**Expanded Learning Program -** **EXPLORE Summer Camps**

**CAMP POLICIES AND PROCEDURES**

* **All camps are located at Hearthstone School, 2280 6th Street, Oroville, California 95965.**
* **Students Grade K-8 may enroll in camp.**
* **Camps run from 9:00 a.m. to 4:00 p.m.**
* **Early drop-off and late pick-up is available from 8:00 a.m. to 5:00 p.m.**
* **Maximum 40 students per camp. Enrollment is first come, first served.**
* **All students receive a nutritious hot breakfast and lunch, and snack. Food allergies must be noted on the enrollment form.**
* **Each student will receive a water bottle.**
* **Technology is used by ELP throughout the year, campers do not take home technology or pieces.**
* **Student should wear comfortable clothes and closed-toe shoes.**
* **100% Refund available if 3 weeks before camp; 75% refund available 2 weeks before camp.**

**Camp Conduct:**

EXPLORE Summer Camp reserves the right to release, without refund of fees, any student whose behavior becomes unmanageable. No action shall be taken to release the student from camp without the student receiving verbal and written warnings. No student will be allowed to intentionally harm any other person or person’s property while camp is in session. The EXPLORE Summer Camp is NOT responsible for damages or loss of any personal property while at camp. Students are allowed to store a backpack or bag if needed while at camp.

**Will there be adult supervision throughout the day?**

Yes! Our staff supervises students throughout the day, as well as during lunch. Our average camper to staff ratio is 20:1. In addition, we often have student youth leaders who provide additional support for the campers. All camp staff are employees of the Butte County Office of Education After-School Program and have fingerprint clearances.

**Sign-in/Sign-out Policy:**

Your child may be dropped off no earlier than 8:00 a.m. before the start of camp. Your child must be signed in by a parent on the sheet located in the reception area. Please pick up your child no later than 5:00 p.m. Please be sure to sign your child out with the instructor and be prepared to show I.D. A Parent/ Guardian/other authorized adult must sign each child in/out of camp every morning and afternoon. The onlypeople that your child will be released to are those listed on your enrollment form. If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call (530) 370-8404 to allow another adult to pick up the child or send a signed note of authorization with that person. Please note that person will be required to show I.D.

**Late Pick- up:**

After 5:00 p.m., we will call the authorized individuals to collect your child. Please note there will be a late charge fee of $10 for the first five minutes and $5 for each five-minute increment thereafter, payable at the time of pickup. If an emergency arises, please call (530) 370-8404 to leave a message that you will be late so we may notify your child.

**Absences:**

Call Stacey Malcolm at (530) 370-8404 at least 30 minutes before camp starts to report any absences. Please provide your child’s full name. We will try to verify any unreported absence by phone.

***For more information, contact Program Manager, Stacey Malcolm at 530-532-5854 or smalcolm@bcoe.org***