McCURDY MINISTRIES CAMP STARS PROGRAM GUIDELINES

(McCurdy Schools of Northern New Mexico is a registered nonprofit corporation. The corporation also uses the trade name McCurdy Ministries.)

McCurdy Ministries CAMP STARS Program provides a nurturing, loving caring atmosphere for children. ***Students are to be dropped off at the cafeteria each morning no earlier than 7:50 a.m. but need to be there no later than 8:00 a.m.***

Hours of Operation: 8:00-3:00
Fees: **The Parent(s)/Guardian(s) agree(s) to pay the following:**

Full Paid:	$330.00
Free Lunch Program eligibility which has been confirmed by parent bringing in letter from 2015-2016 participation.	$200.00 discount **per family(not per child)**
Reduced Lunch Program eligibility which has been confirmed by parent bringing in letter from 2015-2016 participation.	$150.00 discount per family **per family(not per child)**
Multi-sibling discount: Up to 3 siblings will be allowed for a sibling discount.	First child - $330.00 Second and third child - $300.00

** **(There will be a $1.00/minute assessment charged for every minute past 3:00 p.m. until the child is picked up.)**

Billing:

1. Billing: **The program fee will be due and paid at the time of registration, and no later than May 30, 2016.** A tuition fee of $330 per Student, with a maximum of $300 for any other sibling, up to 3 participants per family (non-refundable).
2. A Safe Sanctuary fee of $30.00 for all parents wishing to volunteer in the classroom or on out of class excursions such as field trips or field events.

Code of Conduct

Conduct:
Respect is the key guiding factor for a child's behavior. All children are expected to respect themselves, others' property, regulations, authority, and each other's religious beliefs and practices.

Specific Expectations:

- Students need to report to the CAMP STARS Program by the designated time. If they are going to be late parents/guardians are expected to call McCurdy Ministries' office at 505-753-7221, ext. 210 to let us know that the child will either be absent or be in late. Cell phones will not be allowed to be in use during participation at the CAMP STARS program. If students need to contact a parents or parents need to contact of students the CAMPS STAR program does have a phone that can be used. That phone number is: 505-753-7221.
- Students should not engage in any behaviors that disrespect themselves, peers, adults or compromise their health, or authority figures, including, but not limited to:
    1. PDA (Public Display of Affection)
    2. Profanity and vulgarity; including drawings, sketches, pictures, or clothing with inappropriate symbols or pictures that promote profanity and vulgarity or demeaning of any group
    3. Bullying of any type will not be tolerated.
    4. Possess or use: energy drinks; bikes, skateboards, scooters, blades, knives, aerosols, lighters, matches; tobacco, alcohol, drugs, or drug paraphernalia
    5. Throwing stones/objects
    6. Pulling fire alarms or use of fire extinguishers
    7. Pushing/shoving
    8. Harassment
    9. Forging a signature
    10. Gang activity
    11. Discrimination: race, color, age, sex, ethnicity, age, sexual orientation, etc.
    12. Fighting, assault and/or battery
    13. Refusing to cooperate with staff
    14. Defacing, tagging, graffiti, vandalism
    15. Intimidation or threatening behaviors
    16. Unauthorized use of computers or other technology devices. When authorized, must follow the guidelines for use of Technology.

Technology/Network Use Guidelines:

- Students are expected to abide by the generally accepted rules of network etiquette. These guidelines include(but are not limited to)the following:
    1. No files, data, programs, directories will be put on the hard drives of the computers in the Building.
    2. Users shall modify data/files only in personal directories or those where specific authorization to use has been given.
    3. Computers will be used only for valid purposes, approved by the provider.
    4. Transmission and/or possession of files containing obscene, indecent, lewd or offensive messages or materials which explicitly or implicitly refer to the above is not allowed.
    5. No user shall engage in activity which might be harmful to systems or to information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
    6. No user shall annoy, harass, or intimidate other users of any system or network. No user shall use the system for financial gain or profit, or to lobby political ideas.
    7. Game playing is allowed only by permission of the provider and only games that are already on the system.

8. All users shall respect appropriate laws and copyrights. The distribution of many programs, databases, text, and graphic files, and other electronic information resources are controlled by the laws of copyright, licensing agreements, and trade secret laws.
9. All files/data/e-mail created; transferred on McCurdy Ministries systems are open to examination by system administrators and/or staff. All network activities are potentially logged and examined. If a system user does not approve of this examination, he/she will not use the computers, systems, and networks on site.
10. DO NOT REVEAL YOUR HOME ADDRESS OR PERSONAL PHONE NUMBER, OR THE ADDRESSES AND PHONES NUMBERS OF OTHERS.
11. ELECTRONIC MAIL: E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to authorities. E-mail will be monitored by respective staff. No personal e-mail accounts will be set up on Ministries computers.
12. Downloading information onto the hard drive is prohibited. Any user identified as security risk or having a history of problems with other computer systems will be denied access to computers.
13. No disks or software from outside sources may be loaded on to computers owned and operated by McCurdy Ministries neither in the offices or the respective Ministries programs. If it is necessary to load a disk or software or CD into a computer, only the Computer Technician may load it, and then, only after it has been scanned for viruses. If a student brings any work in on a disk or CD or flash drive, the IT will scan it first.

Student Health:

- If a student becomes ill during their stay at the program, the provider will call the student's parent/guardian or designated contact person as authorized on the emergency contact form to inform them to come pick up the student.
- McCurdy Ministries CAMP STARS program **will not dispense** any medications at any time. If the student needs to have medication, the student must give it to the provider for safekeeping and it will be given to the parent/guardian at the time the child is picked up.
- A student must not have any over the counter medication with him/her.
- Students with a medical condition that requires the student to use and or carry an inhaler must provide the provider with written permission from a physician. Written permission must be updated in the student's file each year.

CAMP STARS Drop Off and Pick up:

- The parent must accompany the student to sign him/her in.
- Children will be dropped off and picked up at the end of the day at the cafeteria.

General Information:

If , for some reason(emergency issues), the program has to close operations for the day, parents/guardians will be contacted, either by phone or email, but a service announcement will also be made via KDCE Radio.

Discipline:

The true goal of any disciplinary measure is to assist the student in achieving self-discipline, which will manifest itself in clear and logical reasoning, and in actions that are consistent with good moral principles. When a child's behavior infringes on the rights of others, the child will be corrected and made to understand the reason for any corrective measures administered which may be loss of playtime and/or other privileges. Parents will be notified of consequences if there are further infractions. If

unacceptable behavior continues the child will be asked not to attend and other arrangements for care will need to be arranged by parents.

Cause for Termination of Agreement:

McCurdy Ministries reserves the right to terminate agreement of contract and service provided by the CAMP STARS for misuse, abuse, or disrespect for services rendered or personnel involved; deemed justified by Staff and Administration. **No refunds** will be made for any portion of the month's payment.

Parent(s)/Guardian(s) agree(s) to:

1. Pay the required fee as outlined.
2. Complete and submit prior to participation in program, the Emergency Information form and to keep immunizations up to date.
3. Provide a physican's authorization form if the named Student is required to carry an inhaler.
4. Allow McCurdy Ministries to disenroll Named student from program for misuse, abuse, or disrespect for services rendered or personnel involved; deemed justified by Staff and Administration. **No refunds** will be made for any portion of the month's payment.
5. Release and hold harmless McCurdy Ministries, its agents and employees from all claims, damages or other liabilities for injuries to the named Student, unless injury results from gross negligence on the part of the program.
6. Hold McCurdy Ministries harmless in case of loss, theft or destruction of the named Student's property which has been brought in to the program facilities.
7. Allow McCurdy Ministries to search the named Student and his or her property, including but not limited to backpack, and have the Named referred for drug testing if deemed necessary.
8. Read, sign and abide by the terms of this contract and the McCurdy Ministries CAMP STARS Program guidelines as explained in the Program Guidelines, and any other amendments that might be made from time to time.
9. Allow McCurdy Ministries to use the named Student's picture for promotional purposes. (No names will be given).