

**Good Shepherd Catholic School Summer Camp 2018  
Policies and Procedures**

This is a self-sustaining program. To meet our financial obligations, camp fees must be paid on time. For this reason, all payments must be made through automatic withdrawal via the FACTS tuition management program. You will be notified as to how to set up your FACTS account after your registration is received.

Students must be signed in and signed out daily. Daily information as well as other important "need to know" information will be available at the sign in desk. Children can be dropped off no earlier than 7:30am.

All children must be picked up no later than 5:30pm. After 5:30pm, there will be a \$5.00 per minute late charge. Children picked up late three times in one month may be excluded from the program.

Parents will be notified immediately if their child gets sick or has a fever. Parents are expected to pick up their child as soon as possible. The camper may not return for 24 hours.

Children will only be released to the persons whose names appear on the camp registration form. The adult who picks up or drops off must sign in or out each camper.

If your child is taking medication and will need it during the day, please send the medication and provide instructions for administering. The dispensing medicine form may be printed from the school website. All medication (including such things as *Tylenol* and aspirin) MUST be in the original bottle with the correct dosage instructions on it.

Sometimes, a child may have a problem with another child. If there is a difficulty that has not been called to our attention, we cannot do anything about it. If your child has a problem with someone, please let us know about it.

It is our goal to make GSCS Summer Camp a happy and positive experience for the children. If you have any suggestions along the way, please feel free to share them with the staff.

If you want your child to celebrate his/her summer birthday with the other campers, please contact us and we will coordinate a birthday celebration with you. We welcome any opportunity to make each of our children feel special.

We will accept students who are enrolled for kindergarten at school for the 2018-19 year.

Applicable policies and procedures of the Good Shepherd Catholic School student/parent handbook will be followed and enforced.

Information regarding the daily schedule of summer camp, as well as pick up and drop off locations, weekly themes, etc. will be available after your registration is complete.

**Please complete and return the portion below with the summer camp registration form.**

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**I have read and agree to abide by the policies and procedures of the Good Shepherd Catholic School Summer Camp 2018.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_