

# **GALAXY FUN PARK PARENT HANDBOOK**

## **REFUNDS: There will be NO refunds**

### **ARRIVAL AND DEPARTURE INFORMATION:**

Camp Hours are Mon-Fri 7:30 a.m.- 5:30 p.m.

We offer a Late Pick up Option for \$5.00 a day from 5:30pm-6:00pm.

\*\*\* A LATE FEE of \$2.00 per minute will be assessed for ALL pickups after either 5:30pm or 6:00pm.

THIS POLICY WILL BE ENFORCED AND WE DO NOT OMIT POLICY EVEN IF YOU CALL IN DUE TO TRAFFIC ISSUES. PLEASE PLAN ACCORDINGLY. \*\*\*

### **Registration Policy**

Due to a restructure of our system, Galaxy Track Out Camp is streamlining our registration process and converting ALL REGISTRATIONS ONLINE! It is MANDATORY that ALL PARENTS must register campers online for camp prior to arrival. Accessibility for same day or weekly camps are available. This new system will work cooperatively with Dependent Care Reimbursement Requirements and will provide access to camper's entire History and Tax information on an Annual basis. This policy is strictly enforced and there are no exceptions moving forward!

### **DROP OFF AND PICK UP**

Parents must accompany their child into the building during drop-off and pick-up and provide the assigned number each day in order to check them out. If someone other than a parent will be picking up your child, the parent **MUST** provide their name to the Galaxy Staff and they **MUST** provide the correct assigned family number for your child. Please note, we **CAN NOT** let any child leave without these two requirements met.

Please make sure to SIGN your child IN & OUT daily. Your child may not leave the building with anyone under the age of 18 without prior parental notice.

If for any reason your child will be absent or picked up early, please let us know.

### **ITEMS TO SEND WITH YOUR CHILD:**

Please dress your child for active play each day. We require closed toed shoes and prefer tennis shoes and socks, and play clothes that are OK to get dirty. NO BELTS, BUCKLES OR ZIPPERS ARE ALLOWED on the trampolines.

Please pack a full change of clothes (including underwear) in a plastic bag clearly labeled with your child's full name in case of accidents. This is very helpful for younger children.

We have morning and afternoon snack and your child has the option of bringing their own snack or purchasing something from the Cosmic Café. Your child also has the choice of bringing lunch or purchasing lunch at Galaxy.

### **ELECTRONICS POLICIES:**

Galaxy Track Out does allow Campers to bring electronics (iPods, iPads, iPhones, Nintendo DS, etc.) to camp AT THEIR OWN RISK. However, Galaxy Track Out, Galaxy Fun Park, LLC and/or Galaxy Fun Park staff members/management are NOT responsible for lost, stolen or damaged items.

**RESTRICTIONS:** Electronics are allowed to be used **ONLY DURING** morning drop-off time, morning snack time, lunch time and pick up time.

Galaxy Track- Out staff will be monitoring the devices and checking to make sure that all campers are following the CAMP ELECTRONIC POLICY RULES by ONLY watching AGE APPROPRIATE music, movies, videos, and games on all devices.

### **ALL DEVICES SHOULD STAY "G" OR "E" RATED AND "CLEAN" VERSIONS. (Ages 5-12)**

Anyone watching inappropriate material or violating the usage of the electronics policy will have their device confiscated, and it will be given to the parent at pick-up.

For repeat offenders of the CAMP ELECTRONIC POLICY RULES the camper will be prohibited from bringing electronic devices.

### **LUNCH AND SNACK OPTIONS:**

Your child may purchase lunch from Galaxy Fun Park for \$6 a day or \$25 for a Full Week.

Your child may also bring their own lunch.

Galaxy Track Out has 2 snack times, one in the morning and one in the afternoon. Campers have the option to bring their own snack or purchase something at the Cosmic Café with either cash or a fun card.

Parents can purchase a **Fun Card** and put money on the Card for Campers for snacks so that the child does not have to keep up with Cash during their time at Camp. They can Request that the card be KEPT WITH A COUNSELOR IF DESIRED.

### **Sick Days:**

Please call Galaxy Fun Park to inform our team if your child will not be attending camp due to illness. No Credits or Refunds are given for days missed due to illness.

### **MEDICAL ISSUES OR SPECIAL REQUIREMENTS:**

Please List all Medications and Allergies that your child has on your registration form, and let the Staff know any important details about these conditions. We do not administer medications.

Due to safety regulations, please let the Galaxy Fun Squad Staff know if your child's activities need to be restricted each day. This should be done every morning at drop off and should be noted when signing in. The Galaxy Fun Squad staff wants to make sure that your child can have fun, but be properly supervised and protect your child from any potential harmful situations.

If your child becomes observably sick or significantly injured during camp, we will contact you with the emergency contact phone numbers that you have provided us on your registration. Please be sure we have emergency numbers where we can reach you or someone you designate at any time during the camp day.

### **INCLEMENT WEATHER & EMERGENCY CLOSING POLICIES**

#### **NO REFUNDS DUE TO INCLEMENT WEATHER OR EMERGENCY CLOSINGS.**

**Late Arrival/Early Dismissal/Emergency Closings:** If Galaxy opens late or dismisses early due to inclement weather or an emergency closing, NO REFUNDS OR RESCHEDULED DAYS WILL OCCUR.

**Daily Track-out:** If the daily track-out child missed the **entire** day of track-out due to GALAXY having to close because of inclement weather, there will be **NO REFUNDS**, but can be rescheduled for a later date. We will not reschedule for a partial day of track-out camp.

**Weekly Track-out:** If the weekly track out child missed the ENTIRE DAY of track out due to GALAXY having to close because of inclement weather or an emergency closing, there will be **NO REFUNDS**, but can be rescheduled for a later date. No pro-rated refunds or rescheduled sessions will be offered for partial days of track out camp.

**Galaxy Policy:** Qualifying days for a rescheduled Track-out camp event, are days that Galaxy Fun Park's Track-out Camp is closed due to inclement weather or emergencies.

\*Please look for closings and inclement weather notifications sent through Facebook, website, and/or event manager's email.

**Behavior Disclaimer:** There will be **NO REFUNDS** provided to a guest if your child is sent home due to behavioral issues. This includes, but is not limited to, not following Galaxy Track Out Policies and Procedures, getting physical with staff members and receiving complaints from other track out children and parents.

**Parent Handbook Review Acknowledgement**

I acknowledge that I have received and read the Galaxy Track Out Parent Handbook. I understand the policies and agree that Galaxy reserves the right to make changes to it's policies, procedures and guidelines at any time at it's discretion. I further understand that Galaxy reserves the right to interpret it's policies or to vary it's procedures as it deems necessary or appropriate.

---

Parent/Guardian Print Name

---

Signature

---

Date

Child \_\_\_\_\_

Child \_\_\_\_\_

Child \_\_\_\_\_

Child \_\_\_\_\_