

Written Information for Parents and Employees

Written information is to be developed and provided to parents and employees that include policies and procedures of the approved child day camp containing, at a minimum, the following:

General Information

1. Approved child day camp name, address, email address and telephone number.
2. Administrator hours of availability and contact number.
3. A campsite map, if applicable, that identifies boundaries for indoor and outdoor activity.
4. Description of the approved child day camp program philosophy.
5. Days and hours of operation, scheduled closings and basic daily schedule.
6. Staff/child ratios.
7. Meals and snacks provided.
8. If the camp travels to different sites, a copy of the schedule with the name, address and phone number of each site and how to contact staff in case of emergency.
9. Opportunities for parent involvement in approved child day camp activities.
10. Opportunities for parents to meet with counselors regarding their child.
11. Payment schedule, overtime charges and registration fees as applicable.

Approved Child Day Camp Policies and Procedures

1. Enrollment including required enrollment information.
2. Care of children without immunizations.
3. Attendance policy:
 - Procedures for arrival and departure.
 - Program's absent day policy.
 - Releasing child to persons other than the parent.
 - Releasing the child according to a custody agreement.
 - Follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision and child guidance.
5. Suspension and expulsion policies, including defining the difference between disenrollment and expulsion.
6. Compliance with the Americans with Disabilities Act (ADA), including:
 - Administering medication to children with disabilities.
 - Administering care procedures and access to therapies and/or therapists as necessary for children with disabilities.
7. Parent provided food and the approved child day camp dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the child day camp supplements food when the parent does not provide sufficient food for the day.
8. Management of illness policy, including:
 - Isolation precautions.
 - Symptoms for discharge and return.
 - Notification to parent of ill child.
9. Summary of procedures taken in the event of an emergency, serious illness or injury.

10. If the child day camp has its own epinephrine autoinjectors (EpiPens) for use in emergency situations pursuant to section 5101.76 of the Revised Code, the camp shall have written procedures regarding who can administer them, when they should be administered and how each administration will be documented.
11. Administration of medication and topical products policy, including:
 - Medical foods.
 - Modified diets.
 - Whether children are permitted to carry their own medication and ointment.
12. Transportation policy for:
 - Field trips.
 - Emergencies, including if the child day camp will provide child day camp services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
13. Water activities/swimming, including policy on assessing the difficulty of the water activity and how children with disabilities or limited swimming ability may participate in water activities and/or be protected from accidental access to water if necessary.
14. Policies and procedures on operation and/or closing due to weather or any other factors.
15. Situations that may require disenrollment of a child.
16. Procedure for parents or employees to follow when needing assistance in resolving problems related to the approved child day camp.