

EXPLORERS PRE-K SUMMER PRE- CAMP CONTRACT 2022

PLEASE READ THOROUGHLY BEFORE SIGNING

NECESSITIES

- Your child needs to be at least 3 years and able to use the bathroom without any assistance, including washing their hands, to participate in the program.
- Each child will need:
 - A lunch (morning camp)
 - A backpack.
 - A leak proof water bottle with their name on it.
 - Sunblock applied before arriving, even if it's overcast.
 - A jacket, sun hat and closed-toed shoes, and a backpack. Some days might require a swimsuit and towel.
 - Camp can be messy! Please dress your child in play clothes, dressed for the weather. (No umbrellas please).
 - A plastic grocery sack and a complete change of clothes (to include socks and underwear), kept in a gallon sized Ziplock bag, with their name on it.
 - A child size facemask (to be worn in the event of an illness that presents while in class).
 - To use the bathroom **before** leaving the house.

We do not require an additional registration or supplies fee. Some school supplies may be provided. You may be asked to pay a fee, provide or donate things for special projects, or when supplies run low.

We rely on and appreciate donations!

DONATIONS

At any time, if you are able to donate any of the following items that would be much appreciated.

- Kleenex (no lotion)
- Disinfect wipes
- Unscented gel hand sanitizer
- Kitchen type (not foam) sponge
- Hydrogen peroxide
- Unscented baby wipes for sensitive skin
- Sandwich size zipper bags
- Gallon size Ziploc "slider" bags. (With the plastic piece that slides to seal the bag).
- Paper plates, bowls, cups, disposable utensils. (Maybe left over from a party).

We are always glad to accept donations of school supplies. If you have other items that you think we might be interested in, please let us know.

COMMUNICATION

Your instructor's main source of communication is e-mail.

melody.davis@ci.steilacoom.wa.us

Please check your messages regularly.

Her office phone, 253-983-2056, is not available to her during teaching hours. In the event of an emergency, timely, or urgent message, you can call the Community Center's main number at 253-581-1076.

NOTE: Calls made from your instructor or the Community Center will likely come in as unknown, private, or blocked.

BILLING

Your billing will reflect your contracted hours. If your child is absent, you will still be required to pay for the contracted time. Any requested reduction in tuition, due to extended absence, will require notice two weeks prior to the change and will be considered on a case by case basis. Classes cancelled due to a pandemic, required quarantine, a public health emergency, or adverse weather, will not be refunded, but will be reconsidered in the event of a prolonged closure.

A \$25 deposit will secure your child's spot for the week. The \$25 deposit will be applied to the week's tuition. Tuition is due in full by the Thursday before camp. A 3% convenience fee is added to call debit/credit card payments. To avoid this fee, tuition can be paid with cash or check at the Community Center office.

SICK POLICY

Please keep your sick child at home in order to protect your child and prevent others from becoming ill. Keep your child home from school when he/she has a temperature above 100 degrees F, is vomiting, has diarrhea, has an excessive runny nose, cough or sneezing, has a sore throat, or has had these symptoms or other illness within the past 24 hours.

You will keep your child home if they are experiencing headache, muscle or body aches, fatigue, shortness of breath or difficulty breathing, loss of taste or smell.

You also agree to keep your child home and **immediately** notify us when your child has a communicable disease or illness, which may include the following:

Positive **COVID-19**, Rubella, Head Lice, Impetigo, Measles, Mumps, Ringworm, Scabies, Strep infections, Chicken Pox, Conjunctivitis, Pinkeye, Flu or Hand, Foot, Mouth.

You understand that if your child exhibits any signs of illness during the day, they will be isolated from the other students, placed in a mask and will need to be picked up immediately (by a parent or emergency contact).

TEACHER ABSENCE

In the event of a teacher absence, every effort will be made to find a substitute.

PICK-UP

1. We do not allow children to meet parents/guardians in the parking lot.
2. Teacher will stand with children outside of the building for pick up.
3. Any time another adult is going to pick up your child, before we can release your child to them, that person must provide a picture ID. Their name must match the name you have provided on your pick-up list. Prior notice is appreciated.

4. In order to release a child to someone who is not on the pick-up list, we must have prior knowledge in the form of a note, a face to face conversation, or a phone call from the parent /guardian. A photo ID will still be required.

LATE PICK UPS

1. Each child is expected to be picked up promptly at the end of class.
2. If a child is repeatedly picked-up late, a notice will be issued and a late fee of \$15 after each additional late pick-up may be charged.

By signing this I am agreeing to the above contract.