

Coppermine Kids' Club

Coppermine Swim Club, Inc.

P.O. Box 6162

690 Foothill Road

Bridgewater, NJ 08807

(908) 685-9596

Policies & Procedures

Arrivals & Departures:

The CKC hours of operation are 8:30 AM to 5:30 PM. **Campers may not arrive early**, and counselors are not responsible for anyone who arrives before 8:30 AM. Unless the camper is pre-authorized by the parent to sign-in and out on his/her own, **all parents or authorized people are required to escort the child to the sign in/out area**. Please do not leave your child until he or she has been signed in. If someone other than the parent is picking up, the counselors must have written authorization including person's name. **Identification will be required before a child is released.**

Please note: If you need to make any changes to your child's registration form, you must do so in person at the Club. Changes cannot be made over the phone.

Parents who pick up their child after 5:30 PM will incur a late fee of \$15.00 per 15mins, which must be paid before the child is permitted back into the program. No child is to be left past 6:30 PM.

Inclement Weather:

In the event of a day that the weather conditions are questionable in the morning, the CKC **might** have a delayed opening or close for the day. If a delayed opening is announced, the CKC will open at 10:00 AM. For inclement weather information, call the Club at **(908) 685-9596** for a recorded message in the morning before the start of the program or during the day for closings due to inclement weather. In the event of inclement weather during the course of the day, those children allowed to leave on their own will be sent home. Participants who are not allowed to leave the Club on their own must have a way home. **Parents, please have a plan to get your child in case of sudden inclement weather.**

Clothing:

Send your child to camp in comfortable clothes, and don't forget your swimsuit, towel, swim goggles and sunscreen! While children will spend time in the pool, many activities will take place out of the water in other areas of the Club, so **children will need their socks and sneakers**. If your child does not have appropriate shoes, he/she will not be permitted to participate in sporting events (i.e. soccer, basketball, capture the flag...). As we are outdoors all day, **we advise all parents to apply sunscreen to their children before they arrive in the morning**. Bug spray is another good idea! **PLEASE ALSO WRITE YOUR CHILD'S NAME ON ALL BELONGINGS.**

Discipline Policy:

Any discipline issues will be documented by a counselor in writing in a discipline report to be signed by the parent of the child. A first offense consequence is that the child will be removed from the immediate activity and issued a warning. Further offenses will result in time-outs, removal from activity permanently, and a meeting with the counselors and Parent/Guardian. These rules must be in place to ensure the safety of all campers and poor behavior or unsafe actions will not be tolerated.

The CKC reserves the right to review all discipline sheets and will make any necessary decisions on a case by case basis. If the child exhibits prolonged disruptive or unacceptable behavior, he or she will be dismissed from the Program.

Medications:

CKC counselors are not authorized to administer any type of oral medication to any participant (i.e. aspirin, cough medication...). If your child requires an Epi-Pen for an emergency situation, parents are required to complete an Authorization for Administration of Medication form which will be provided upon request.

Emergency Procedures:

In the event of a medical emergency, the CKC staff will respond according to the degree of injury. If the injury is minor (cut, scrape, bruise, etc.), the counselor on duty will attend. If the injury is of a more serious nature (sprain, possible fracture, heat exhaustion), the counselor will attend to the child and the parent/guardian will be notified immediately. If the parent/guardian is not accessible, the emergency medical number will be called. Accident reports are completed within a 24-hour period. Depending on the nature of the injury, a doctor's note readmitting the child to camp may be required. ***Injuries may occur. Please note that Coppermine Swim Club, Inc. and Coppermine Kids Club do not provide individual medical coverage for members or CKC participants. Each participant will be covered under his/her family's medical policy. It is recommended that families have insurance before the child participates.***

Keeping Informed:

Parents must notify counselors when information on your registration form has changed. This includes, but is not limited to, someone other than those listed on your child's registration form will be picking your child up, a child is not able to be picked up on time, an incident or change occurs in your child's life that alters his or her attitude, behavior, or causes emotional upset (i.e., divorce, loss of a pet, death in the family), your child has a contagious disease (i.e., head lice, pink eye, chicken pox). If your child has missed days due to contagious illness, please provide a doctor's note upon return to camp stating that your child has recovered. Do not send a sick child to camp as this will endanger other campers and staff.

Parents will be contacted immediately when your child has received an injury which could require immediate medical attention; your child exhibits a medical condition which could be contagious or threatening to others in the program; your child is ill and unable to participate in daily activities.

Parents will be notified at pick-up time when your child receives a minor injury that does not require the service of a professional in the medical field; your child complains of a non-emergency condition or symptom; your child exhibits unusual behavior.

Food and Nutrition:

Time will be allotted during the day for morning snack, lunch and afternoon snack. **Parents must provide food and drink for their children. NO GLASS IS PERMITTED WITHIN THE FACILITY.** The campers will **not** have access to a refrigerator. Please send your child to camp each day with a healthy lunch and snacks that will not spoil in a bag, small lunch box or cooler (not provided by camp, but you may choose to have your child bring a personal cooler).

Don't forget to pack water and/or other drinks which are vital for the health and wellness of your child. An Igloo jug filled in the morning with ice and beverage will stay cold and last all day. Please clearly label all lunch boxes/bags and drink containers with your child's name. **PLEASE NO PEANUT PRODUCTS** as we have campers with allergies.

Money:

Once each afternoon, children will be given the opportunity to purchase an ice cream or other treat from the Club's snack shack. Should you allow your child to purchase an item from the snack shack, please be sure to limit the amount of money you send to camp with your child. Children are responsible for their own money, and counselors are not permitted to "hold" a child's money.

Personal Items:

Please label all toys, games, books, towels, clothing or other items your child might bring to camp. We do not advise that campers bring any sort of electronic device (including but not limited cell phone, hand-held gaming device, etc.). In the event that you need to contact your child (or your child needs to contact you), the pool phone is available.

The counselors, Coppermine Swim Club, Inc. and Coppermine Kids' Club assume no liability for any items brought from home. Any item which is lost or stolen is the sole responsibility of the owner. It is suggested that valuable items be left at home.

More information on CKC daily activities will be available at the Club once the program gets underway. Keep in touch with the counselors so your child doesn't miss a thing!