



Star Hill Family Athletic Center
2011 Summer Recreation Program
Policies and Procedures

1) Drop-off

For safety reasons, we ask that you walk your child/children into the facility each day, and sign them in with the staff.

2) Pick-up

A parent/guardian or authorized person must sign each child out with the Star Hill staff. For safety reasons, Star Hill will not release any child to an individual not listed on the child's personal information form without prior consent by the parent/guardian. It is our facility policy to ask for valid photo identification, such as a driver's license, if someone other than the parent arrives to pick-up a camper. We ask that you always drive carefully through the parking lot and be aware of the kids.

3) Late Pick-up

All campers must be picked-up by 6:00 PM. This time is very important to the staffing of the facility. There is a \$1 per minute late fee for pick-ups after 6:00 PM. If you are running late, please call the facility to notify the staff.

4) Illness

Star Hill reserves the right to remove a child if he or she appears too ill to participate in the recreation program or is considered contagious. Star Hill will notify the child's parent/guardian or emergency contact and request that the child be picked-up within the hour. If the child has not been picked-up within the allotted timeframe, Star Hill reserves the right to take any action necessary to ensure the health and safety of the child and/or the other children.

5) Disease

State law requires that parents notify Star Hill within 24 hours or the next business day after a camper or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health and/or the State Department of Public Health. A full list of reportable communicable diseases can be found on the DPH website or at Star Hill. Life threatening diseases must be reported immediately.

6) Communicating an Emergency

In the event of an emergency, Star Hill will attempt to contact the camper's parent or guardian. If the parent(s) or guardian(s) are not available, we will attempt to notify the emergency contacts listed on your child's personal information form. Star Hill will take necessary actions in the child's best interests until the parent, guardian, or emergency contact has been reached. If there is an objection to Star Hill seeking emergency medical care, a statement must be provided by the parent(s) or guardian(s) giving the reason for the objection.

7) Medications

If your child requires any medication during camp hours, you must contact us to make arrangements. If your child can self-administer their medication (including inhalers and Epi-Pens), you are required to get the **Authorization for the Administration of Medication** form completed by the physician prescribing the medication & granting permission to self-administer. The form also requires the parent to sign. Please download this form from our website.

8) Lunches & Snacks

Children will need to bring a lunch and two (2) snacks (morning & afternoon) to camp each day. Star Hill will provide a refrigerator for all snacks and lunches. If a child does not have a lunch, Star Hill will provide a sandwich, chips/fruit, and a drink for a fee of \$7.50. Camp staff will communicate any food allergies to parents/guardians as identified by camper's medical and information forms. We ask that you prepare and send snacks and lunches that accommodate the special needs of all the children.

9) Visiting

Star Hill has an open door policy regarding custodial visits. Please notify Star Hill staff in advance to arrange any visits by individuals other than parents or guardians. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child at play. Star Hill is committed to the safety of the children at our summer recreation program; we therefore require all visitors to check in at the front desk or with a staff member. Please notify one of the Directors if you wish to accompany your child at any time during his or her day.

10) Acceptable/Unacceptable Behavior

Star Hill expects campers to respect others and their space, harmoniously participate in games, cooperate with Star Hill staff and be enthusiastic. Unacceptable behavior includes profanity, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, inappropriate or violent physical contact and possession/use of a weapon or other dangerous items. Star Hill will report any incidents of unacceptable behavior to the parents/guardians of all children involved. Star Hill reserves the right to suspend or expel a child for unacceptable behavior. Please see the Directors for a detailed outline of the camp discipline policy.

11) Safety Policy

During any unforeseen crisis, such as natural disaster or similar events, Star Hill will cease regular daily activities and gather all participants in a designated safe area (including in case of the evacuation of the facility). Parents/guardians will be contacted if children are to be released early from the program. Star Hill will notify the proper authorities in the event of any emergency.

12) What to bring

Please have the kids wear sneakers daily to camp. Based on the activity level of our daily routine, flip-flops, crocs, etc... will not be comfortable for the campers. They also do not have to bring cleats for games on the turf. In fact it is not recommended. Kids should bring a swimsuit and towel to camp each day.

Besides lunch and snacks, children are permitted to bring personal items such as books, games, or hand-held video games. There will be quiet time periods built into the daily schedule when campers will be allowed to sit and play games. Campers should all have sunscreen or sunblock with them. Sunscreen bottles should have the camper's name clearly printed on them. You can leave the sunscreen at Star Hill for daily use. Sunscreen will be applied prior to outdoor activities. Please bring all personal items in a bag/backpack. All items should have the child's name on it. It is recommended that each camper brings a change of clothes. Again, names should be printed on all clothing. Notification will be sent home regarding days that campers are permitted to bring bicycles, movies, etc... Star Hill is not responsible for any personal items brought to camp.

13) Hours

Star Hill is open Monday-Friday 6:00 AM – 6:00 PM. Notification of special events will be sent home with campers and posted on our website (www.starhillsports.com).

14) Payment Deadlines

All payments are due by close of business each Monday for the upcoming week. A camper's absence from camp on Monday is not a reason for payment to be late. A \$5 late fee will be assessed for any payments received after close of business on Monday.

15) Contact Information

You may contact the camp directors (mike@starhillsports.com & bill@starhillsports.com) or staff with any questions at 860-871-8800.

16) Medical Records

All campers are required to have an updated medical form and personal information form on record with Star Hill to be eligible to participate in the summer recreation program. Completed forms are due to Star Hill prior to the first day at camp. Star Hill will notify the parent/guardian if a child's file is incomplete. Children will not be permitted to attend the program until all necessary documents have been completed and filed.

17) Reporting Child Abuse and Neglect

Star Hill is required by law to report any and all signs of child abuse and neglect. This report will be completed by the camp Directors and forwarded to the appropriate authorities in accordance with state law/policy.

18) Lines of Authority

The Star Hill summer camp team is comprised of camp counselors and counselors in training who report to the camp directors.