

# Camp Fire Rules/Policies



5615 Hickman Road, Des Moines, IA 50310 | Ph: 515-274-1501 | Fax: 515-274-1502 | [campfire@campfireiowa.org](mailto:campfire@campfireiowa.org)

The purpose of this document is for parents to be aware of Camp Fire's discipline and payment policies. Please take some time to read through this document thoroughly. If you have questions please call the Camp Fire Service Center at 515-274-1501.

## Payment/Absences

- If payment in full is not made prior to arrival on Monday morning, children will not be allowed at camp until the payment is made in full, along with a \$10 late fee.
- If a child is ill or cannot attend camp for any reason, the Camp Fire Service Center NEEDS to be notified, by phone, in the morning before 8:00 am. (@515-274-1501)
- Cancellations made less than one week in advance, or the Monday prior to the start date, will not be refunded and fees will not be transferred to another week of camp.
- If a child does not attend a week of camp they have registered for, and notification is not given to the Camp Fire Service Center, the deposit will be used to pay for the week missed and the child will lose their spot in the program.

## Disciplinary Action

Camp Fire is interested in the welfare of all children. Participants in Camp Fire programs are expected to follow the rules of the program and obey the direction of the staff. A child's failure or inability to follow rules or obey directions may cause a serious discipline problem. A serious disciplinary problem may also occur when a child hampers the smooth flow of the Camp Fire program by requiring constant one-on-one attention; inflicts physical or emotional harm on other children; abuses staff or is otherwise unable to conform to the rules and guidelines of the Camp Fire program.

The parents will be called any time a child is exhibiting behavior that endangers himself/herself or others and the child will be sent home immediately. If a child becomes a serious discipline problem, the staff will notify the parents of the situation, and discuss a solution. If improvement does not occur, the following steps will be taken:

- First incident: Parent/guardian will be called and informed of incident
- Second incident: Parent/guardian will be called and informed that the camper has been suspended from camp for the rest of the day. Parent/guardian should make arrangements for the camper to be picked up as soon as possible.
- Third incident: Parent/guardian will be called and informed that the camper has been suspended from camp for the rest of the week. Parent/guardian should make arrangements for the camper to be picked up as soon as possible.
- Fourth incident: Parent/guardian will be called and informed that the camper has been suspended from camp for the rest of the summer. Parent/guardian should make arrangements for the camper to be picked up as soon as possible.
- Money will not be reimbursed for a partial week of camp that is due to behavior issues.
- If a camper is suspended for the remainder of the summer, they will not be expected to pay any camp fee for weeks they do not attend.
- Camp Fire reserves the right to accelerate the disciplinary process as it sees fit.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_