

SonShine Day Camp

POLICIES AND PROCEDURES

Camp Hours: 9:00am – 3:00pm (Monday – Friday) Children may be dropped off no earlier than 8:45am, and may be picked up no later than 3:15pm, unless arrangements have been made in advance with the office.

Extended Hours: There are extended hours available for parents who need before or after care; however, advanced arrangements must be made with the office. The fee is \$7.00 an hour and the hours are from 7:30am to 5:30pm.

Daily Sign-In and Out: Children must be signed in and out each day by an authorized adult. The sign-in books are located just inside the office entrance. Please find your child's name in the correct book and sign your name as well as the time of drop off or pick up.

Payment: The \$150 dollar weekly camp fee is due the Friday before the week starts. You will be charged a \$5.00 late fee for every day that you are late in paying.

Camp is closed on July 4th

Immunization Record: All Children must have an up-to-date immunization record on file at the start of their camp experience. You can either hand in a copy with you admission forms or have your doctor fax a copy to 914-628-1287.

Items needed: Sun screen, bug spray, hat, insulated lunch bag, towel, swimsuit, water shoes, and a small pillow & blanket. Each item needs to be labeled with your child's name and put into a backpack. We are not responsible for lost items. We discourage the children from bringing toys from home.

Lunches: You are responsible to send your child in with a snack and lunch every day. Please send lunches in an insulated lunch bag. We will have a pizza lunch available on Fridays. Pizza lunch can be ordered during the week at the office. The cost for the lunch is \$3.00. The office must receive the order and payment by Friday at sign in.

ICE CREAM: As one of our camp's highlights, we have Ice Cream at camp each day. Your child can purchase ice cream at your discretion. Ice cream can be ordered and paid for each day at the office. Sorry, No prepayment or banking money for future days allowed.

Bathroom Policy: All children must be able to go to the bathroom independently without assistance. Children WILL NOT be allowed to stay at camp if they arrive in a pull-up.

Behavior: If a child is misbehaving we will use positive re-enforcement and redirection, however if the behavior does not change, time outs are used on occasion. You will be notified of any disruptive behavior. If the behavior continues we will discuss a behavior plan, once a behavior plan is in place, if a child is still mis-behaving we will ask you to remove your child from the program.