

NESHAMINY KIDS CLUB

Summer Camp

Pearl Buck
215-407-5717 or 215-666-2370

Lower Southampton
215-360-1570

Oliver Heckman
267-229-3279

Camp Cannonball
267-229-2256

OFFICE: 215-757-2554

FAX: 215- 752-8673

www.neshaminykidsclub.org

VISION STATEMENT

To provide quality summer camp programs for the children and families in Lower Bucks County.

PROGRAM DAY/TIMES

Neshaminy Kids Camp is Monday through Friday from 9:00 a.m. to 4:30 p.m. We offer free extended care from 7:30 a.m. until 9:00 a.m. and 4:30 p.m. to 5:30 p.m.

HOLIDAYS

We will be closed on July 4TH because the school is closed. You will be billed for this day so that we can pay our staff.

What to Bring

Kids Club Campers will need the following:

Daily:

- Sun Block
- Bag lunch with a beverage
- Light weight clothing
- **Sneakers** (no sandals or flip-flops : Can Bring for pool days, but must WEAR sneakers)
- Filled water bottle

Swim Days:

- Sun block
- Swim suit
- Beach towel
- Water proof bag for wet clothes
- Cover-up for pool use
- Bag lunch with a beverage

Fieldtrip Days:

- Sun block

- Kids Club T-shirt
- Bag lunch with a beverage
- Spending money is optional- our staff will not be responsible for camper's spending money

FIELD TRIPS

We will be going on a field trip each week. Please check the daily white board for the departure and return times for the weekly fieldtrips. You will receive camp calendars the first week of summer camp. We suggest that you post these calendars in a visible place at home to keep you informed of our trip departure times.

In the event that you do not want your child to take a trip, please inform us and plan alternative care for that day.

- **Please have your child at camp by 8:45a.m. or earlier if it is a long distance trip. (Dorney Park, Island State Park. Time of departure will be posted on white board.**
The bus leaves promptly and will not wait for your child. You are responsible for payment if your child misses the bus. We will not stop the bus to pick up a late child due to safety issues.
- **Wear your camp T-shirt on fieldtrips. If you forget to wear it, you will be charged \$10.00 for a new t-shirt. Children must have the current t-shirt on for safety.**

All campers will be provided with a complimentary T-Shirt and water bottle on the first day of camp. **Campers are required to wear these shirts on all of our fieldtrips.** In the event that your child arrives without a t-shirt (this is a common occurrence), we will provide a rental T-shirt for a fee of \$3.00. The replacement cost for a lost shirt is \$10.00. Please give us your cooperation with this important policy. A camp T-shirt makes your child easily visible to us.

Children will be transported in a licensed certified school bus by a CDL (Commercial Drivers License) driver. Volunteers may accompany the children on a first-come first-serve basis. Trips will also be posted on the white board in each center. There will be no regular program on field trip days.

CAMP TUITION POLICY

All Fees are in advance of services. In the event that fees are not paid, the camper will not be permitted to attend camp until the fees are paid. Before and after school accounts must be current in order for your child to start camp. Camp payments and deposits are non-refundable, regardless of whether you child attends camp. Payment may be made at our office at:

1288 Veteran's Highway
Levittown, Pa. 19056

Or by mail at:

PO Box 934
Langhorne, Pa 19047.

All full time campers (registered for 10 weeks) will be allotted two weeks of vacation. Failure to notify us by June 1 of vacation dates will result in a higher per week cost for camp for the entire summer. We staff based on number of children attending and we must have adequate time to plan.

Neshaminy Kids Camp accepts cash, checks, and money orders, Visa and MasterCard and Discover. Should a check be returned by the bank for any reason, you will be charged a \$25.00 fee and required to pay in cash or credit card for the balance of summer camp.

LATE PICK-UP FEE

The Neshaminy Kids Camp program closes at 5:30 PM and your fees pay for services up to that time. Parents whose children remain past 5:30 p.m. MUST pay an overtime fee directly to the staff as follows:

1-15 minutes late\$15.00
Each Additional 15 minutes (or interval)\$15.00

Parents who are continually late picking up their child may be asked to leave camp. Our staff work very hard and have families and obligations that they must attend to after 5:30 p.m.

ABSENCES - PLEASE READ CAREFULLY

Campers are charged for all days scheduled. There are no credits for absences due to illness or any other reason. We staff based on scheduled attendance.

CONFIDENTIALITY

It is the policy of Neshaminy Kids Camp to respect and safeguard your privacy and to use information that you give us in a confidential and responsible way.

Children's files will be released only at the express written consent of the custodial parent(s) or guardians.

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provisions of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any parent/guardian/student who believes they have been discriminated against may file a complaint of discrimination with:

Neshaminy Kids Camp
P.O. Box 934
Levittown PA 19056

150 South Independence Mall West
Philadelphia PA 19106-9111

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
110 N. 8th Street Suite 501
Philadelphia PA 19107

U.S. Department of Health and Human Services
Office for Civil Rights --Suite 372
Public Ledger Bldg.

Commonwealth of Pennsylvania
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

MEDICAL EMERGENCIES

An emergency information file is kept at the center on all children. In case of an injury or medical emergency a staff member will:

Contact parent or guardian.

If unable to reach parents, the emergency person listed as emergency contact in student's file will be contacted.

If unable to reach emergency contact, staff member will contact the doctor listed on emergency medical form in student's file.

If emergency treatment is needed, staff member will call an ambulance to transport the student to the emergency room of the nearest hospital from the Neshaminy Kids Camp site.

NOTE: All staff at each Neshaminy Kids Camp will have completed a First Aid course and a fully stocked first aid kit will be at each center at all times.

EMERGENCY CLOSING

Staff supervisors will call parents or emergency contact people to come pick up the children.

RESPONDING TO NATURAL DISASTERS

Neshaminy Kids Camp has an emergency plan to respond to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation

Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

In-place sheltering

Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation

Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility and you will be notified by phone.

Modified Operation

May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to KYW (1060AM) or WBCB(1490AM) for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The Camp Registration form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child. It is your responsibility as a parent to provide current phone numbers for your emergency contacts.

We specifically urge you **NOT** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of you children and our staff, we ask your understanding and cooperation.

AVAILABILITY OF SUBSIDIES

The Neshaminy Kids Camp participates in the Bucks County subsidy program for families in financial need. The program is called "Child Care Information Services of Bucks County" (Apple Child Care) for information on this program, call 215-348-1283 or visit their website at www.BucksChildCare.com.

AVAILABILITY OF SCHOLARSHIPS

If funds are available, the executive director may grant scholarships based on the following guidelines:

Parents/Guardians must make 50,000 or less per year. A copy of the previous year's W2 and two current pay stubs must be submitted.

On a case by case basis, the executive director may approve a scholarship based on hardship conditions, i.e. serious illness in the family, keeping a parent in the hospital without pay, homeless parents, etc.

Fees for scholarship students vary with income.

For more information, contact Diana Overton at 215-757-2554.

PERSONAL BELONGINGS

Please do not allow your child to bring personal belonging from home. In many cases, these are expensive toys for which our staff will not be responsible if they are lost or stolen. Cell phones and hand-held video games will not be permitted at our summer camp programs. Our counselors are not permitted to hold spending money or personal belongings.

Our supervisors all carry phones and can be reached throughout the day for emergencies.

ACTIVITIES PROVIDED

We develop your child's gross and fine motor skills. We also encourage critical and analytical thinking. Lastly, we encourage the children to explore their rich environment. The curriculum is based on the premise that all children should have most of their needs met through a child-centered developmental program. Once your child has enrolled in camp you and your child become a part of our family. Your child is taught daily how to have respect for other members of the family through play, snack interaction, role playing and problem solving.

Through supervised play, individual attention and planned activities, the child has the opportunity to develop socially, emotionally, physically, and intellectually. NKC promotes self-confidence, readiness skills and social interactions.

Throughout the summer we have special activities, special speakers, etc. All children may not be interested in all activities, but we ask that they stay in the activity to which they are assigned.

SWIMMING

As part of our program, children will be swimming at local municipal and private pools throughout the area. Lifeguards are on duty at all pools. Children must bring their own sunblock.

VACATION

If you enrolled for the entire 10 weeks of camp, you may take up to two vacation weeks. **These weeks must be chosen by June 1 due to staffing requirements. If we do not have your vacation weeks by June 1, your weekly rate for camp will increase.** Vacation weeks may not be changed and there are no refunds.

MEDICATIONS

The staff will administer prescription medicines accompanied by a signed, dated note from parent or guardian and physician. A note from your physician must be presented with indications of side effects or any pertinent warnings of medications. All medication must be in the original container. *The staff will not administer aspirin or other non-prescription drugs except with your written approval and a letter of approval from your physician.*

NON-DISCRIMINATION POLICY

It is the policy of Neshaminy Kids Camp to recruit, accept applications and to enroll children and hire staff without regard to race, color, religious creed, ancestry, sex, handicap, age or national origin. Please be aware that we may not be capable of supervising children with extreme physical or mental challenges at all locations due to state mandated staff-child ratios. Please call our office to discuss individual situations.

SPECIAL NEEDS CHILDREN

Neshaminy Kids Camp takes pride in it's compassion for all people, regardless of disabilities and special needs. If your child has special needs we will do our best to provide the services that the child requires. Parents must notify the director at registration of the needs of their child, and complete the proper forms.

REGISTRATION DEPOSIT

A non-refundable deposit is charged. Children are enrolled for the entire summer, by week, or by day. We require a \$500.00 deposit to hold a place for each child. This deposit is applied to your camp payments. **Should your child not attend camp for any reason, the deposit is not refundable.** There is also a \$25.00 non-refundable registration fee.

INDIVIDUALIZED EDUCATION PLAN (IEP)

INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

RELEASE OF CHILDREN

Your child must be *signed in* upon arrival and be *signed out* each day by an authorized Adult. An adult is defined as a person at least 18 years of age. This is a Pennsylvania Department of Welfare policy. No child will be allowed to leave with any person who has not been pre-approved by the parent and indicated in advance to staff personnel. Neshaminy Kids Camp will assume responsibility for your child from the time he/she signs in to our program each day until signed out. Children can only be released to adults authorized by the parent/guardian on the enrollment form. Any changes to the list must be received IN WRITING by Neshaminy Kids Camp. ***It is important that you sign-in/sign-out.*** These sheets are monitored by the Department of Public Welfare and their accuracy is important.

SICK DAYS

There are no credits or refunds for sick days, or any other scheduled day that your child does not attend.

SNACKS

Morning and Afternoon nutritious snacks that are low in fat and sugar content will be provided by Neshaminy Kids Camp. You must provide a bag lunch and beverage every day. Please notify the Neshaminy Kids Camp personnel of any food allergies or special requirements of your child. Please note, however, that we do provide a snack such as cupcakes or brownies on special occasions.

ILLNESS

For children who become ill while at camp, parents will be contacted (SEE EMERGENCIES) and the child sent home for the following:

Oral temperature of 101 degrees

Vomiting

Liquid stools

Uncontrollable or persistent cough

Appearance of acute illness or complaint of severe pain

Evidence of any infectious disease or lice

Parents may not bring a child to Neshaminy Kids Camp if:

The child has a strep throat which has not yet been treated with an antibiotic for 24 hours.

The child has any rash or acute onset associated with fever or symptoms of illness.

The child has an oral temperature of 100 degrees or higher.

The child has persistent vomiting and/or diarrhea in the 12 hours before the child comes to the center.

The child has head lice.

Once the child has been diagnosed with one of the above, we must receive notice from your doctor saying that the child can be allowed back in the center. In the event of any case of communicable disease at the center, parents will be notified.

Children who become ill at camp will be separated from the other children until their parents arrive to pick them up.

COMMUNICABLE DISEASE

Children must be kept at home when they have any communicable disease (e.g., measles, mumps). It is the parent or guardian's responsibility to report any communicable disease to our office so that we may notify all other parents. Camp will notify all center participants verbally and with a letter when a communicable disease is detected.

NESHAMINY KIDS CAMP PHONE NUMBERS and FAX NUMBER

Office 215-757-2554

Fax 215-752-8673

Pearl Buck 215-407-5715

Lower Southampton 215-360-1570

Oliver Heckman 267-229-3279

Camp Cannonball (at Heckman) 267-229-2256

The Neshaminy Kids Camp main office number is 215-757-2554. The central office will always be able to convey messages to the centers in the event that you are unable to speak to the center.

PLEASE DO NOT CALL THE NESHAMINY ELEMENTARY SCHOOL OFFICES FOR INFORMATION ON NESHAMINY KIDS CAMP - OR TO REPORT YOUR CHILD IS SICK OR OTHERWISE UNABLE TO ATTEND THE NESHAMINY KIDS CAMP PROGRAM! THEY ARE NOT REQUIRED TO FORWARD ANY MESSAGES, NOR ARE THEY RESPONSIBLE FOR YOUR CHILD AT OUR PROGRAM.

If you have a problem or a question concerning our program please call us at the Neshaminy Kids CAMP number. We are in the Neshaminy schools by permission of the Neshaminy School Board of Directors and do not wish to add to the responsibilities of the individual school administrators and/or staff.

CIVIL RIGHTS COMPLIANCE

Parent Awareness

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you, as a client of this agency, have the right:

to be provided services at this agency and to be referred for services at other agencies without regard to your race, color, religious creed, disability, ancestry, national origin, age or sex.

To file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following:

Neshaminy Kids Camp 1288 Veteran's Highway Levittown PA 19056	Department of Public Welfare Bureau of Equal Opportunity 1105B-State Office Building 1400 Spring Garden Street Philadelphia PA 19130
U.S. Department of Health and Human Services Office for Civil Rights -- Suite 372 150 South Independence Mall West Philadelphia PA 19106-9111	PA Human Relations Commission 711 State Office Building 1400 Spring Garden Street Philadelphia PA 19130

American with Disabilities Act Director Governors Office Room 238 Main Capitol Harrisburg PA 17120	

BULLYING (12/16/08)

Neshaminy Kids Camp has adopted the bullying policy that is similar to the policy that is currently effective in the Neshaminy School District.

Neshaminy Kids Camp is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Students who are bullied, harassed, intimidated or fearful of other students may not be able to take full advantage of the opportunities offered by the after school program. (academic, vocational, social, and emotional). Bullying and harassment can also escalate into more serious violence. To that end, NKC has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur.*

A current copy of the entire School District policy is available on the Neshaminy School District website:

*<http://www.neshaminy.k12.pa.us/14481069165854167/blank/browse.asp?A=383&BMDRN=2000&BCOB=0&C=67502> Neshaminy School District(downloaded 12/15/08)

This is available at www.neshaminy.k12.pa.us, under departments, policy and procedures, series 500. It is policy section 553.

Neshaminy Kids Camp will be using this policy in our after school program and summer camp. Procedures for reporting bullying at Neshaminy Kids Camp:

Students should report any bullying behavior to a staff member as soon as the incident occurs. Parents should notify the site supervisor. Parents may also report any bullying to our office. The incident should be reported to the office at 215-757-2554. All incidents will be investigated.

Consequences for the bullying behavior will be decided by the staff at the site where the bullying has occurred. Depending upon the severity of the behavior, the student may be removed from the activity, removed from the area where the bullying has occurred, suspended

or expelled. Parents will be notified of all bullying incidents and a conference will be scheduled if the behavior continues.

Confidentiality will be respected as much as possible within the responsibility to investigate the incident.

BULLYING WILL NOT BE PERMITTED IN OUR PROGRAMS. STUDENTS WHO PERSIST WILL BE ASKED TO LEAVE CAMP.

DISCIPLINE

All parents and children must sign our behavioral contract. Please discuss the contract with your children so that they understand what behaviors will result in negative consequences. Our program promotes positive behavior in children through consistent expectations and setting of limits, predictable routines and procedures, room arrangements, and developmentally appropriate activities for children. Harsh verbal or physical treatment (e.g. shaming, hitting, shaking, etc.) Of a child is not permitted. Children are not denied any portion of their snack at the center as punishment or for negative behavior at other times of the day. We want the children to feel good about themselves and the other members of the center community. Limits are set to insure the safety of each child and the safety of the group; to protect the rights of the individual child and the rights of the group; to provide a positive atmosphere where a child gradually takes control of himself/herself and takes responsibility for his/her actions when acting alone or in a group. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program either by requiring constant one-on-one attention; inflicting physical or emotional harm on another child; physically abusing staff or being unable to conform to the rules and guidelines of the program. When conflicts arise, it is our goal to resolve the conflict through effective communication. If the conflict continues:

A child may not be allowed to participate in a particular activity/or the next fieldtrip where the conflict is occurring.

If there is still an unresolved conflict, parents will be asked for suggestions on resolving the conflict.

If the problem still exists, parents may be asked to keep the child home for three days until the child is ready to cooperate.

In the event that the child continues to behave in an unacceptable manner he/she will be asked to leave camp on a permanent basis.

Immediate dismissal from camp - any physical attack on staff or child, threats or violence.

Note: Disciplinary problems will be verbalized to the parent and noted in the student's folder.

A discipline problem is defined as one in which a child is hampering the smooth flow of the camp program by:

- Requiring constant on-on-one attention
- Being unable to conform to the rules and guidelines of the program
- Inflicting physical or emotional harm on another child or staff member

- There will be no refunds for days when disciplinary action must be taken.

Serious disciplinary issues:

The following infractions may result in immediate suspension/dismissal of your child from the summer camp program:

- Any threats or acts of violence
- Physically abusing another child/staff member
- Willful destruction of property
- Leaving camp grounds without a staff member
- Inappropriate behavior during our fieldtrips or on swim days
- Any serious offense that endangers another camper or a staff member

DAILY SCHEDULE:

Each camp has a different daily schedule.

All children are to be accompanied by an adult to the camp site. Our programs open at 7:30 a.m. All children must be signed in by an adult. (An adult is defined as someone at least 18 years of age.) We are not permitted in the building before 7:30 a.m.

Camp closes at 5:30 p.m. and all children must be signed out by a parent or guardian or pre-authorized adult. (An adult is defined as someone at least 18 years of age.)

The camp day is divided into activity periods. Children are expected to participate in all activities.

SMOKING POLICY

Cigarette smoking leads to serious health problems, including respiratory illness, heart disease, stroke and cancer. In addition, secondhand smoke can cause respiratory illness and lung cancer and can act as a trigger for asthma. For the health and safety of all program participants, Neshaminy Kids Camp strictly enforces a no-smoking policy. The school buildings and campus are smoke free. Our fieldtrips and swim days are also smoke-free.

PLAN FOR SUPERVISING CHILDREN

Campers will be supervised at all times. It is the staff's responsibility to know where the children are at all times. When the children are taken outside the staff takes the enrollment clipboard which indicates the children under his/her care. Those staying inside are aware who the remaining children are and they will be accountable for those children.

SUPERVISING HIGH-RISK ACTIVITIES:

Swimming, fieldtrips to amusement parks, and other high-risk summer activities are supplemented with pool aides and volunteers. There are life guards at all of the pools.

CHILD GUIDANCE

The Neshaminy Kids Camp staff are instructed to give attention and encouragement to children that show respect for private property, get involved in center activities, share supplies and equipment, and cooperate with others. Insincere praise and threats are not acceptable at camp.

Setting limits is an integral part of the program to prevent children from hurting one another physically or verbally. If these limits are breached the staff will step in and enforce the established limits.

PARENT PARTICIPATION/COMMUNICATION

All parents with children enrolled in our program are encouraged to become active participants in our program. You are always welcome to accompany us on any field trips. We encourage parent participation. If you would like to read to the camp, share a hobby or special talent, please talk to the staff or call the program director. Regular communication between parents and staff is an important part of a successful experience at camp. Please let us know about important events in your child's life such as a visit from a relative, a special outing, or times of unusual stress. (i.e., a doctor's visit, a family death or divorce) This information will help us be more responsive to your child's needs.

If at any time you would like to meet with the staff, please call and we will be happy to set up a time that is convenient to all.

A white or bulletin board will also be posted at each center with daily announcements, a camp calendar, the day's snack, and any other special announcements.

You may visit the program at any time and join in any and all activities. You may be asked on occasion to supply a specific item through a sign-up sheet for a party or special event. This is optional on your part.

STAFF COMMUNICATION WITH INDIVIDUAL FAMILIES

The Neshaminy Kids Camp requires that the staff communicate on a regular basis with the families about the well being of their children. This communication is between the staff members and the parents and or guardians. The staff always keeps the families aware of the status of the children. Incident reports and accident reports are filed when necessary and daily communication is stressed. The staff is instructed to greet the parents during drop off and pick up times even in our hurried society where time is very limited. There is a commitment to strong human relationships.

ACCEPTANCE ENROLLMENT POLICY

The Neshaminy Kids Camp Program is open to all school age children. Enrollment is subject to constraints of space and staffing. Modification of the program to accommodate the needs of persons with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the Neshaminy Kids Camp. Requests for modifications or auxiliary aids should be made as far in advance of commencement of the program as possible.

The Neshaminy Kids Camp strives to make the program one that provides for the safety, well being, development and success of each child enrolled. For this reason, the NKC has set forth the following policies that must be adhered to and supported.

Parents must complete a Camp registration form before enrolling their child. Emergency contact information must be included with names and phone numbers where the contacts may be reached.

HARASSMENT POLICY

Neshaminy Kids Club has worked hard to build a reputation for responsible behavior and fairness - a reputation that builds trust with our customers, employees, community leaders and shareholders. We can continue to build trust only if we are steadfast in our focus on improving all aspects of our responsibilities including the quality of our work environment. This philosophy is embodied in our policy on providing a harassment free workplace.

All employees have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Sexual harassment or harassment based on race, gender, color, religion, national origin, age, sexual orientation, gender identity or expression, disability, or veteran status or any other status protected by law will simply not be

tolerated at Neshaminy Kids Club.

While it is not easy to provide a complete list of the types of improper behavior, prohibited conduct certainly includes: unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit, racially offensive or derogatory e-mails or voice-mails, and other verbal or physical conduct of a sexual or offensive nature, such as uninvited touching of a sexual nature or sexually-related comments.

There is a procedure for investigating and resolving issues of harassment. Employees should promptly report incidents of harassment to their immediate supervisor or a Director.

All reported incidents will be investigated with an effort to keep the source of the report confidential except when the company finds disclosure necessary for resolution. When inappropriate conduct has occurred, specific disciplinary actions, up to and including discharge where appropriate, will be implemented. Harassment of staff from a parent may result in termination of services. Any employee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.