

# CAMP Kind



## CAMP KIND 2022: POLICIES AND PROCEDURES

### DROP OFF/PICK UP/PARKING

Drop off begins no earlier than 8:15am, and campers are expected to be picked up promptly at 12:00pm. Ben's Bells does not provide early/after care. Your child's safety is our main concern.

Drop off and pick up of children will take place at the Ben's Bells Downtown Studio (40 W. Broadway). You may use our front entrance off Broadway and walk across our courtyard to the Studio space, or enter the Studio via the back door at 40 W. Jackson St.

Each day you must sign your child in and out for accountability purposes.

No child will be released to an individual unless they are authorized by a parent to pick up the child. This authorization must be in writing. Those authorized persons who are unknown to us will be required to show proper identification.

Parking is available on surrounding streets in metered spaces, including Jackson St. along the back of the building (south of Broadway). The parking lot adjacent to Ben's Bells is for employee parking only and is not available for parent drop off/pick up.

## **MASKS**

Masks will be required both inside and outside for the length of camp each day. All Ben's Bells employees are required to wear masks at all times while on the premises.

## **ABSENCES**

If your child is ill or is going to be absent for any reason, please contact Ben's Bells by calling 520-622-1379, ext. 1004.

## **SNACKS & WATER**

Please provide a simple snack and water bottle for your child each day. Ben's Bells will have water available for refills.

## **CLOTHING AND OTHER BELONGINGS**

The staff is not responsible for any of the children's belongings. Therefore, you should send as little as possible with your child(ren). Children should wear comfortable clothing and shoes in order to participate in both indoor and outdoor activities. Closed back sandals are permitted, but please no flip-flops. Aprons/smocks will be worn during messier activities to protect clothing. However, we cannot guarantee a "stain-free" experience.

## **SUNSCREEN**

There will be times that your child will be outside doing an activity. It is up to the parent(s) or guardian(s) to put sunscreen on your child before camp each day. Outside time will vary based on the weather.

## **ACCIDENTS/ILLNESS**

In case of a medical emergency, staff will call for medical assistance and contact the parent(s) or guardian(s) immediately. In case of a non-life threatening illness, staff will call the parent(s) or guardian(s) to pick up the child from camp. There will be a CPR/First-Aid trained staff member present during Camp Kind.

## **CAMPER BEHAVIOR**

To ensure that everyone has an enjoyable camp experience, disruptive behavior will be redirected by camp staff. Campers with chronic disruptive behavior will have their parent(s) or guardian(s) notified. At the discretion of Ben's Bells staff, disruptive campers may be asked to not return to camp.

## **REFUND/CANCELLATION POLICY**

Full payment is required to register your child for Camp Kind. Refunds will be provided up until four weeks prior to your child's scheduled camp session, after which refunds will be provided on a case-by-case basis. In the event that Ben's Bells needs to cancel any portion of scheduled camp, refunds will be provided to all registered campers for the cancelled time.