



Outpost Recreation and Education, Inc.

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Outpost After School Camp Terms and Conditions

Attendance. In accordance with local regulatory requirements and our accreditation, Outpost must be fully informed of which days your child is registered for and planning to attend. Any changes to this schedule must be communicated to our on-site director by phone or email. Unless we are notified by **1:00 PM** on regular dismissal days and **11:00 AM** on minimum days, we will charge you for that day regardless of whether your child is present. Any child who is not registered for that day may be sent to the school office.

Billing. All charges will be processed each **Tuesday** for the previous week's tuition. Payment is due at that time and your primary credit or debit card on file will be automatically charged each week. Any exceptions to this policy must be in writing and agreed upon by the After School Director. An overdue balance in excess of a week's charges may result in the dismissal of your child from the program.

Behavior. Participation in Outpost is a privilege and we believe that all children have a right to a safe and healthy environment. We aim to promote mutual respect, tolerance, and acceptance. If your child demonstrates inappropriate behavior while enrolled in our program, we will work with you and your child to solve the problem. If it becomes a repeated or larger issue, Outpost reserves the right to remove your child from our program.

Electronics. In line with Innovations' policy, electronics are not allowed at Outpost.

Accidents. In the event a child is hurt at camp and needs emergency treatment, the staff will try to reach the camper's parents or emergency contact immediately. Outpost After School Camp's accident insurance covers, up to our policy limits, any injuries received at camp to the extent that they are not covered by any other health and/or accident insurance covering the child.

Personal Property. All items, including but not limited to, toys, cards, jackets and water bottles, should be sent with family's discretion. While Outpost After School Camp will try to prevent articles from being lost, we encourage each child to be responsible for their own property and we cannot be responsible for lost or damaged items.

Pick-Up. It is your responsibility to sign out your camper each day. Your child must be picked up by the end of our program. If your child has not been picked up by 6:00 pm, our staff will call both you and your emergency contacts. Late pick-ups will result in a \$1.00 per minute late fee payable in cash. Multiple instances of late pickup may result in removal from the program.

Enrollment. There a minimum charge of \$36.00 per week to reflect the two day per week minimum enrollment. Any cancellation of enrollment must be made at least two weeks in advance.

Illness. If your child becomes ill while at Outpost, we will contact the parents listed. If the child has a fever, throws up or is showing severe/persistent symptoms, we will contact the parents and emergency contacts in order for them to be picked up. If your child has been ill, we ask that they not attend Outpost until they are symptom free, without medication for at least 24 hours. For COVID-19 specific information, see our COVID-19 acknowledgement form.