

## **Written Information for Parents and Employees**

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 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 including procedures for arrival and departure, the child day camp's absent day policy, releasing a child to persons 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.
4. Supervision and child guidance.
5. 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.
6. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of an ill child.
7. Summary of procedures taken in the event of an emergency, serious illness or injury.
8. 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.
9. Administration of medication including food supplements, modified diets and whether children are permitted to carry their own medication and ointments.
10. Transportation for trips and emergencies.
11. Water activities/swimming.
12. Policies and procedures on operation and/or closing due to weather or any other factors.
13. Policy on when the approved child day camp will require disenrollment of a child.

14. Procedure for parents or employees to follow when needing assistance in resolving problems related to the approved child day camp.