

Ready Set Fun Day Camp

Policies and Procedures

Introduction

Welcome to Ready Set Fun Day Camp! We strive to create a safe, fun, and engaging environment for all campers. This document outlines our standard policies and procedures to ensure a smooth operation and a positive experience for everyone.

1. Enrollment and Registration

1.1 Registration Process

- Parents/guardians must complete a registration form for each child.
- Emergency contact information and any medical or special needs must be provided.
- Registration is confirmed upon receipt of the completed form and payment.
- Parents/guardians must disclose any existing injuries, recent procedures, medical sensitivities, or physical limitations on the registration form. This includes temporary conditions that may affect participation.

1.2 Attendance

Parents/guardians must sign their campers in and out each day. Parents must notify RSF in advance if someone other than the booking parent or the emergency contact is picking up their child(ren).

2. Safety and Health

2.1 Supervision

Campers will be supervised at all times by trained staff. Staff-to-child ratio will be maintained in accordance with local regulations.

2.2 Health and Hygiene

Handwashing will be enforced before meals and after using the restroom.

Sick campers should not attend camp. If a child becomes ill during camp, parents/guardians will be contacted to pick up their child.

If a camper has a temperature of 100.4 or higher, the guardians will be called to pick them up and they cannot return for at least 24-hours.

2.3 Emergency Procedures

In the event of an emergency, staff will follow the emergency plan and contact campers' guardians immediately.

RSF's First Aid kits are well stocked and any aid will be administered by certified staff members.

2.4 Existing Injuries and Ongoing Medical Care

Staff rely on guardian-provided medical information to make informed decisions. RSF must be notified of any changes before drop-off.

Parents/guardians must record any existing injuries, recent procedures, sensitivities, or ongoing medical needs on the camp registration form, including in the "Additional Comments" section. This information helps our staff understand what to look out for and how to best support each camper.

If a camper arrives with an existing injury or bandage, staff will monitor them throughout the day.

If a child with an existing injury repeatedly voices discomfort, expresses concern about the injury, or requests assistance more than once, RSF staff will contact a parent or caregiver to notify them, regardless of whether the staff believes the child is physically OK.

This ensures parents can guide us in real time and prevents prolonged distress.

Staff are trained to differentiate between normal emotional moments (such as homesickness or temporary frustration) and signs of possible injury-related discomfort, and will err on the side of communication if there is uncertainty.

2.5 Distress Escalation

RSF staff will contact a parent if a child:

- Cries persistently for more than 15 minutes after redirection

- Refuses activity participation due to repeated discomfort
- Requests a parent multiple times in relation to an injury or physical concern
- Appears emotionally distressed beyond typical homesickness

3. Daily Schedule

3.1 Sample Daily Schedule

- 8:00 AM - Arrival and Playtime
- 10:00 AM - Snack Time
- 10:30 AM - Activity
- 11:30 AM - Lunch
- 12:00 PM - Playtime
- 1:00 PM - Quiet Time/Reading
- 2:00 PM - Snack Time
- 2:30 PM - Activity
- 3:30 PM - Playtime
- 6:00 PM - Last Pick-up

4. Code of Conduct

4.1 Expectations

Campers are expected to be respectful to others, follow instructions, and participate in activities.

4.2 Prohibited Behaviors

Physical aggression, bullying, and inappropriate language are not tolerated. RSF Day Camp follows 1-2-3 Magic principles. If a child repeats inappropriate behavior, they will be placed in time-out. If the child continues the inappropriate behavior after time-out, the guardian will be notified.

4.3 What is 1-2-3 Magic and how is it used at RSF Day Camp?

4.3.1 1-2-3 Magic Protocol

- **Step 1: "That's 1"**

When a child exhibits inappropriate behavior, the staff will calmly say, "That's 1," signaling the first warning without further explanation.

- **Step 2: "That's 2"**

If the behavior continues, the staff will say, "That's 2," indicating the second warning.

- **Step 3: "That's 3, Take 5"**

Upon the third occurrence, the staff will say, "That's 3, take 5," and the child will take a 5-minute break to cool down and reflect.

- **Resolution**

After the break, the child is welcomed back to the activity without further discussion of the behavior.

4.5 Emotional Support and Redirection

RSF staff use positive reinforcement, redirection, and check-ins to support emotional regulation. If emotional distress affects a child's ability to participate safely or comfortably, guardians may be contacted.

4.4 Serious Misconduct

Egregious physical aggression, bullying and inappropriate language and behavior will result in expulsion from RSF Day Camp. In this scenario, guardians will be required to immediately pick up their campers and future bookings will be canceled.

5. Communication

5.1 Guardian Communication

Regular updates will be provided to guardians through emails or newsletters. Staff are available to discuss any concerns before or after camp hours.

5.2 Incident Reporting

- Any incidents or accidents will be documented and reported to parents/guardians at pick-up.

5.3 Parent Notification Protocol

Staff will contact parents when:

- A new injury occurs at RSF
- An existing injury becomes a repeated source of discomfort
- A camper experiences prolonged emotional distress that impacts participation
- A medical or behavioral concern prevents safe engagement in activities

6. Meals and Snacks

6.1 Food

RSF Day Camp includes lunch along with morning and afternoon snacks.

If a child has a food allergy, or specific food aversion, guardians are encouraged to pack snacks and a lunch for their campers.

6.2 Allergies

Parents/guardians must inform staff of any allergies. All staff will be trained in allergy awareness and response. Ready Set Fun maintains a full first aid kit, but it does not include EPIPENS. Any campers requiring the use of EPIPENS will be required to bring them to Ready Set Fun and to make RSF staff aware of the allergy on the in-take form. During check-in, the guardian should show RSF staff where the EPIPEN is stored for emergencies.

RSF is a nut-free facility.

7. Activities and Equipment

7.1 Activity Planning

Activities are planned to be age-appropriate, safe, and engaging. A mix of physical, creative, and educational activities will be offered.

7.2 Use of Equipment

All playground equipment is to be used under supervision. Safety rules for equipment use are posted and will be enforced at all times.

8. Personal Belongings

8.1 What to Bring

Campers should bring a labeled water bottle, change of clothes, socks ready for play, and any required medications.

Personal toys or electronics are not allowed.

8.2 Medication

All medication must be separated into individual doses, with administration times clearly marked. They must be packaged and provided on a daily basis and handed off at check-in.

Ready Set Fun will not be responsible for maintaining campers' medications overnight.

8.2 Lost and Found

Parents/guardians are encouraged to label all belongings. A lost and found box will be maintained.

9. Staff Training and Qualifications

9.1 Staff Requirements

All staff must pass background checks and have relevant experience or training in childcare. Regular training sessions will be held to ensure staff are up-to-date on best practices.

9.2 Professional Development

Staff are encouraged to pursue ongoing professional development opportunities.

By adhering to these policies and procedures, we aim to provide a safe, structured, and enjoyable camp experience for all campers. Thank you for your cooperation and support.