

POLICIES AND PROCEDURES

Welcome to Year-long BioMedTrack track-Out and Summer/Winter Camp. We also offer Evening and Weekend Camp. We are pleased to offer the very best of the camp experience. First and foremost, the reason we are in this business is your children. We will do everything possible to make your child's Camp experience at BioMedTrack safe, rewarding and fun! BioMedTrack values parent's opinion in child's growth and education. Hence, please feel free to ask questions and offer feedback about our program.

PAYMENT POLICY

Camp deposit is due when enrolling in each camp week. Tuition is due the **1st** day of the camp. Tuition will be charged according to your registration agreement for any days and weeks you have indicated in your registration form. A \$35 NSF (non-sufficient fund) fee will be charged on all returned checks. No refunds/credits will be issued for missed days.

REFUND POLICY

Requests for refunds must be made in writing (mail or email) and received by BioMedTrack office. The refund amount is depended on the cancellation date prior to the beginning of the camp as scheduled:

- 3 weeks prior to the beginning of the camp: refund amount 90%
- 2 weeks prior to the beginning of the camp: refund amount 75%
- 1 week prior to the beginning of the camp: refund amount 50%

A full refund will be given for all programs or events cancelled by BioMedTrack (no written notice is required) EXCEPT for acts of *God*.

Drop off and pick up of all BioMedTrack track-out Campers will occur at the Main Entrance (unless you are notified otherwise). You **MUST** sign your child in at the front office upon dropping off and picking up. The child cannot sign themselves in or out. Please let us know if someone other than a parent will drop off or pick up your camper. A BioMedTrack Camp Pick-Up Permission form will be on file naming those persons authorized to pick up your child. If someone other than a parent is picking up your child, you must provide written notification to the office. Otherwise your child will not be dismissed in his or her care. Identification is required upon pick up.

Daily Schedule



Early drop off time: 8:00 am
Game & Library time: 8:00 am - 9:00 am
Regular Drop off time: 8.45 am - 9.00 am
Science Session I: 9.00 am - 11:00 am
Lab Notebook Writing: 11:00 am -11.30 am
Social Time: 11.30 am - Noon
Lunch time: Noon - 1.00 pm
Science Session II: 1:00 pm - 3:00 pm
Presentation Session: 3:00 pm - 3:30 pm
Snack Time: 3:30 pm - 4:00 pm
Fun Time: 4:00 pm - 5:00 pm
Regular Pick up time: 5:00 pm - 5:15 pm
Late pick up: 6 pm

10290 Chapel Hill Rd, Suite #300, Morrisville, NC 27560

Call Today! 919-466-0705
919-824-1894

www.BioMedTrack.com

INCLEMENT WEATHER POLICY

In the event of inclement weather, if BioMedTrack starts late, closes early or cancels the day our staff will try their best to notify parents by email.

MEDICAL POLICIES, ACCIDENTS AND FIRST AID

If your child is sick, it is expected that parents will use their best judgments not to send their kids to the camp depending on the seriousness of the illness. If your child should contract a communicable disease (e.g. chicken pox, pink eye, strep throat, head lice, etc.), you are required to notify the Camp Director in writing immediately. Your child will NOT be allowed to return to camp without a physician's approval note. All participants are responsible for their own medical accident and health insurance. . BioMedTrack cannot administer any medications for your child. Please make sure all medications are given before your child comes to camp. If there are medications that need to be given during the day, the parent or guardian must administer them. In the event of a small injury (for example small cut, turned ankle), we will allow the child to get a First-Aid help or sit as needed and have a few minutes of rest. If the injury is more serious, we will seek medical help (via 911) and inform the parent.

MEDICATION OR OTHER SPECIAL NEEDS

Additional paper works may be required for children who have medical or other special needs. We appreciate the disclosure of any information that will help us to maintain a safe and happy experience where your child can thrive in an environment that is supportive of their needs. We would love to discuss your child's needs further in order to determine what additional steps are necessary.

SICK CHILDREN

If a child complaints of illness, a staff member will allow the child to sit and rest to see if he/she start feeling better. If the child continues to feel sick, we will contact the parent to pick up the child.

HEALTH HISTORIES

All BioMedTrack participants are required to have a completed, signed Medical Form in file. Please turn these forms to our staff member on the first day of your scheduled camp session.

LUNCH AND SNACK

Campers will pack and bring their lunch and snack daily. BioMedTrack does not provide refrigerator for lunches from home. Please make sure lunch and snack are clearly labeled with camper's name. There will be no sharing of food or drink due to food allergies and illness. Please note that we don't offer the option to purchase lunch.

RESTROOMS

There are adequate separate restrooms to serve both boys and girls.

DISRUPTIVE CHILDREN

If a child is constantly crying or refusing to follow the instructor or participate, BioMedTrack reserves the right to call the parents to pick up the child. If you are unable to leave work, please make arrangements to have someone available to pick up your child if needed. NO refunds will be given for dismissal due to behavioral issues.

DISCIPLINE

Good behavior is a key component to a successful camp experience. In an effort to provide all campers with a safe and fun-filled camp experience, campers are expected to exhibit respectful behavior towards staff and fellow campers. BioMedTrack retains the right to expel a child from camp if his/her behavior becomes hazardous to himself/herself, other campers, or staff members. The following behaviors fall into the list of what is unacceptable at our facility: using bad language repeatedly, not following instructions, continuous disrespect or back talk to an instructor/teacher, fighting, continuous name calling, inappropriately touching another student, etc. The following behavioral procedures will be enforced:

1st offense: Time out

2nd offense: Meeting with camp director, staff member and child, and parent notification

3rd offense: Meeting with child and parent

4th offense: Expulsion from current camp and possible expulsion from any future camp if the camp Director feels harm will come to a participant.

NO refunds will be given for dismissal due to behavioral issues.

PERSONAL ITEMS

BioMedTrack will make every reasonable attempt to safeguard our campers' possessions. However, we strongly recommend that students leave personal items, especially electronics and toys, at home. If camp staff determines that the presence of these items is disruptive to the class, they will be held until the end of the day. Please understand that BioMedTrack cannot be held responsible for the loss, destruction, or theft of any personal items (i.e. clothing, book bags or purses, toys, games, electronic devices, cell phones, or money) your child may bring to camp.

PROBLEM SITUATIONS

Please notify the Camp Director, if your child is having a problem at camp. We want your child to have an enjoyable and rewarding experience. With your help, we can ensure that all campers are at ease and comfortable.

If you have any questions, comments, or concerns, please contact us. Thank you so much!