

## Summer Fun Camp Policies and Procedures

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### Registration

- All registrations must be made in person in the Herrington Patriot Center (HPC) office or online at <https://recsports.utt Tyler.edu/program/GetProgramDetails?courseId=d91c615e-81f9-4c18-ac7f-3a8e640147ba>
- The participant will not be registered until payment is received and the personal release waiver is signed.
- Registration closes the Friday before the session begins.
- Faculty/Staff must come into the HPC office to receive discounted pricing.

### Refunds

- A \$10 administrative fee **per registration** will be assessed for all cancellations up to 5 business days before the start of camp.
  - If camp starts on Monday, June 2<sup>nd</sup>, cancellation must be made by Friday, May 23<sup>rd</sup> at 5:00 p.m. to receive a full refund minus administrative fees.
- Cancellations within 3-5 business days prior to the start of camp will receive a 50% refund.
  - This means if camp starts on Monday, a 50% refund will be given out if cancelled Monday through Wednesday of the week before camp starts.
- No refunds will be given within two business days of the first day of camp.
  - This means if camp starts on Monday, no refunds will be given after Wednesday at 5:00 p.m. the week before.

### Conduct

- The Participant Code of Conduct (page 2) will be read to all participants on the first day of camp. If a camper doesn't abide by the code of conduct throughout camp, then they may be asked to leave and not return to camp. Refunds will be given on a case-by-case basis but are not guaranteed.

### Pick up/Drop Off

- Drop off will be from 7:30 am-8:00 am. Pick up will be from 3:45 pm-5:30 pm. Pick up/Drop off will be at the same location, the Herrington Patriot Center.
- On the first day of camp, the parent/guardian dropping off will have the opportunity to list all authorized pick-ups. If they are not on the list, we will not be able to release your child to that person at pick up time.
- To pick up your camper, you will need to provide your Driver's License to camp staff and be on the authorized pick-up list.



## PARTICIPANT CODE OF CONDUCT

### RESPECT

- I will show respect to the program staff and cooperate fully with their instructions.
- I will be careful and considerate that my actions will not hurt another camper's feelings or hurt them physically, either intentionally or accidentally.
- I will respect others, their rights, beliefs, and property by treating them with courtesy and consideration.

### PERSONAL SPACE AND PROPERTY

- I will be respectful of all program property and equipment/supplies.
- I will not mark, deface, or destroy the program's property or someone else's personal property.
- Stealing or borrowing another person's possession without their consent will not be tolerated.

### BEHAVIOR

- I will conduct myself responsibly. I understand that horseplay, inappropriate touching, tickling, unwelcome teasing/bullying, or any unkind behavior is not allowed and will not be tolerated.
- I will communicate in an appropriate manner, which means I will not use foul language, improper gestures, or harsh words. I will not raise my voice or use verbal threats of any kind.
- I will not discuss inappropriate topics or contribute to demeaning conversations about other participants or staff.
- I will refrain from deliberately causing bodily harm to participants or staff. I understand that pushing, pulling, kicking, hitting, spitting, and fighting are not acceptable behaviors. This behavior will not be tolerated and will be grounds for suspension or dismissal from the program.

### SAFETY

- I will adhere to all safety rules and regulations given for each activity that I participate in during the program.
- It is my responsibility to always remain with my group and within the eyesight of my counselor during the program.
- I will pay attention to my surroundings and use care in all activities.

### GENERAL

- I must inform the program staff if I am experiencing a problem with another participant or other issues. I understand that if a staff member is not informed about a problem, they cannot assist me or stop the problem.
- I am expected to wear appropriate clothing to the program each day.
- I understand that any type of shirt with inappropriate slogans, pictures, art and/or other written messages that do not promote a healthy recreational environment (i.e., messages depicting drugs, alcohol, smoking, sex, weapons, violence, racism, or language that would be considered obscene, provocative, disrespectful, or judgmental) must NOT be worn.
- I understand that weapons, look-alike weapons, or objects that may be used to threaten, intimidate, or harm others or to damage property cannot be brought to the program.
- I understand that violation of the Code of Conduct can be grounds for disciplinary actions, including but not limited to, automatic suspension and/or dismissal from the program.
- I understand refunds are not given when a participant is suspended or dismissed from the program.