

OTAC Kids Academy
Policies & Procedures

Drop-off/Pick-up Procedures: Drop off will be between 12:15-12:25 pm. All children are to be dropped off/Picked up at the main entrance of the HUB. Parents will be prohibited from entering past the front desk area. Parents are asked to maintain a distance of at least 6 ft. Signs will be provided to ensure maximum safe distance when entering the building.

Drop-off: A COVID-19 screening, including temperature, hand sanitizer and/or hand washing using mobile hand washing stations will be performed. Participants presenting a temperature of over 100.4 degrees Fahrenheit will be considered not safe to attend the program. Once cleared for program, children will be taken to appropriate classroom by a member of the OTAC team.

Pick-up: At time of pickup parents will be asked for their child's ID# (provided at time of registration) for identification. For safety reasons the OTAC team will not release any child to an individual not listed on registration. Any other persons picking up must be added as an Authorized User on the Enrollment Forms where noted. If someone other than the parent or guardian will be picking up your child, please let us know and inform the person that we will be asking them for identification. Pickup will be held curbside at the HUB building. There will be spaces available for pickup. After checking in with a team member of OTAC, you will be instructed to pull in the reserved parking spot for pickup.

Late Policy: After 3:30pm, a late of \$10 will be charged for any child not picked up by 3:35pm. All children that remain after the close up of camp can be picked up at the HUB entrance. If a child remains 10 minutes past the pickup time and the parent has not notified a member of the OTAC team, the OTAC team will call the parents. If the parent does not answer, then the emergency contact will be called. Multiple infractions of late pickup will result in forfeiture from the camp with no refund.

Behavior and Discipline: To help us promote a "team" approach between parents and staff, we are asking that you please review the following guidelines with your participant. These guidelines have been set to ensure that everyone has a great experience at camp.

- Each participant will be responsible for his or her own behavior. If your participant is having a difficult time with another participant, please seek help from a staff member to fix this issue.
- Any acts of aggression, either provoked, or otherwise, maybe result in participant suspension.
- Each participant is expected to respect direction from a staff member the first time.
- Each participant is expected to use appropriate language at all times.

We do not anticipate any problems that cannot be solved as a team. However, if aggressive, disruptive, or dangerous behavior continues, a parent or guardian will be called and asked to take the participant home. Continuous behavior difficulties may result in suspension from the program without a refund. Any child that is excused from the program will not be given a refund.

Health Policy: To help us maintain good health practices, children should be kept home/or sent home from the following symptoms:

- Vomiting

- Diarrhea
- Suspicious rash
- Any infectious disease
- 100+ degree temperature. If a child has been diagnosed with a fever in or outside of the program, the child is not permitted back to the program for 24 hours after the fever has subsided.

In the event that your child becomes ill at camp, you will be notified for immediate pickup from camp.

Communicable Disease and Head lice: OTAC must be notified within 24 hours or the next business day after a child or any member of the family has been treated for head lice or has developed any reportable communicable disease as defined by Virginia's Department of Health's Communicable Disease Reference Chart for School Personnel. Life threatening diseases must be reported immediately.

Medicine: OTAC Kids Academy will administer emergency medication only (such as epi-pens and inhalers). A Medication Authorization form must be completed before OTAC will administer medication to your child during program hours. This form authorizes OTAC to administer medicine for up to 10 days without a doctor's signature. Medication must be in the original box with the prescription label and accompany a completed form in order to be accepted.

Communicating an Emergency: In an emergency OTAC will attempt to contact the participant's parents or guardians. If the parent or guardian is unavailable, we will attempt to notify the emergency contact given on registration. OTAC will take necessary actions in the child's best interest until the parent, guardian or emergency contact has been reached. If there is an objection to seeking emergency medical care, a statement should be obtained by the parent, guardian giving reason for objection.

Safety Policy: During any unforeseen crisis, such as natural disaster or similar event, OTAC will cease regular day events. OTAC will evacuate the premises if necessary. Parents will be contacted if children are to be released early from the program. OTAC will notify proper authority in the event of an emergency.

Snack: A performance shake will be given each day as a healthy snack. Please list following allergies below:

Refunds/Cancellation Policy: In an event from a mandated quarantine resulting in the exposure to COVID-19 as defined by the CDC, refunds will be available for time not used during required quarantine as demanded by the CDC and VA health department.

I have requested that _____ be admitted to OTAC: Kids academy. I grant permission to take part in all programs and activities during the program, including use of all equipment as needed. I understand the nature and scope of the program and will adhere to all policies and procedures.

Name of parent or guardian completing for

Signature

Date: