

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 \$75 (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 \$75 (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. 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.

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 or sanitize 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 for every 15 minutes increment.

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