**TUITION**

Otter Learning and Camp Otter requires that all be paid via our online billing platform and also must be on autopay in order to ensure timely payment. You will continue to have the option to pay via credit card or via a bank account.

Tuition statements will be sent to all families on Thursday for payment due the following Monday. Tuition is considered "late" if not received by Monday at 7:00pm and will be assessed $10 late fee. Families that have outstanding tuition balances due past Wednesday at 7:00pm for that week of service, will unfortunately no longer be able to attend until the balance has been paid.

The purpose of this policy is to provide our incredible staff more time to engage with your little ones and focus on educational activities. We have found over the years that too much time was spent collecting payments from individuals or establishing unique payment plans.

**RULES AND GUIDELINES**

In order to ensure a fun and safe environment we require strict policies that all campers must follow. Please take a few minutes to read over the guidelines with your child. Once reviewed, please sign and return this form to confirm your acknowledgement of these rules and authorizing your child to go on field trips.

* Please do not send your child(ren) to Camp Otter with pocket money.
* Camp Otter will not be responsible for any personal items brought to school (i.e. DS, Cell Phones, Toys, etc).
* We recommend applying sunscreen or insect repellent to your child before arriving to school, unless in an emergency situation we do not plan to administer sunscreen or insect repellent on an ongoing basis due to the varying personal medical conditions of each students.
* We HIGHLY recommend sending your child with water daily.
* Please check your child in / out via the Kiosk at the front of the school – Taking children from the playground will not be permitted.
* Please dress children in Camp Otter T-Shirts on days marked “Camp Otter T-Shirt Day”. This will help our teachers identify our children at field trip locations where other children are present. If your child arrives at Camp Otter without a T-Shirt, we will provide one to your child and charge your account $15.
* NO flip flops at any time are permitted. Please send your child with closed toed shoes and socks.
* NO child may be dropped off or picked up at a field trip location.

Camp Otter campers are to remember:

* Be responsible for belongings.
* Be on time for all scheduled activities.
* Always tell a team leader when you check in or out.
* Always tell a team leader when you are going to use the bathroom.
* Always be courteous and cooperative.
* Horseplay, fighting, and profanity will not be tolerated.
* Play safely and use good sportsmanship.
* Always stay with your team and team leader.
* Be quiet during quiet time - a good rule is to rest and relax.
* Take rules seriously during activity times and field trips.
* Report anything wrong (e.g., broken toilet, burned out light, etc.) to the team leader.
* Leave money and special items at home.
* Wear sunscreen every day!
* Most important of all: HAVE FUN!

Indoors, Camp Otter campers are to remember:

* Walk indoors at all times - Running is not allowed.
* Use inside voices.
* Do not leave the room without team leader's approval.
* Clean up your activity area before beginning another.
* Do not go into other children's cubbies.
* All children will help at clean up time.

On a field trip, Camp Otter campers are to remember:

* Please arrive 30 minutes prior to field trip departure time. Arrival time is extremely important in order to run the safest camp possible. Preparation for each field trip involves: taking attendance, preparing field trip payment, roll call, lining up and loading the bus, and seat belt checks. Because this is a lengthy process we cannot make exceptions to this arrival time. We must be punctual to each field trip destination or our venues may not allow us to re-book our trips with them.
* Children will walk together to the bus/van and wait at the door.
* Children will enter the bus/van in an orderly line when the driver or the leader directs them to do so.
* Seatbelts must be worn at all times
* Walk only at all times when entering, leaving, or moving through the bus/van.
* Hands, books, and personal belongings must stay inside the bus/van.
* Nothing shall be put outside the windows or block the windows of the bus/van.
* Windows shall be opened only with the permission of the leader or driver.
* The bus/van shall not be littered in any way.
* In case of an accident or emergency; stop and do not exit the vehicle unless instructed by the driver or group leader(s).
* Always exit the vehicle towards the sidewalk of the vehicle; NEVER exist on the side of traffic.
* Driver or group leader(s) shall do a physical walk through to ensure all campers exited the bus and took their belongings.
* Children must stay with the adult they are assigned to (usually their team leader) at all times.
* Children will be expected to follow the special rules of the site being visited (reviewed before each trip).
* Children will not use bathrooms without leader's approval.
* Any child experiencing behavioral problems on a field trip may be excluded from the next field trip or from the Camp Otter program.
* All campers must wear Camp Otter t-shirts on every field trip! (We have a limited supply of extra t-shirts at a cost of $15.00 to replace lost or forgotten shirts).
* For splash pad days, please send your child dressed in swim clothes with a complete change of clothing including shoes, towels, etc. Be sure all items are labeled with your child’s name. Students MUST wear water shoes.

Additional parent and camper responsibilities

* Clearly label all backpacks/bags with child’s name.
* When required for field trip, provide additional clothing, socks, bathing suites, towels, etc.
* Field trips vary; take note of departure and return times of each field trip.
* Campers must arrive 10 minutes before departure.
* Alert camp if camper has certain conditions that will prevent him/her from participating in a particular activity (non-swimmer, allergies, environmental allergies, insects, animals, etc.).
* Encourage the campers to stay hydrated.
* Contact parents/guardians of any changes in schedule due to unforeseen circumstances such as weather, transportation issues, etc.

**FIELD TRIP AND GENERAL PERMISSION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree for my child(ren) to:

* Ride on the bus or SUV provided by Camp Otter to attend field trips.
* Participate in any bounce house or slide related activities offered by Camp Otter.

I also acknowledge that the following is true:

* The dates, times and locations of field trips will be posted at the Camp Otter Parent Information Center.
* Camp Otter reserves the right to change dates, times and locations of field trips based on weather conditions or availability of space at the destination.

I also give Camp Otter permission to seek medical attention for my child in the event of any emergency if I cannot be reached.

**By signing below, I acknowledge that I have read, understand, and have discussed the above guidelines with my child(ren).**

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| --- | --- | --- | --- | --- | --- |
| Guardian Name: |  | Signature: |  | Date: |  |
| Guardian Name: |  | Signature: |  | Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Camper Name: |  | Signature: |  | Date: |  |
| Camper Name: |  | Signature: |  | Date: |  |
| Camper Name: |  | Signature: |  | Date: |  |
| Camper Name: |  | Signature: |  | Date: |  |