

~Trailside Discovery –SCF- Parent Policies 2018~

1. **Type of Service Offered:** Environmental Education Summer Camp for ages 4-13 at the Spring Creek Farm.
2. **Hours of Operation:** Class hours are from 9:00 am to 4:00 pm Monday through Friday. Additional care is available at the Spring Creek Farm from 7:30 am to 9:00 am and from 4:00 pm to 5:30pm.
3. **Children with exceptional needs:** Please talk to the camp Director to see if our program can meet your child's needs.
4. **Enrollment Requirements:** All participants must have completed the registration and health forms, and meet age requirements.
5. **Discipline/Behavior Management:** Many behavior problems common at school and home disappear when students are in an outdoor setting. When it is necessary to modify the behavior of children, positive behavioral management techniques are used. If a child is unsuccessful in meeting the behavioral expectations of our program, a parent conference is arranged. If the behavior continues this could result in dismissal from camp. Corporal punishment is never a component of our program. A child will be restrained only in the event of possible injury to the child or other children in the group.
6. **Meals, Snacks, and Beverages:** Students will be active all day long. Families must provide two nutritious snacks, a sack lunch, and a beverage (water or 100% fruit juice) that will not spoil in the heat. The American Camp Association suggests that parents send nutritious snacks and meals; Snacks must include two of the following three components: juice, fruit, or vegetable; meat/meat alternative, and bread/ bread alternative. Lunches must include a protein such as meat, fish, cheese, egg, peanut butter or nuts, two or more servings of fruits and/or vegetables, and a bread/bread alternative.
7. **Nondiscrimination Statement:** Trailside Discovery programs are open to all children and there is no discrimination allowed on the grounds of race, age, parenthood, skin color, national origin, sex, religion, physical disability, marital status, or pregnancy.
8. **Fees, Refunds, Cancellations and Payment Arrangements:** FEES: There is a nonrefundable \$25 deposit for each class which will go toward your overall bill, along with a non-refundable registration fee of \$45 per child; both are due at the time of registration. All payments are due no later than May 25th, 2018, and a 5% administration fee will be charged to households with outstanding balances. Campers will not be permitted to attend classes until their full tuition balance is paid. There will be no refund issued for non-attendance due to an overdue balance. Bi-weekly payment plans are available during registration. Trailside has the right to charge any overdue balance manually using your card on file.
CANCELLATIONS: Trailside will refund the full course fee (excluding non-refundable deposits and the registration fee) to students who are unenrolled between Jan 8th and April 1st, or if Trailside dismisses a program and space in a similar program cannot be accommodated. A 50% class refund will be granted to those withdrawing from a course up to two weeks prior to the course start date you wish to cancel. If you cancel a course within two weeks of the course start date you will not receive a refund. Any account sent to collections will be charged an additional 38% of their overdue balance
Fees, Refunds, and Payment Arrangements:
9. **Liability Insurance:** Trailside Discovery has a half-million dollar general liability insurance policy. We do not carry accident coverage; you must carry your own.

10. **Rules Concerning Personal Belongings:** Every child will keep his/her belongings in a personal daypack. We ask that all non-essential personal belongings such as, cell phones, sports equipment, electronic games, and cards be left at home. Trailside Discovery is not responsible for any lost, stolen, or damaged items while at camp.
11. **Parent Visits/Release/Absentee campers:** Parents may visit programs only after they have consulted with program instructors to arrange an appropriate time and place for a visit. This does not apply to parents participating in the ½ day parent's sessions. All children must be released to authorized persons during camp or at the end of camp; and authorized person(s) must bring valid ID. If a child is not present by 10:00 am each day the director or designate may call parents to verify non-attendance. However it is ultimately the responsibility of the parent to notify Trailside staff/office of any absences.
12. **Drugs and Alcohol Policy:** Tobacco products, smoking, alcohol, drugs and weapons are prohibited in all Trailside programs; and any other areas camp programs may take place.
13. **Animals:** Are prohibited unless approved by the Trailside Discovery Director.
14. **Child Abuse Reporting:** Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed child care providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the Alaska Division of Family and Youth Services Child Protection Office: 269-4000. Centers are required to notify the Municipal Child/Adult Care Licensing Office of incidents which allege a child was abused or neglected when the center is responsible for the child. Municipal Child/Adult Care Office: 343-4758 or 343-6730.
15. **Substitutes:** In the event an instructor is injured or becomes ill during the week your child is enrolled, a qualified substitute will lead the group. Our substitute pool includes other Trailside staff with appropriate college degrees or certified teachers.
16. **Emergency Care Provisions/Care for Ill Children:** If a child becomes ill while with Trailside; attempts will be made to contact the child's parents to arrange for the child to go home for the day. If parents are unreachable and it is not advisable for the child to continue with group activities or is requiring medical attention; Trailside staff will continue to attempt contact with the parents while the child is being taken to a local medical facility by paramedics. Staff will document in the communications log book when a parent has been notified of the illness or injury. Medication: Trailside Discovery staff members are not authorized as a general rule to administer any medication(s) to children, including aspirin. If medicine needs to be administered while your child is in our program, we will need the parent to fill out an authorization form. Please contact the Trailside office for a copy.
17. **Accreditation:** Trailside Discovery is accredited by the American Camping Association 5000 State Road 67 North Martinsville, IN 46151-7902. Member # 28776 Section 7EG Date Joined: 1991. (765) 342-8456 9765) Phone, (765) 342-2065 Fax
18. **Notification of Changes:** Any changes in programs or policies will be mailed to all participants.

Thank you,
Victoria Long-Leather
Vicki Long-Leather
Trailside Discovery Director