

Appendix A to Rule 5180:2-18-05

Written Information for Parents and Employees

Note: Provide each parent of enrolled children with a copy of the legally required information for parents (Approved Child Day Camp Parent Information) found in Appendix B to this rule in addition to the following information, policies and procedures.

Written information shall 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 phone number.
2. A campsite map, if applicable, that identifies boundaries for indoor and outdoor activity.
3. Description of the approved child day camp program philosophy.
4. Days and hours of operation, scheduled closings and basic daily schedule. Policy on changes to hours of operation: closing due to weather, school delays or closings, and any other factors.
5. Staff/child ratios.
6. Meals and snacks provided.
7. If the camp travels to different sites, a copy of the schedule with the name, address and phone number of each site and hot to contact staff in case of emergency.
8. Outdoor play considerations may include but are not limited to temperature, humidity, windchill, ozone levels, pollen count, lightning, rain or ice.
9. Opportunities for parent involvement in approved child day camp activities.
10. Opportunities for parents to meet with child day camp staff members or administrators 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. A written security plan is provided that ensures that access to the home is limited to parents and guardians of children in care and authorized persons.
3. Care of children without immunizations.
4. Attendance policy, including procedures for arrival and departure, program's absent day policy, releasing child to people other than the parent, releasing a child according to a custody agreement, and follow up when a child scheduled to arrive from another program or activity does not arrive.
5. Supervision of children and child guidance.
6. Policy to prohibit camp employees from exposing children to inappropriate language, media, or behavior.
7. Suspension and expulsion policies, including defining the difference between disenrollment and expulsion.
8. Ensure compliance with the Americans with Disabilities Act (ADA), including administering medication and/or care procedures to children with disabilities.
9. Food and dietary policy.

10. Management of illness policy
11. Summary of procedures taken in the event of an emergency, serious illness or injury.
12. Administration of medication and topical products policy, including a policy permitting campers to carry their own medication and ointments. If the program is not administering medication and topical products, parents need to be informed.
13. Transportation policy for trips and emergencies, if applicable.
14. Water activities/swimming, if applicable.
15. Social media policy including but not limited to addressing publication of child photos or other identifying information, if applicable.
16. Usage of emergency medical devices and emergency medications, including but not limited to epinephrine autoinjectors (EpiPens), Automated External Defibrillators (AED) and Naloxone, if applicable.