

# Poe Center for Health Education: Youth Program Policies

Please read to indicate that you understand these mandatory policies.

## Permissions

1. **Center Activities-** I permit my child to participate in activities the Poe Center conducts.
2. **Sunscreen-**I hereby give the staff of the Poe Center the authority to apply sunscreen to my child.
3. **Photography** – I permit the Poe Center to use images of my child as a program participant in internal and external promotional materials. This includes any printed material, broadcast and print advertising, promotional videos and the Poe Center's website, which are produced and/or published by the Poe Center. I also permit the Poe Center and/or the media to use images of my child in broadcast and print media news coverage of the Poe Center. I understand that my child's name will not be published. Yes \_\_\_\_\_ No \_\_\_\_\_

## Medical Treatment Policies

1. **Accident Insurance** – Participants are responsible for their own accident insurance when using the Poe Center and when participating in Poe Center programs off-site.
2. **Medication** – The Poe Center does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. However, in the event of an emergency, in which the parent cannot be contacted, Emergency Medical Staff and the Poe Center may take appropriate action in the best interest of the child.
3. **Blood Borne/Bodily Fluid Pathogen Exposure** – I understand that, while my child is in the care of the Poe Center, if a child is exposed to a body fluid on broken skin or mucous membrane, (e.g. splashing in mouth or eye), from another child, the Poe Center will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the Poe Center will provide the name and telephone number of the child's attending physician to the staff member.
4. I have read and agree with these statements and specifically authorize the Poe Center to release the name and telephone number of my child's physician, and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from my child.

# Poe Center for Health Education: Youth Program Policies (Cont'd)

Please read to indicate that you understand these mandatory policies.

## Special Circumstances

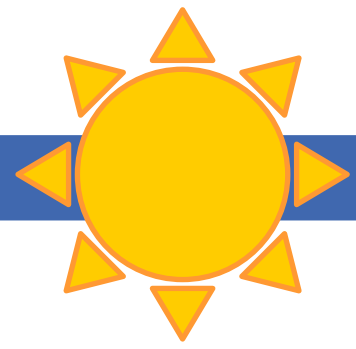
Parents or guardians are required to inform the Poe Center in writing, **prior** to a child being accepted into the program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, emotional, medical or physical conditions.

Upon being informed of such circumstances, the program director (or his or her designee) may require a conference with the parent(s)/guardian(s) to discuss issues created by these circumstances.

1. I understand and acknowledge that; (1) it is the responsibility of the parent(s)/guardian(s) to make full disclosure to the Poe Center of any special circumstances which may affect the ability of my child/ward to participate, and (2) it is the responsibility of the parent(s)/guardian(s) to inform the Poe Center of any requested accommodation believed by the parent(s)/guardian(s) to be necessary and readily achievable for such participant.
2. The Poe Center staff and volunteers are not trained to provide the care needed for children with certain physical and mental health special needs.

## Program Policy

I understand that the Poe Center is not responsible for any personal items lost or stolen at our program.



## Behavior Expectations and Discipline Policy

The Poe Center believes that it is important to maintain order and discipline throughout all programs. Providing campers and staff with a safe, positive learning environment is the Poe Center's top priority.

The Poe Center makes every effort to help parents/guardians and campers understand Poe's definitions of acceptable and unacceptable behaviors, attitudes, and actions. Please review the following with your child(ren). If you have any questions, please contact camp director Alaina Hart at [a.hart@poehealth.org](mailto:a.hart@poehealth.org) or (919) 231-4006.

Thank you for your cooperation!

### **The Poe Center does NOT condone and will NOT permit:**

1. Physical punishment.
2. The use of threats, ridicule, yelling, and inappropriate language.
3. Camp counselors leaving children unattended or unsupervised.
4. Bullying behavior or disrespectful actions from staff or children.
5. Use of electronic devices, such as tablets, phones, games, or toys.

### **A child's behavior is expected to be consistent with the following:**

1. Use appropriate language at all times.
2. Cooperate with staff, follow directions, and stay with the group-no running away/off from Camp PlayWELL.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.

### **The Discipline Policy**

1. If a child is unable to comply with the behavior expectations, a conference will be held by the Program Director with the child. The parent(s)/guardian will be notified in writing.
2. If, after the above meeting, the child is still unable to comply with the behavior expectations, the Program Director will set up a conference with the parent(s)/guardian(s). A behavior contract will be established and signed by the child (if applicable), the parent(s)/guardian(s), and the Program Director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian(s) to attend conference(s) and cooperate will subject the child to suspension or dismissal.

### **Behaviors which may result in immediate dismissal include but are not limited to:**

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff (this includes: fighting, possessing a weapon of any kind, biting, kicking, and/or engaging in physical confrontations or altercations).
2. Vandalism or destruction of the Poe Center's property or property of others.
3. Sexual misconduct.
4. Possession of or use of alcohol or controlled substances unless under doctor's prescription(s).
5. Running away/off from the Poe Center campus.

# Camp Drop-off / Pick-up Policy

Please read to indicate that you understand these policies.

## **Drop off: 8:30 A.M. - 9:00 A.M.**

Drop off for campers will be NO earlier than **8:30 A.M.** Staff and counselors will be preparing for the day and doors will not open until 8:30 A.M. We ask that on the 1<sup>st</sup> day of camp, parent/guardian dropping campers off please have a photo I.D. ready to present at check in.

## **Pick Up: 4:00 P.M. - 4:30 P.M.\***

Pick up is carpool-style. Parents/guardians are required to provide the Poe Center with three (3) people, including yourself, who are authorized to pick up your child.

To ensure the safety of all campers, we ask that you bring and show a picture ID when picking up children at the end of each day. This is required before the Poe Center can release your child. Please let the camp staff know in the morning, if anyone other than the authorized pick-up persons will be picking up your camper on that particular day.

**\*If you are late past 4:30 P.M., and have not registered for extended care, there is a \$5 penalty for the first minute and a \$1 penalty for each minute after.\***

## **Extended Care Hours:**

Limited spots are available for extended care hours and may be added at the time of registration.

- Morning: 7:45 A.M. - 8:30 A.M.
- Afternoon: 4:30 P.M.- 5:30 P.M.