

# **COMEDYWORX CAMP POLICIES**

## **Contact Information**

Parents/guardians will be given contact information, including direct cell phone numbers of counselors, at the start of camp. If a counselor will be absent or there is a need to add or change contact information for any reason, parents/guardians will be emailed and reminded the following morning at camper drop off.

## **COVID-19 and Illness**

- If a camper has been exposed to COVID-19 within the last 7 days or has tested positive for COVID-19 within the last 7 days, the camper will not be permitted to attend camp. Campers who have been exposed to COVID-19 more than 7 days ago and who can provide proof of a negative rapid antigen test can attend camp. A camper who tested positive for COVID-19 more than 7 days ago but has no symptoms and can provide proof of two negative rapid antigen tests performed at least 24 hours apart may attend camp.
- If a camper has any of the following:
  - Fever, diarrhea, vomiting or nausea, cough, shortness of breath or difficulty breathing, congestion or runny nose, sore throat, fatigue, muscle or body aches, headache, new loss of taste or smell, chicken pox, pink eye, ringworm, head lice, or any other potentially contagious condition

The camper should not attend camp until the issue resolves. If a camper begins showing signs of any of the above while at camp, a ComedyWorx counselor will contact the parent/guardian or emergency contact to pick up the camper within one hour of the phone call.

## **Pick Up/Drop Off**

- Morning drop off is at 9am. While counselors may let campers check in earlier than 9am, parents/guardians should anticipate needing to wait until 9am.
- Pick up for the half-day camp is at 12pm. Pick up for the full-day camp is at 3pm.
- Parents/guardians must personally come inside the club with their child to drop off their child and must personally come inside the club to pick up their child. Campers will not be allowed to meet a parent/guardian in the parking lot or outside of the club.
- Parents/guardians are given a 15-minute grace period after the time for pick up. Starting at 16 minutes, the parent/guardian will be assessed a \$5 fee and the fee will increase by \$1 for each additional minute. Parents/guardians must pay the fee at pick up or bring the fee at drop off the next morning or the camper will not be permitted to continue.
- Counselors will not release a camper to anyone other than the specifically listed parents/guardians or a listed emergency contact person.

## What to Bring/Not to Bring

- Campers should bring a bagged lunch clearly marked with their name. Refrigeration is available but there is no microwave. Campers should not share their food with anyone else, including siblings. There will not be vending machine access or additional food or drink available for purchase. Campers can bring individual snacks if they wish and there will be time in the agenda for campers to take a break and have their snacks, but ComedyWorx cannot provide any snacks.
- Campers should bring a refillable water bottle clearly labeled with their name. Campers should not share their water bottles with anyone else, including siblings.
- Campers may bring a bag for things like sweatshirts or to store phones. The bag should be clearly labeled with the camper's name and will be kept in a secured location where only counselors will be able to retrieve it. ComedyWorx is not responsible for any personal items lost, stolen, or damaged at our facility.
- Campers should dress comfortably for moderate physical activity. Campers should only wear closed-toe flat sneakers – no sandals, flip-flops, open-toed shoes, or shoes with heels or other protrusions on the bottom.

## Bathrooms

ComedyWorx does not have bathrooms in its physical space. The bathrooms are open to the public and are directly across the hall from the front doors of ComedyWorx. Because the bathrooms are publicly accessible, a counselor will accompany all campers to the bathroom. Counselors will wait in the hallway outside the bathroom for campers. There will be opportunities for group bathroom breaks, but outside of the group bathroom breaks no more than two campers will be permitted to leave to use the bathroom at any point.

## Access for People with Disabilities

ComedyWorx strives to be as inclusive as possible and will provide support to campers with disabilities and/or medical conditions who request a program modification. Parents/guardians should identify any access needs when registering their child for camp, but no later than two weeks prior to the start of the camp session. We are not able to accommodate every access request, but we will do our best to find an accommodation to allow as much participation as possible.

Entering the facility requires pulling on large door handles to open the door outward. There is no accessible automatic opening function. The doors require relatively little force to pull them open. Our lobby and theater flooring are cement which is mostly smooth but does have some bumps and seams. The theater has metal-framed chairs with padded cushions for seating and which can be moved at any time – they are not affixed to the floor.

Our stage is slightly elevated and requires going up two steps (a step, and then stepping up onto the stage). ComedyWorx has a portable ramp to allow access to the stage; however, the stage floor is EVA foam which may be difficult to maneuver for some

wheelchairs or other mobility devices. On the stage itself are wooden cubes and rectangles that can be used for seating.

There is a water fountain and a water filtration system operable by pushing a button located near the entrance to the facility. Counselors can assist with using the water filtration system if necessary. There are no bathrooms in the ComedyWorx space – bathrooms are immediately across the hallway. Both bathrooms are accessible, but in particular the women's bathroom and stalls are at or close to the minimum legal space and may be difficult to navigate by people using larger wheelchairs or other accessibility devices.

If you have questions about access that are not answered above, please don't hesitate to contact Rachel LaCava ([Rachel.LaCava@gmail.com](mailto:Rachel.LaCava@gmail.com)).

### Refund Policy

Cancellations prior to two weeks before the scheduled week of attendance will be fully refunded. Cancellations within two weeks of the scheduled week of attendance (but before the first day of camp) will receive a 50% refund. There will be no refunds once camp begins.

If a cancellation is due to a change in schedule by ComedyWorx, the refund will include all credit card fees incurred by ComedyWorx. If the cancellation is due to reasons not related to ComedyWorx (camper schedule change, parent changed their mind, etc.), the refund will deduct credit card fees incurred by ComedyWorx. Our credit card processor charges a 2.9% + \$0.30 fee for each transaction.

### Medical Release

If a camper must take medication during camp (and it cannot be shifted to a different time of day), the parent/guardian must sign a medication authorization form to allow counselors to give the camper medication. The parent/guardian should bring only enough medication for that week and should bring it in its original container with its original label. Campers must be able to self-administer any medications – counselors cannot administer medications. Medication will be kept in a locked drawer at all times and the container will be returned to the parent/guardian at camper pick-up on Friday. We cannot store refrigerated medications.

### Photo Release

Photos may be taken of camper activities for the purpose of promoting the camp or ComedyWorx on social media. If we do post a photo of a child or children on social media, ComedyWorx will never use a child's name and will not tag any children or parents when posting.

### Behavioral Issues

Counselors will start each week by talking with the campers about what to expect for the week and the spirit of the program. Behavioral issues will be addressed as they happen

and will involve positive techniques of guidance including gentle coaching, conflict resolution, and positive reinforcement. Counselors will also document any behavioral issues. At the end of each day, a designated counselor will send an email recapping the camp day to all participants and families. If there has been an issue involving your child's behavior, the designated counselor will send you a separate email about the issue.

The following four step system will be implemented when addressing participant behavior:

1. Warning/Reminders: Counselors will remind the child of the disruptive behavior and explain what the consequences will be as a result of the behavior.
2. Withdrawal of Privileges: The child will lose time from a fun activity.
3. Written Warning: Counselors will document the behavior and share with the parent/guardian. The documentation must be signed and returned by the parent/guardian for acknowledgement of being informed.
4. Expulsion: If a child continues to demonstrate inappropriate behavior and does not respond to attempts at resolution, the parent/guardian will be asked to meet with teachers to discuss alternative ways to guide the child toward positive behavior. ComedyWorx reserves the right to make a determination that a behavioral issue is severe enough to warrant immediate removal from camp. If that happens, a ComedyWorx counselor will contact the parent/guardian and the parent/guardian will have one hour to pick up the child. In the event of an expulsion from the camp, there will be no refund for any unused days.

We encourage parents/guardians to email or call us with any questions or concerns about camper behavior so we can work together to address any issues.

If a camper makes deliberate physical contact with another camper - that is, physical contact which is clearly not accidental, such as biting or hitting deliberately, the child who was the aggressor should be separated from the other children and the parents should be called to immediately pick up their child. Based on the facts of the situation, the outcome will be determined with ComedyWorx leadership, and may include immediate expulsion.