

# Agape' MG Policies for Parents

**OUR MISSION:** To serve families by providing a safe and loving community for children to grow and learn.

Please discuss the following policies with your children, where appropriate, in advance of their first day.

## **PROGRAMS OF AGAPE' MG.**

**Camp Agape':** Summer Day camp for children going into kindergarten up to 7<sup>th</sup> Grade.

**Agape' Care:** Day camp when school is not in session.

## **COST OF AGAPE' MG**

Each program we offer has a base fee (and/or registration fee) plus an activity fee if it applies for the days you sign up. You find the fees for each program by going to [www.AgapeMG.com](http://www.AgapeMG.com) and clicking on the appropriate program. You will find the activity fees by looking at the Activity Sheets online or the schedule for each program.

## **REGISTRATION DAYS FOR CAMP AGAPE'**

Camp Agape' is a unique day camp because we offer parents the option of any 3 days, 4 days or 5 days per week. Our minimum number of days per week is three days since we hire employees with the agreement that they will be working at least 3 days per week. Therefore, we do not allow for one day or two days a week registration unless you want to pay for the 3-day minimum. So, if you register for one or two days you will be charged for the 3-day minimum.

## **NORMAL HOURS**

**Normal Camp Hour are from 8:45 am to 4:30 pm**

Early drop off is from 7:30—8:45 am

Late pick-up is from 4:30—5:30 pm

## **ARRIVAL AND DEPARTURE**

For the safety of your children, please come in each morning and check your child(ren) in. We ask you to have your child camp by 9:30 am each day unless notice has been given to the front desk. **Please do not let them come in on their own.** The same is required in the evening when picking them up. **No child will be released unless the approved parents or adults come in and check the child out at the registration desk\*.** Please, drive carefully and watch for children in the parking lot. Please, do not leave unattended vehicles running.

\*Children will not be released to an adult, other than the parent, unless that adult is indicated on the online Camper Pick-up list. If one of the child's parents is not allowed to pick up a child, we need to have this in writing on the online Camper Pick-up list information.

## **EARLY AND LATE SERVICES**

These time slots are designed for working parents.

**Early drop off is from 7:30—8:45 am**

**Late pick-up is from 4:30—5:30 pm**

\*\*Please respect the times your camper is signed up for because staffing is based on registration.

If a child is not picked up by 5:30 pm and you have not notified us by phone or email that you will be late by 5:15 pm we will:

1. Call the emergency numbers provided by you when you register. If no answer by 5:50 pm, we will...
2. Notify the appropriate Police Department and your child will be taken there until you can be reached.

## ATTENDANCE or WITHDRAWAL POLICY

If you wish to cancel the one or more days for which you are registered, you must give us notice either **BY EMAIL, REMOVING DAYS ONLINE, OR IN PERSON** two weeks before the days you wish to cancel, after our cutoff date by June 1. **Without proper notice of two weeks in advance, you will be charged the full amount for these weeks.** This policy will be strictly enforced, because we hire counselors in advance for the number of children enrolled. If your child is absent on days they are signed up for, due to any reason, you must still pay the fee and activity for those days. If you choose to withdrawal your child(ren) at any time you will be charged two weeks from the date, we receive your written notice and will be refunded according to our refund policy. (See below)

## PAYMENT SCHEDULE

**Initial Payment:** To reserve your spot, payment is due for the first and last week your child(ren) will attend, plus a registration fee by April 1<sup>st</sup>. If after April 1<sup>st</sup>, payment is due within 24 hours. Non-payment will result in the cancellation of your registration. Exceptions to this policy will be handled on a case-by-case basis.

**Early Bird Discount:** We encourage you to pay in full online during registration to receive our early bird discount (if applicable).

**Weekly Payments:** If you're unable to pay in full, after the initial payment, you can pay for each week on the first day of that week when you drop off your child.

**Payment Methods:** Online: Pay conveniently online with a credit card through your account. On-Site: Pay at the registration desk using credit card, check, or cash.

## REFUNDS

Because of the dynamics of Agape' MG we will only refund amounts greater than \$250 when an Agape' program is in session. Credit Cards will be reimbursed via the credit card you used. Checks and Cash will be reimbursed via Agape MG check. All other refunds will be sent out after the program concludes. If you cancel your child's registration and have paid, the registration fee is non-refundable.

## OVERDUE PAYMENTS

If the outstanding balance is not settled within two weeks from the date incurred or without prior communication, the following steps will be taken:

1. You will be emailed the amount you owe and date due. If for some reason you choose not to pay by date due...
2. You will be emailed and called. If for some reason you choose not to pay within 2 days of this...
3. Your child will not be able to attend any Agape' MG programs until full payment is made or an arrangement is made with the Director of Agape' MG. If for some reason you choose not to pay...
4. We will remove your child from Camp Agape' and your amount will be carried over till next year if you choose to sign up for Camp Agape' again. Any scholarships or discounts applied for will be forfeited and a full outstanding balance will be your responsibility.

## MEDICATIONS

**We are not liable for lost medication.** Medications must be in original containers, contain ONLY A SINGLE DAY'S DOSE, and include:

1. Child's name
2. Type of medication and/or condition
3. Physician's Name
4. Amount to be given
5. Time to be given
6. Side effects

\*Camp Coordinators will be responsible for dispensing all medication.

\*\*Please note that we are not allowed to give the first doses of any medication.

\*\*\*If a child refuses medication, the incident will be documented.

### SUNBURN POLICY

We at camp want to provide the safest place for your child(ren) and that is why we recommend all campers wear swim shirts to protect them from being sunburned. If wearing a swim shirt is not possible, we recommend that you, the parents, apply sunscreen **before** they are dropped off at Camp Agape'. However, before we leave to go on our daily activity, our staff will watch your child put on their sunscreen or they will help put your child's own sunscreen on them. It is very important for you to pack sunscreen (preferably spray on). We do our best to prevent sunburn, but every one's skin reacts differently to the sun, so we are not responsible for sunburn. However, we are more than willing to work with you on an individual basis if your child(ren) needs more attention in this area.

### SICK POLICY

If a child arrives at any of our programs and appears to be ill (Colds, influenza, and other contagious diseases and viruses, including COVID 19 and other illnesses both known and unknown), the Director and/or Staff may do a brief health-check, including taking the child's temperature. **If the child is exhibiting any of the symptoms below, he/she may be asked to return home.** If a child becomes sick while at camp with any of the following, we will call the parent/guardian to pick up the child, as soon as possible:

- a fever of 100 degrees or higher
- chills and/or body aches
- persistent coughing, wheezing.
- diarrhea
- vomiting
- conjunctivitis or draining of the eye(s)
- undiagnosed/ untreated rash or sores
- lethargy or lack of normal interest in activity

We require that campers are **"symptom-free" for at least 24 hours, after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.** We will require a doctor's statement following a serious or communicable illness.

### CONTAGIOUS ILLNESS PLAN

- **SCHEDULED SANITATION:** Including disinfecting toys, and frequently touched or used items.
- **REGULAR HAND WASHING:** Using soap or hand sanitizer before snack. Regular hand washing is also crucial to minimize allergens ingested by an "allergic" student.
- **SICK-CHILD POLICY:** Enforcing the procedures as stated above.
- **NOTIFICATION of ILLNESS:** We will do our best to notify you of any confirmed communicable diseases (such as chicken pox, whooping cough, influenza, or strep throat). A "confirmed" diagnosis is a positive one, that has been verified by a licensed physician. Notification may be given by Agape' MG, so that families may choose whether or not they would like their child to attend Agape'.

## DISCIPLINE POLICY

For the well-being of all the children and the safe, orderly operation of Agape' programs, we train children in what is right and wrong behavior using the following steps\*:

1. One clear warning by asking them to stop.
2. Another clear warning by asking them to stop and explaining what the consequences will be for their actions.
3. If the child does not stop, the child will be asked to sit in a designated spot as the counselor communicates with him/her why they are in that situation.
4. If a second situation arises the child will be asked to sit in a designated spot as the counselor communicates with him/her why they are in that situation.
5. If a third situation arises the child will be taken to a Senior Staff and the counselor will communicate w/ the senior staff what the child is doing wrong and the Senior Staff will communicate to the child, w/ the counselor present, what the consequences are. A Behavior-Related Incident Report can be written up at this time if deemed necessary. This Report will be shown to the parent and recorded and logged in the child's account.
6. If a child receives three written Behavior-Related Incident Reports during the summer, the child may be suspended at the end of the day of the third report for **one day or more**.
7. If the child is reinstated in camp and receives a fourth Behavior-related Incident Report, the Director may suspend the child for **one week**.
8. If the child is reinstated in camp and receives a fifth Behavior-related Incident Report, the Director may suspend the child immediately and the parent will be notified to come and get the child. Upon the fifth report, the child will be **discharged without the right of reinstatement**.

\*If the severity of the problem is great enough after the **first incident**, suspension from camp will be effective immediately without following the above steps and the parent will be notified to come and get the child.

**Striking** another child will *never* be tolerated and will result in an automatic write up and possibly more consequences.

**Mocking & Bullying** will also not be allowed.

**Swearing** is dealt with on a case-by-case basis.

All cases will be reviewed on an individual basis and worked through accordingly. We believe childish behavior should be treated differently from rebellious behavior. If these steps do not solve a behavior problem, we will work with the parents to do what is best for the child.

It is important to understand that uncorrected discipline problems rob the other campers of a safe, encouraging and fun summer. If you have any questions or concerns about a situation involving your child, feel free to talk to the director of the Site you are attending.

**PLEASE NOTE: In the case of suspensions, parents are still required to pay for the days your child cannot attend camp.**

If you ever have any questions or concerns about a situation involving your child, feel free to talk to the Camp Director.

## **BULLYING POLICY**

We have adopted the Olweus Bullying Prevention Program the Bozeman School District uses.

According to Olweus bullying is, "A person is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other people, and he or she has difficulty defending himself or herself."

This definition includes 4 important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated **over time**.
3. Bullying involves an imbalance of power or strength.
4. Bullying is not teasing.

Our "On-the-Spot" Bullying Intervention steps are the following. When you see bullying happen:

1. Stop the Bullying
2. Support the child who has been bullied.
3. To the child(ren) who bullied: Name the bullying behavior and refer to the four anti-bullying rules.
4. Empower the bystanders with appreciation if they were supportive to the child who was bullied.
5. Impose immediate and appropriate consequences for the child(ren) who bullied.
6. Take steps to make sure the child who was bullied will be protected.

## **CONFIDENTIALITY WITH CHILDREN**

We recognize that confidentiality is important for maintaining a safe environment for children, however the counselors will be reporting any suspicious actions and/or behaviors to the Director.

Counselors will always inform the Director who will then inform the parents whenever they become aware of any dangerous actions and/or attitudes that a child may have. This includes, but is not restrictive to, suicide tendency, pre-marital sex, alcohol use, drug use, sexual abuse, or any type of illegal activity that might involve the civil authorities. If necessary, the Director is obligated to call the civil authorities in cases of illegal actions.

## **MANDATORY REPORTING BY STAFF**

In accordance with Agape' MG policy and MT state law- Staff are required to report reasonable suspicion of child abuse or neglect, and will adhere to **MT LAW 41-3-201**:

**When professionals and officials...know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the DPHHS HOTLINE.**

## **THINGS TO BRING**

1. Sack lunch (non-refrigerated)
2. Camp T-Shirt
  - a. **This must be worn each day for safety**, if repeatedly asked, or not brought; a rental fee for one will be charged.
3. Backpack packed every day with:
  - a. Sack lunch
  - b. Swim Shirt or Sunscreen (preferably spray on)
  - c. Swimsuit
  - d. Towel
  - e. A jacket for inclement weather
  - f. A water bottle
4. Wear comfortable clothing for the daily activity.

## THINGS NOT TO BRING

1. Gum
2. Knives
3. I-Pads, Headphones, etc.
4. Electronics

We provide activities and games for the children. These games are designed to foster group involvement and skills. Therefore, **please leave toys and all types of electronics at home.**

➤ **Agape' MG is not responsible for any stolen, damaged or lost items.**

## MONEY

**Spending Money:** We suggest \$1-\$2 on candy days because that is what we tell them.

**Purchasing Food:** Due to our locations and activities each day, we are unable to allow your child to buy food for their daily lunch. Please do not send lunch money with your child.

## HEALTH FORM

We understand that filling out forms can be time-consuming, but your child's health information is incredibly important to us. Completing the online health form allows us to provide the best possible care for your child while they're with us. It ensures we're aware of any allergies, medical conditions, or special needs they may have, allowing us to keep them safe and healthy. This information is kept confidential and is only shared with staff members who need it to properly care for your child. Please take a few moments to fill out the online health form completely and accurately – it's a vital step in ensuring your child has a happy and healthy experience. If you choose not fill out the form, but your child is attending camp, in the event of a medical or surgical emergency, or if other medical treatment is required, you authorize the Camp Agape staff to secure appropriate care for my child from qualified medical professionals without this information. This may include hospitalization, injections, x-rays, surgery, or other necessary procedures. You understand that the camp staff will make reasonable attempts to contact you before taking such action.

## **ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

I acknowledge that I or my children participate in an Agape Ministries Global (MG) program. In consideration of the services of the Agape' MG, its agents, owners, affiliates, officers, volunteers, participants, employees, independent contractors and all other person or entities acting in any capacity on its behalf (hereinafter collectively referred to as "Agape' MG) I hereby agree to release and promise not to sue and discharge Agape' MG, on behalf of myself, my children, my heirs, assigns, personal representatives, guardians and estate as follows:

1. **Acknowledgment of Risk:** I recognize the fact that there is an inherent danger in use of playground equipment (or any other equipment in the vicinity or field trip activity) by my child(ren) without my direct, constant supervision, including but not limited to death or injury resulting from (a) walking, running, jumping, or other activities associated with playing on a playground; (b) colliding with other people (c) slips, falls, or exhaustion. I have fully investigated the playground and as a result of my personal investigation, I acknowledge that I am aware that there may be dangers, and that my child(ren) may suffer injuries as a result of their participation in them. I understand that no amount of care, caution, instruction or expertise can eliminate this inherent danger.
2. **Assumption of Risk:** In recognition of the known and unknown risks identified above, I expressly agree and promise to accept and assume all of the risks existing in my child(ren)'s use of the playground equipment. I represent that I have voluntarily chosen to assume all risks associated with these activities.
3. **Illness:** Colds, influenza, and other contagious diseases and viruses (including COVID-19 and other illnesses both known and unknown) are also risks inherent in the activities associated with a day camp setting. I am fully aware of these risks and have investigated to my satisfaction Agape's policies and practices for addressing them.
4. **Release Provision:** I understand and agree that I am assuming full responsibility for any and all death, illness, injury, and properly damage and/or loss that my child(ren) may suffer, in connection with any and all activities in which my child(ren) may participate under Agape' MG's supervision, including, but not limited to death, illness, injuries or property damages and/or loss arising from, among other things, negligence or carelessness of the part of Agape' MG. I agree that this release constitutes a complete release, discharge and waiver of any and all actions or causes of action against Agape' MG. I agree that I, my child(ren), my heirs, assigns, personal representatives, guardians and estate will not make a claim against, sue, attach the property of, or prosecute Agape MG or the contractual partners, for injury or damage resulting from negligence or other acts, howsoever caused.
5. **Indemnity Clause:** I hereby indemnify and hold harmless Agape' MG & the contractual partners from any and all liabilities or claims made by other individuals or entities as a result of any of my child(ren)'s actions while I am engaged in any Agape' MG activity including any litigation, expenses, attorney's fees, loss, liability, damage or cost which may occur as a result of any such claims. Should Agape' MG, be required to incur attorneys' fees and costs to enforce this agreement, I agree to indemnify and hold them harmless from all such fees and costs.
6. **Continuation of Agreement:** I understand and agree that this release will have the effect of releasing, discharging, waiving, and all actions or causes of action that I may have or have had against Agape' MG whether under statutory or common law existing now and in the future, whether past, present or future, whether known or unknown, and whether anticipated or unanticipated by me, and I hereby expressly waive all future unknown claims caused by or alleged to be caused by, any act or omission by Agape' MG.
7. **Governing Law, Jurisdiction and Severability of Provisions.** This Waiver and Release of Liability Shall be governed by Montana law and construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. In the event that I file a lawsuit against Agape MG or contractual partners, I agree to do so solely in the Commonwealth of Montana. I agree that if any portion of this Waiver and Release of Liability is held to be invalid, the rest shall nonetheless remain in full force and effect.

**BY AGREEING WITH THIS DOCUMENT OR ACCEPTING THE POLICY TERMS, I ACKNOWLEDGE THAT IF ANYONE IS HURT OR PROPERTY IS DAMAGED DURING MY PARTICIPATION IN AGAPE' MG ACTIVITY, I MAY BE FOUND BY A COURT OF LAW TO HAVE WAIVED MY RIGHT TO MAINTAIN A LAWSUIT AGAINST AGAPE MG ON THE BASIS OF ANY CLAIM FROM WHICH I HAVE RELEASED THEM HEREIN. IT IS THE INTENTION OF THE UNDERSIGNED TO EXEMPT AND RELIEVE AGAPE MG AND ASSOCIATED PARTIES FROM LIABILITY FOR PERSONAL INJURY, ILLNESS, PROPERTY DAMAGE OR WRONGFUL DEATH. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND AGAPE MG AND AFFILIATED PARTIES AND I SIGN IT OR AGREE TO THIS DOCUMENT OF MY OWN FREE WILL.**

I agree to indemnify and hold harmless the parties referenced above from any and all claims which are brought by, against, or on behalf of my child(ren), and which are in any way connected with my participation in Agape' MG activity or my child(ren)'s participation in an Agape' MG activity. I hereby represent that I am in fact, acting in such capacity and agree to save and hold harmless and indemnify each and all the parties referenced above from all liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

BY REGISTERING I HAVE READ AND AGREE TO THE ABOVE ADDITIONAL INDEMNIFICATION AND THE ABOVE ASSUMPTION OF RISK AGREEMENT AND RELEASE OF LIABILITY.