

Junior Camp/Quad Attendance

Junior Camp/Quad has processes in place to allow for some schedule flexibility to accommodate for vacations, summer school and other commitments.

Attendance requirements

- While we do not currently require a minimum number of attendance days, we do reserve pre- and post-weeks for those families with a full-time commitment to the program. We offer scheduling flexibility so children can attend other camp programs, vacations and play dates. Please make note of these dates on your child's "Prospective Attendance Schedule."
- Schedules must be confirmed each Thursday two weeks in advance to guarantee space. Please retain a copy of your schedule for your records.

How is attendance handled?

- Your child will receive an ID number, which is used to electronically record your child's attendance for safety and billing purposes.
- All children must be accompanied into the camp building and handed into the counselors' care. Children are not ever to enter the building or classroom without a parent and counselor acknowledging transfer of care.
- Children should never leave camp without counselor and parent acknowledging transfer of care. Failure to acknowledge transfer of care can be considered a *Missing Child*.

- After parents make contact with the recording teacher, the child's arrival/departure will manually be recorded on a weekly attendance form that stays with the group. Staff will also make note of any messages you have regarding the child.
- Children will not be released to anyone other than the parent unless parental permission is received in advance. Failure to reach a parent for permission when notification is forgotten will result in a child having to stay at camp.
- Photo ID is required to confirm the identity of an authorized escort before the child will be released.
- Once the parent releases the child into our care, the child will be logged into our computer system. The child shall remain logged in until physically released back into the care of the parent/guardian.

