



CAMP POLICIES & PROCEDURES

Welcome to Media Arts Center San Diego (MACSD) Camp. We look forward to a continuing and growing relationship with you and your camper. In order for camp to operate safely and efficiently, we ask that parents read and become familiar with the procedures listed below. For the safety of your camper, please review the Basic Rules section with the camper prior to the first day of camp. Both parent/guardian and camper must sign below acknowledging that they have read and understand these rules.

Dropping Campers Off in the Morning

- Camp begins at 8:30 AM. Please arrive at least 15-minutes prior to camp in order to sign your camper in for the day. This will include signing your name and marking down the arrival time.
- Arrangements must be made 24-hours in advance with the Camp Instructor if you need to drop off your camper early. Early drop-off begins at 7:30 AM and there is a \$25 fee.

Lunch and Food Rules

- Campers are expected to bring their own lunches every day. This should include a nutritious meal and drink. We discourage campers from eating too much sugar and junk food, so please no candy or soda. If you are bringing lunch for your camper, please arrive between 12:00 and 12:10 PM.
- MACSD will provide a mid-morning snack for campers.
- Please advise us of any food allergy or dietary restriction your camper may have. Send a snack if they have special dietary needs.
- MACSD will provide lunch on Friday for campers.

Basic Rules

- Do not bring **any item** which may be injurious to self or others, such as toy guns, matches or pocket knives.
- Please leave cell phones in backpack or turned off during camp.
- Profane or abusive language, hitting or any kind of abusive behavior is not permitted at any time.
- Physical assaults (hitting) and/or verbal abuse are justified grounds for parental conferences and/or dismissal from camp. **(no refund)**
- Remember, have fun and respect other people. Be friendly and please include all campers.
- Please keep your hands and feet to yourself--no hitting or hurting other campers.
- If someone does something or says something to you that you don't like or that hurts your feelings, ask them to STOP and tell them why. If they don't stop, tell your Camp Instructor.
- Please remember to use indoor and outdoor voices appropriately.
- Try new things: explore the materials & projects in a new way.
- Respect the equipment; do not misuse and/or damage the equipment.
- Be open to new ideas and suggestions.

Field Trips

There may be an opportunity for campers to leave MACSD for a short field trip for filming. Parents/Guardians will be given information accordingly and will be required to sign a Field Trip Release from prior to the camper being off-site. No camper will be allowed to leave the camp without parental and/or guardian permission.

Illness & Medical Information

- Please do not send your camper to camp if he/she is not feeling well. We do not have the facilities or staff available to care for them.
- If your camper has a special health need, please talk this over with the Camp Instructor. Our staff will make efforts to provide a recuperating camper with extra rest.
- If a camper becomes ill at camp or has a fever, parents (or, if parents are unavailable, friends listed on the emergency form) will be contacted and asked to take the camper home as soon as possible.
- For insurance and safety reasons, no medication will be administered by a staff person unless special arrangements are made in writing with MACSD.
- Please discuss any special health considerations (physical, emotional, social, psychological, learning, behavioral, etc.) for your camper with the Camp Instructor. It is extremely important that we are aware of your camper's needs.

Emergency Procedures

- Parents are asked to provide detailed information concerning each camper's health at registration, including chronic illness or conditions, allergies, susceptibility to disease or injury, and any other medical considerations. Copies of these forms are kept confidential and on site.
- In case of illness, accidental injury or emergency during the day, camp staff will contact parents at home or at work immediately. We also ask parents to provide us with the numbers of relatives, friends or neighbors in the event that we are unable to contact you (parents) during school hours.
- In the case of serious medical or health emergencies, camp officials will contact a local hospital for professional advice or, if needed, ambulance service and/or treatment by a physician. Parents are asked to provide us with information concerning emergency treatment preferences.
- Each camper must have an EMERGENCY FORM on file prior to the first day of camp. We cannot admit campers into the program without this form.

Communicable Diseases

- Please do not send your camper to camp with a communicable disease. Such diseases spread with alarming speed and we need your help to insure the health of all of our campers. This is especially a concern with head lice or symptoms of head lice: if your camper is scratching their scalp more than usual, check for nits.
- If your camper or other family member has contracted a communicable disease*, you must inform the Camp Instructor about: (a) what disease your camper has/has come in contact with (ie. chicken pox, measles), (b) probable date contracted and where, (c) what the symptoms are, (d) what the treatment is, and (e) any other pertinent information, such as periods of incubation and communicability, name of treating physician, when your camper will return to camp, etc. Any camper who has been absent from camp due to a communicable disease will be readmitted only with a physician's and camp administrator's approval.

***COMMON COMMUNICABLE DISEASES:** *head lice, pin worms, scabies, other parasites, hepatitis, scarlet fever, mumps, chicken pox, strep infections.*

Property Damage

- Parents are responsible for the full replacement of any MACSD property damaged by their camper (i.e. broken windows, acts of vandalism, etc).

Picking up You Camper in the Afternoon

- Campers should be picked up at 3:00 PM; any delay in picking the camper up must be authorized prior to the end of the day with the Camp Instructor. If a camper is not picked up by 5:00 PM, the emergency contingency plan will allow your camper to be picked up and taken to the home of the next authorized person listed on the Emergency Form. A message will be left on your answering machine, voice mail or cell phone with information about where your camper was taken.
- Parent and/or authorized person picking up the camper(s) must sign them out before leaving MACSD. There is a \$25/hour late charge if camper is not picked up by 3:30 PM.
- You are required to let the Camp Instructor know, in writing, who will pick up your camper if it is not the parent and/or guardian. Campers will **not** be allowed to leave MACSD in the company of any unauthorized individual. Campers will **not** be allowed to leave MACSD unescorted for any reason.

Refund/Cancellation Policy

- Cancellation at least one (1) week in advance of the camp date will result in a 10% processing fee.
- Cancellation less than one (1) week in advance of the camp date will result in a 50% processing fee.
- MACSD is not responsible for providing refunds or offering makeup sessions for camps missed as a result of illness, emergencies or events beyond the student's control.
- MACSD will confirm cancellation via email.

As parent/guardian of _____, I have read and understand the *Camp Policies and Procedures*; and have reviewed these with my camper.

PRINT NAME: _____

SIGNED: _____ DATE: _____

I will be a camper and I have read and understand the *Camp Policies and Procedures*

PRINT NAME: _____

SIGNED: _____ DATE: _____