



Little Apron Academy

X-Treme Summer Fun Camp Policies & Procedures at a Glance

Policy/Procedure	Policy/Procedure Description
Hours of Operation	7:00 a.m. to 6:30 p.m.
Camp Eligible Ages/Overview	An 11 week camp program for school age children 5 (completed kindergarten) to 12 years of age (12 year olds coming out of middle school are not eligible to attend).
Registration	Registration forms must be returned to Ashley Laster on a first-come, first-served basis. Ashley will confirm registration. Camp is only available on a weekly basis and families will not be reimbursed for days missed during their registered weeks (ex. illness or vacation).
Tuition Payments/Cancellation	The weekly tuition rate is \$206 per week (includes a \$20 weekly activity fee, lunch and two snacks). Note: Week of May 27 will be \$200 per week as this is the week prior to this year's LAA annual 3% tuition increase. Tuition for all weeks is due at least two (2) weeks prior to the week for which you are registered. Tuition is payable by check or money order and should be made out to Bright Horizons (payroll deduction is not available for camp tuition). LAA requires written notification of any cancellations at least 2 weeks in advance of the scheduled week.
Sibling Discount	A sibling discount of 10% is applicable for the oldest child's camp tuition.
Termination of Employment	Once the center receives notification of voluntary associate resignation, the final day for center enrollment will coincide with the associate's final day employed with THD. Involuntary terminations will require immediate disenrollment from the center.
Holidays – Center Closure Days	Center closure dates will be scheduled in conjunction with the SSC schedule.
Parking Access	Designated parking spaces for LAA families are available on Level 1 of the parking deck. All families must pick-up their LAA parking sticker and have it displayed in the front windshield of their car if parking in the designated level 1 LAA parking spaces in the LAA parking deck.
Security Badge/Center Access	THD is a closed campus, and as such, an approved THD Security Badge is required to access the Little Apron Academy on THD corporate campus. THD Associate Badges or LAA Non-Escort Badge (for non-associate family members who will be picking up or dropping off your child at LAA), can be activated by THD security for LAA access. Associates/parents with children enrolled in LAA for less than 5 weeks will NOT receive badge access to the Academy and will have to buzz in through security.
BrightStar Kiosk Check In/Out	Associates/Parents will use a personal identification number (pin) assigned specifically to them to check child(ren) in and out of the center every day. It is critical for parents to sign both in and out everyday per our licensing requirements. Children must be supervised at drop off and pick up as well as on the elevator and stairwells.
Medications	Medication will be administered to children with a signed Bright Horizons form from the parent/guardian and a written order from the child's physician. Medication will need to be presented to a member of the administrative staff or leadership team at drop off so that all necessary forms can be completed and reviewed. All medication, aside from emergency medication (i.e. Epipens), will be housed in a central cabinet at the LAA bridge desk.
Child Illness	The Child illness policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics. Children will be excluded from the center for contagious illness as outlined in the Bright Horizons Family Guide.
Summer Camp Gear	Please provide child with a water bottle and sunscreen for daily use (no aerosol). Parents should apply first layer of sunscreen for the day prior to or upon arrival at the center. In addition, please provide a change of clothes (must be labeled and provided in a bag), towel, swimsuit, sunglasses, backpack, sun hat and closed-toe water shoes with rubber bottoms (no open toed sandals or Crocs).
Meals	Morning snack, lunch and afternoon snack will be provided by LAA and a menu will be posted in the lobbies of LAA. LAA policy requires that families do not provide meals and snacks from home to ensure the safety of all children in the center.
Allergies	All allergies require written notification from the child's pediatrician. Classroom, Kitchen and Administrative Staff will be made aware of all documented allergies and precautions will be established.
Center Evacuation/Fire Drills	When the center is conducting an evacuation or fire drill, families may not come to the center to assist or remove their child. For emergency evacuations parents will be notified as to the final destination for evacuations. Once attendance is taken and the all clear has been given by the director and/or security, parents will be allowed to check children out from the center's care.

Date _____

Parent Signature _____