

Policies & Procedures



POLICIES AND PROCEDURES

Code4Bots policies are in place for the safety and well-being of your child. Please read and agree to these policies to enroll your child in Code4Bots Camps. Please retain a copy for yourself.

OUR MISSION

Our mission is to create a fun and engaging platform where children learn to code and program, as well as have opportunities to be creative using robots.

Code4Bots was founded with a very specific purpose in mind; to enable and empower our future generations to have the skills necessary to succeed. We accomplish this by cultivating a genuine interest in STEM and guiding our students through the challenging maze of programming languages and robotics modules.

REGISTRATION AND FORMS

Parents and guardians can register for a Camp online at [Code4Bots.com](https://code4bots.com) or by calling 210-951-9357. Camps are filled on a first-come, first-served basis. All Camp forms must be filled out in their entirety to complete the registration process.

CANCELLATIONS AND REFUNDS

In the case a parent/guardian decides to withdraw a student from a camp, please send an email to info@code4bots.com as soon as possible to apply for a refund. Refund amount depends on when we receive the cancellation email request:

- I. More than 2 weeks before the start date: we will process 100% refund minus \$50 (admin fees).
- II. Two weeks or less from start date: we will process 50% refund.
- III. No refunds will be issued after the start of the program. Under special circumstances parent/guardian can apply to reschedule camp upon the approval of Code4Bots registration team. A \$100 fee will be charged.

PLEASE NOTE: Code4Bots reserves the right to cancel camps or classes that do not meet minimum enrollment. If a camp or class is canceled by Code4Bots, patrons will receive a full refund.

EXCHANGES AND REFUNDS

In the case a parent/guardian decides to reschedule a student from a camp, please send an email to info@code4bots.com as soon as possible to reserve a spot in a different camp. Rescheduling could incur the following fees depending on when we receive the email requesting to reschedule:

- I. More than 2 weeks before the start date: we will process 100% credit minus \$50 (admin fees).
- II. Two weeks or less from start date: we will process 50% credit towards new camp.
- III. No credit will be issued after the start of the program. Under special circumstances parent/guardian can apply to reschedule camp upon the approval of Code4Bots registration team. A \$100 fee will be charged.

HEALTH AND SPECIAL NEEDS

ILLNESS

Please keep children home if they have a fever of 100 or more, skin rash, or any other visible signs of illness. Children may return to Camp after they have been free of symptoms for 24 hours and have been given written, doctor approval to return. See Open Texas Day Youth Camp Checklist*. Attendance is recorded each day. Please call or email us if your child will not be attending camp because of illness or other reasons.

In the event your child becomes ill at Code4Bots or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individuals listed as emergency contacts. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call. If a child has an accident that causes a minor scrape, bump, etc., we will administer first aid and notify you when you pick up your child or by phone/email the same day. See Open Texas Day Youth Camp Checklist*.

SPECIAL NEEDS

Code4Bots is happy to accommodate children with limited special needs. In order for us to be able to help your child have an enjoyable experience in our programs, we ask that you notify the Camp Manager of your child's needs one week prior to the first day of camp. Please notify us of any allergies, accessibility concerns, behavioral, psychological or emotional conditions or other special needs using the form provided upon registering for camp.

ALLERGIES

If your child has a severe allergy and is susceptible to anaphylactic shock, you are required to provide epinephrine (adrenaline) injections to the camp staff. While we hope to offer these camps to as wide a range of children as possible, it is not possible for us to offer one-on-one care.

PLEASE NOTE: Code4Bots staff is not allowed to administer any medication. If your child needs medication during the program, you or someone you designate in writing must administer that medication.

DRESS CODE

Campers should wear their Code4Bots t-shirt and closed-toe shoes every day. Camp t-shirts are included with the cost of registration and are distributed on the first day of camp. Additional t-shirts are available for \$10 each.

LUNCH & SNACKS

Parents and guardians are responsible for providing two small, nutritious snacks and lunch for their child each day. Label all food and other personal items with your child's name. Please make sure all food items do not need refrigeration or microwave heating. Please send a reusable water bottle to keep your child hydrated throughout the day. All food items must be in a resealable container. Any open food items will have to be discarded if no resealable container is made available.

PICK-UP AND DROP-OFF PROCEDURES

Only one family (parent+child) will be permitted to sign in upon arrival at any time. Anyone entering our facility will need to:

-Wash their hands at the wash station located at the entrance.

-Wearing a mask is optional (Code4Bots will provide 1 washable mask per week, Campers can bring their own)

Camp staff will be present to assist during drop off procedures.

When you arrive to pick-up your child, a staff member will meet you at the door, to acknowledge you and will prepare your child for departure. This includes collecting belongings and sanitizing their hands.

If someone other than parent is picking up your child, they will be required to show state or federal issued photo identification and be on the list of people to pick up your child. ***No exceptions to this rule.***

Code4Bots Full Day Camps are Monday through Friday between 7:30 - 9:00 a.m. for drop off and between 4:00 – 5:30 p.m. for pick up.

Code4Bots Morning Half Day Camps are Monday through Friday between 8:45 - 9:00 a.m. for drop off and between 12:00 - 12:15 p.m for pick up.

Code4Bots Afternoon Half Day Camps are Monday through Friday between 12:45 - 1:00 p.m. for drop off and between 4:00 - 4:15 p.m for pick up.

If a parent or guardian is more than 15 minutes late when picking up their child without notifying camp staff, a \$15 late pick up fee will be issued.

COMMENTS, CONCERNS OR COMPLAINTS

We welcome letters, emails, and phone calls with suggestions, comments or accolades. As a parent or guardian, we encourage you to express any concerns you might have involving your child. Please approach the Camp instructor first—most questions or situations can be resolved at this level. The Camp Manager will become involved only if appropriate, and generally after it has been addressed with the camp teacher. A survey will be distributed at the completion of camp to record your comments.

DISCIPLINE AND GUIDANCE

Discipline and guidance are important to a child's personal growth and comprehension of acceptable behavior, self-control, self-esteem, and self-direction. As educators, we are very careful to ensure that our actions are appropriate for each individual child's age and level of understanding, and consistently administered.

CHILDREN ARE EXPECTED TO FOLLOW ALL GUIDELINES AT ALL TIMES.

If your child is having trouble following rules and/or his or her conduct is disrupting the learning process or safety of others in the class, we will notify you, and work with you to help alleviate the problem. Code4Bots reserves the right to dismiss students from camp at any time due to behavioral problems. If this occurs, any tuition paid for time not attended will not be refunded. If a child accidentally or intentionally damages, destroys, or otherwise harms Code4Bots property or the property of another child or person, you may be required to pay for the repair or replacement of the item(s).

If you have additional questions, please contact Code4Bots at 210-951-9357

Open Texas Day Youth Camp Checklist below.

HEALTH RECOMMENDATIONS



CHECKLIST FOR DAY YOUTH CAMP OPERATORS AND STAFF

Page 1 of 5

Be advised:

Youth camps should follow the below health and safety protocols. These protocols may be updated based on guidance from the CDC and/or the American Academy of Pediatrics.

A note about children and COVID-19:

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age or older with pre-existing health conditions, persons in every age group can become infected with COVID-19 and some may become seriously ill or even die.

We should all be thankful that, with rare exceptions, COVID-19 is not claiming the lives of our children. However, we can never forget that a child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable.

COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking, and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

These facts are vitally important for schools, child care centers, youth camps and other places that provide care and education for our children.

One thing is for certain: We must find ways to protect our children from COVID-19 and ensure that they do not bring the infection to others, such as other household members, who may be at high risk for severe infection or even loss of life..

For adults in the workplace or other public spaces, we are confident that if recommended measures such as cloth face coverings or non-medical grade masks, respiratory etiquette, frequent hand washing / hand sanitation and environmental cleaning and sanitizing are widely observed, we can improve safety.

However, such recommended protective measures that we can expect from adults are, for a variety of reasons, simply not possible for infants, children and youth to practice in schools, child care centers, and youth camps. In some cases, the child will be too young to understand and practice these precautions. We cannot, for example, expect a group of toddlers or schoolchildren not to engage in interactive play or share toys.

All of these factors mean that while certain precautions against the spread of COVID-19 can and will be applied to schools, child care centers, and youth camps, the infection control measures that can be put in place in these settings will differ from those that are suitable for other social, business and commercial settings.

Every adult who is responsible for providing care or education for infants, children and youth in these settings must be aware of these facts and be willing to comply with the infection control measures that will be in place in these settings. Parents should monitor the health of their children and not send them to the program if they exhibit any symptom of COVID-19. They should seek COVID-19 testing promptly and report results to the program given the implications for other children, families, and staff. Individuals

HEALTH RECOMMENDATIONS



DAY YOUTH CAMP OPERATORS AND STAFF: Page 2 of 5

aged 65 or older are at a higher risk of COVID-19. Parents should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend child care centers, schools, or youth camps.

About health recommendations:

Individuals age 10 or older are strongly encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain 6 feet of social distancing from another person not in the same household.

The following are the health recommendations for all day youth camps choosing to operate in Texas. Day youth camp operators may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, volunteers and day campers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these recommendations. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Day youth camps should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Day youth camps should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health recommendations for camp employees, contractors, volunteers (“staff”):

- Provide notice to the parent or guardian that the parent or guardian may choose to either pick up their camper, or to let the camper remain and trust the camp to take appropriate safeguards, when informed by the camp operator that a child at camp has tested positive for COVID-19.
- Train all staff on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen all staff each day for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

HEALTH RECOMMENDATIONS



DAY YOUTH CAMP OPERATORS AND STAFF: Page 3 of 5

- Staff should mitigate environmental exposures by additional cleaning and disinfecting of symptomatic staff's work area, common areas, and bathrooms. Staff should follow and supervise the Dining Hygiene Plan, Program Activity Plan, and, if applicable, the Transportation Plan.
- Camps should act consistent with all US State Department travel restrictions for international travel.

Health recommendations regarding sick campers and staff members:

- Isolate staff exhibiting new or worsening signs or symptoms of possible COVID-19 and contact the local health department.
 - Staff exhibiting new or worsening symptoms of possible COVID-19 should receive a nucleic acid-based COVID-19 test. Find [TX COVID-19 Test Collection Sites](#) online, contact the local health department for testing, or see a health care provider.
 - Do not allow staff with the new or worsening signs or symptoms of COVID-19 to return to work until:
 - In the case of a staffer who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
 - In the case of a staffer who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the staffer has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on a negative nucleic-acid COVID-19 test and an alternative diagnosis.
- Staff should help the camp operator in identifying exposure risks (a.k.a. contact tracing).
- Separate campers and staff into groups or cohorts that remain consistent over the camp session. Discourage mixing between groups or cohorts. Consider programs that operate by groups defined by age or grade.
 - Immediately isolate any camper or staff member who tests positive for COVID-19 and report the positive test to the appropriate health authority.
 - If a staff member tests positive for COVID-19, the staff member will immediately leave the camp.

HEALTH RECOMMENDATIONS



DAY YOUTH CAMP OPERATORS AND STAFF: Page 4 of 5

- When an individual tests positive for COVID-19, notify all parents or guardians of campers in the cohort. The parents or guardians may decide to either pick up their child from the camp or leave the child in the camp and trust the camp to take appropriate safeguards. Keep the cohort containing the individual who tested positive for COVID-19 isolated from other cohorts at the camp for the remainder of the camp session.
- If three or more cohorts have had any identified positive cases of COVID-19, work with state and local public health authorities about continued operations of the camp session.

Health recommendations limiting access to camp grounds and facilities:

- No parents or guardians visiting the camp during or between camp sessions, except to drop-off and pick-up campers.
 - Modify camper drop-off and pick-up procedures to keep parents and guardians from coming within 6 feet of individuals not within the same household. Possible strategies include, but are not limited to, staggering drop-off and pick-up times.
 - If possible, parents and guardians should remain in their vehicles at camper drop-off and pick-up.
- Visitors should maintain social distancing of at least 6 feet from other individuals while at camp, and should follow camp protocols for symptom screening and hand-washing or sanitization.
- Designate a facility on the camp grounds for staff to take a break.

Health recommendations for camp grounds and facilities:

- Develop, train, and implement increased daily sanitization protocols for common surfaces, restrooms, dining halls, cabins, recreational equipment, and camp facilities.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available throughout the camp.
- Consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the camp are being successfully implemented and followed.**
- Camp health policies and protocols should include communicating and coordinating with the local health department, local emergency services, and local health care providers before the start of a camp session. This coordination should include ensuring prompt and coordinated response to COVID-19 and other emergencies.
 - Ensure access to on-site medical personnel, or on-call physician, for the duration of a camp session.

HEALTH RECOMMENDATIONS



DAY YOUTH CAMP OPERATORS AND STAFF: Page 5 of 5

Developing and implementing health protocol plans:

- Develop and implement a Dining Hygiene Plan to include:
 - No self-serve buffet meals
 - Serve meals with disposable utensils, napkins, cups, and plates. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items
 - Clean and disinfect tables, chairs, etc. after use
 - To the extent feasible, have campers bring their own meals.
- Develop and implement a Program Activity Hygiene Plan to include:
 - Sanitization of all program areas
 - Sanitization of equipment before and after use
 - Hand washing or hand sanitizing before and after activities
- Excursions away from the camp are strongly discouraged, and should be limited or eliminated where feasible. To the extent those excursions continue, develop and implement Transportation Protocols to include:**
 - One individual per seat and every other row in a vehicle
 - Staggered seating for maximum distancing
 - Asking campers and staff to wear face coverings or masks while in vehicle
- Develop a management plan for infection outbreaks, including COVID-19.
- Deep clean and sanitize the camp prior to the start of a new camp session.