



Field House Fun Camp

Marlton Field House
785 E Main St, Marlton NJ 856.248.2100

Policies and Procedures Overview

GOALS AND OBJECTIVES

Field House Fun Camp aims to be a joyful summer day camp that will be renowned for its cheerful and accommodating staff. With the expertise of management and quality counselors, each camper will have an enjoyable experience through playing a variety of games and activities. The Field House Fun Camp offers the opportunity to have a good time in a safe, well-equipped, recreational facility. Campers will participate in large group games, crafts, and themed events. Our goal is for each to be a happy camper who feels blessed with memories they will cherish!

AGES OF CHILDREN

Children ages 6-11 years old are eligible to attend Field House Fun Camp.

HOURS OF OPERATION

Field House Fun Camp operates from 9:00am to 4:30pm Monday through Friday. The Camp has two (2) half day options, from 9:00am-12:30pm or 1:00pm-4:30pm and a full day option of 9:00am-4:30pm. Early drop off and extended pick-up are provided at an additional cost, as well. Early drop-off is from 8:00am-9:00am, and late pick up is from 4:30pm-6:00pm.

DROP OFF & PICK UP

Drop off and pick up times will vary dependent upon the session(s) for which your camper is registered. Specific times will be notated in confirmation details following your camper's enrollment. Campers must be dropped off and picked up from the front desk in the Marlton Field House lobby each day. They may be picked up at any time during camp hours ONLY by persons whom have been designated on the emergency form (included in enrollment documents). If a child is being picked up by anyone other than the designated individuals, Marlton Field House must be notified in writing when the camper is signed in, and identification must be presented to a staff member before that camper will be released.

Early drop off and late pick up is available for an additional charge of \$12 per camper, per day. Specific guidelines for this process will be provided in your enrollment paperwork following registration.

TERMS OF ENROLLMENT

Registration is accepted on a first come, first served basis. A non-refundable registration fee is due with application and varies depending on time of registration. Tuition is due in full by June 1, 2019. Payment must be made in full if applying after May 31, 2019. No refunds will be provided for absences or withdrawals given without written notice on or before June 1, 2019. Field House Fun Camp accepts cash, check and credit/debit cards. Checks should be made payable to "Marlton Field House."

A late pickup fee of \$1.00 per child is payable for each minute your child(ren) remains at the camp facility after their scheduled time of pick-up.

PAYMENT

Camp must be paid in full before your chosen session(s) begin. There will be two required tuition due dates. Half of tuition is expected by May 17, 2019 and the remaining balance by June 1, 2019. Regardless of your payment method, credit card information will be stored by the Field House Fun Camp until all remaining tuition is paid. In the event that tuition is left unpaid after June 1, 2019, and no cancellation notice has been provided, you authorize the Field House Fun Camp to use the credit card number on file to clear your balance. Campers will not be permitted to start attending Camp unless the tuition is paid in full. Any expenses and transportation related to early dismissal from Camp, for any reason, are the responsibility of the parents/guardians. Such invoices must be paid within fourteen (14) days of the date billed by the Camp or a late fee will be assessed. Any collection costs incurred by the Camp including attorney fees and costs are the responsibility of the parent.

MEDIA RELEASE

By enrolling your child in the Field House Fun Camp, you authorize the photography and videotape of your child for publicity purposes including, but not limited to, use in advertisements, website, and social media. Some photographs may appear in newspapers or future brochures and may be used by our affiliates the Marlton Field House and Marlton Assembly of God. Neither you nor your child is entitled to payment for use of their photo. A Photo Release Form must be signed.

RELEASE OF LIABILITY

Parents of all campers will be required to complete a Consent, Release of Liability, and Indemnification document as part of their enrollment paperwork to participate in Camp. This document releases the Field House Fun Camp, Marlton Field House, and Marlton Assembly of God from any costs, liability, claims, demands, losses or damages incurred by your child's participation.

CAMP ATTIRE

Due to the varying activities your camper will participate in, comfortable clothes that they could wear while being active are suggested. Campers should wear sturdy and comfortable shoes/sneakers. For their safety, flip flops or sandals are not permitted. There may be certain theme days that encourage your camper to wear something different than normal active clothes (ex. Pajama day, water day, etc). Details for these events will be provided following your child's enrollment; Field House staff will send an agenda and details specific to your camper before their week at camp begins!

INCLUSION

If your child has a special need or medical condition, you are required to contact the Field House Fun Camp prior to application to explain the condition and requirements. It is important that all physical, emotional, behavioral, and developmental delays be disclosed. Camp staff will make every possible attempt to accommodate your child. We want every camper to have a safe and fun experience at the Camp and will consider this when determining our ability to serve them. There are physical, emotional, and behavioral conditions and developmental delays the Camp cannot accommodate. If the Camp is concerned about our ability to serve you and your camper, you will be notified immediately.

The Field House Fun Camp does not have gender neutral restroom facilities, and each camper will be required to use the facility which aligns with their biological gender.

MISCONDUCT/DISCIPLINE

In order to provide a fun experience and maintain a safe environment, rules and expectations are given to all staff and campers. Everyone will be expected to show respect for fellow campers, parents/guardians, staff and property. Disruptive, disrespectful, illegal or unsafe behavior will not be tolerated. If a camper does not observe Field House Fun Camp rules, policies, procedures and guidelines, the Camp staff will determine an appropriate plan of action. This plan of action may include any of the following actions: verbal warning, time out from an activity, short term suspension, and expulsion from Camp.

HARRASMENT, BULLYING AND VIOLENCE POLICY

The Field House Fun Camp has a zero-tolerance policy for harassment or bullying behaviors and will not permit any type of harassment or bullying behaviors involving any children or staff. Please tell your child that if they feel threatened, harassed or bullied to immediately report it to a Camp staff member. Harassment or bullying behaviors will be handled immediately with disciplinary actions up to and including dismissal from Camp as determined by the Camp Director after an investigation. The Field House Fun Camp also has a zero-tolerance policy for violence. If a child brings a weapon to Camp or engages in a violent act with the potential to cause harm to another person, discipline will be assessed based on the facts. The child will be immediately suspended for at least one day of program. Longer suspension or expulsion from the Camp will be determined after an investigation

MEDICATION

A doctor's note must be submitted to the Field House office, along with a parent/guardian note, indicating specific time(s) and dosage(s) of any medications to be administered. All medications must be submitted in its original container and will be administered by trained camp staff/Field House management. A medication policy and form will be included in the enrollment paperwork for your camper.

MEDICAL EMERGENCY PROTOCOL

In the event of a medical emergency, the situation is assessed. If deemed necessary, emergency responders will be called and the child's parent/guardian contacted as soon as reasonably possible. For any medical need, an incident report will be completed by camp staff. Any time an incident report is created for your camper, the parent/guardian will be informed at pick-up (or sooner if deemed necessary by the circumstances). The Camp does not have insurance to pay for a camper's medical bills. The child's health insurance information must be submitted with the application. Any cost incurred will be your responsibility.