Guardian Signature: _____ **Date:** _____

General Manager Signature: _____ **Date:** _____

Camp Fees

Weekly Rate:

\$350

*Space is reserved for weekly enrolled campers and can be reserved the Friday prior to the week of interest.

Parent's Fee Agreement

Fees:

1. All fees are due prior to your child's scheduled camp days
2. Fees are a daily or weekly rate. Fees include: 10:30am-3:30pm care, supply fee, weekly all camp field trips (entrance or activity), special presenters & jumpers, two daily snacks etc.
3. Visa, Mastercard, American Express and Discover are accepted online through registration, in person in the General manager's office using Square, or through checks made out to GMCA.
4. If you put down deposits to secure space for your child, full fees are due in installments or in full.
5. As stated in the Refund Policy, *see Admission Agreement*, refunds for prepaid weeks or days will be available for weeks prior to the start of scheduled weeks, minus \$50 per child, per week. If cancellation occurs on Monday of the scheduled week of camp, no refunds are available. Refunds are not available during the scheduled week of camp. There will no be refunds once the child has attended the camp.

I agree and understand the Parent's Fee Agreement for the Greenmeadow Summer Camp.

Parent/Guardian Signature: _____ **Date:** _____

General Manager Signature: _____ **Date:** _____

Model Release Form

I hereby grant Greenmeadow Community Association irrevocable permission to publish photographs of me or my child(ren) taken at the Greenmeadow facilities or events. These images will be published in any manner, including but not limited to advertising, periodicals such as the Meadowlark, and the Greenmeadow website. Furthermore, I will hold harmless the aforementioned Association from liability by virtue of any blurring, distortion or alteration that may occur in producing the finished product, unless it be proven that such blurring, distortion or alteration was done with malicious intent toward me.

I affirm that I am more than 18 years of age and competent to sign this contract on my own behalf. I have read this release and fully understand its contents.

Please Print:

Child's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Consent (If Applicable)

I am the parent or guardian of the minor named above and have legal authority to execute this release. I consent to use of said photographs based on the contents of this release.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date _____

Agreement, Waiver and Release Form

In consideration for being permitted by the Greenmeadow Community Association to participate in the registered activity, I hereby waive, release, and discharge any and all claims for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the above Association (it's agents and employees) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

Parental Consent: (to be completed and signed by parent/guardian if applicant is under 18 years of age.

I hereby consent that my son/daughter, _____, participate in the registered activity, and I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE FORM AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE GREENMEADOW COMMUNITY ASSOCIATION AND I SIGN OF MY OWN FREE WILL.

Signature

Date

Print Name