



Welcome to Golden Bell Camp and Conference Center

Our Elementary Learning Pods are designed to provide consistent, in-person, educational support for children in Grades 1-5 (ages 6-11). The core academic curriculum is based on the Remote Learning plans provided by each student's home school, and Golden Bell supplements his/her learning with hands-on, engaging activities unique to the camp setting.

Golden Bell Camp and Conference Center's Learning Pod Mission Statement

A mountaintop experience encouraging adventure, providing safety and structure, and facilitating remote learning opportunities for elementary-aged children in our community.

Philosophy of Child Care

We believe that children learn best when they are in a supportive community with caring adults and other children. To accomplish this goal in the midst of COVID-19 challenges, we are creating learning pods of ten or fewer students and pairing them with trained, encouraging instructors to guide students through their online learning assignments in a social-distanced environment. We also believe that students make more educational connections when the learning materials are presented in a hands-on, engaging way. To accomplish this goal, we are scheduling multiple breaks in the school day to allow time for physical activity, arts and craft projects, and other events unique to the camp setting.

Americans with Disabilities Act

Due to the nature of Golden Bell's property and activities we are not able to be fully compliant with the Americans with Disabilities Act. Please inform Golden Bell at the time of registration if your student has a disability, and we can work together to see if we can accommodate your student.

Camp Hours and Dates

Before Care: 6:00 am-8:30 amBreakfast, and bunk to sleep in included.

Learning Pod Hours: 8:30 am-3:00 pmLunch and Snack included.

After Care: 3:00 pm-5:30 pmSnack included.

Dates: January 7-8, 2020

January 11-15, 2020

January 18-22, 2020

January 25-29, 2020

February 1-5, 2020

February 8-11, 2020

February 22-26, 2020

March 1-5, 2020

March 8-12, 2020

March 15-19, 2020

Registration and Fees

You may register online at www.goldenbellccc.org. The Parent Handbook is also on our website. When you register you will need to read the Parent Handbook and sign that you have read, understood, and agree with Golden Bell's Policy and Procedures. It will be due the first day your child starts Learning Pods. We will continue to allow registrations (even midweek) until every slot is filled. The website will be updated stating that all slots are filled. However, if you continue to register, your children will be put on a waiting list if someone drops out you will be notified that a slot has been opened.

During the registration process you will be asked:

Health history including: any communicable diseases, chronic illnesses or injuries, known drug allergies and reactions, current medications and any special dietary restrictions, and immunization records. The name address and phone number for the child's health care provider and dentist are also needed. Dated written authorization for emergency medical care and signed by all parents or guardians.

Fees for each week are due the Friday before your student will be attending. Your fee for the week will not be modified if your child misses a day (see Cancellation/Refund Policy).

Day by Day

Before Care is \$15 per day.

Learning Pods are \$45 per day.

After Care is \$15 per day.

Week by Week

Before Care is \$75 per week.

Learning Pods are \$225 per week.

After Care is \$75 per week.

*Siblings Discount: First student full price; additional siblings \$10 off per week for before care, learning pods, and after care.

**Essential Worker Discount: A 10% discount will be applied to children from homes where one or both parents are classified as Essential Workers, according to [Colorado's Department of Public Health & Environment](#) guidelines.

Sign-In Procedures

- Students must be signed in each day by a parent or authorized adult in the turnaround in front of the Activity Center. **In an effort to keep cross-contamination down, we are asking that parents remain in their vehicles during drop-off and pick-up and NOT come into the building with their student(s).**
- Every Monday a new health form needs to be filled out.
- Each student's temperature will be taken and recorded daily *before* he/she is allowed to join the rest of the pod in the Activity Center. ***This only applies if we are still in a COVID-19 health emergency.***
- Students will be asked to leave if they are presenting with a fever of 100.4°F and higher or 3 of the following symptoms: cough, shortness of breath/difficulty breathing, chills, muscle ache, sore throat, loss of taste or smell. ***This only applies if we are still in a COVID-19 health emergency.***
- On Friday, a parent newsletter will be given to let you know the educational theme for the next week and how to specially prepare your student if there are special activities or instructions.
- If you are dropping off for Before Care you may bring your student still in their PJ's with a packed bag of things, they will need to get ready for the day. You must also bring your child's own bedding. We have rooms in our lodge with bunkbeds where your student can sleep a little bit before getting ready for the day.

Sign-Out Procedures

- Students will be signed out at the entrance of the Activity Center. Only adults listed on the pick-up authorization section of your registration forms may sign out a child. **Valid photo ID must be presented each time a child is signed out.** **In an effort to keep cross-contamination down, we are asking that parents remain in their vehicles during drop-off and pick-up and NOT come into the building with their student(s).**

- Please make sure your child has all their belongings (shoes, backpack, towel, art project, water bottle, etc.). Please label all of your student's supplies he/she brings to camp with his/her name.
- Students may not sign themselves out.

Early Sign-out & Late Pick Up

Parents who need to sign their child out of the learning pods outside of the normal times should call the office (719-687-9561) with the name of the student and the time he/she will need to be ready to be picked up. Office staff will notify the Learning Pod Manager. The student will be ready to be signed out at the entrance of the Activity Center at the specified time. **In an effort to keep cross-contamination down, we are asking that parents remain in their vehicles during drop-off and pick-up and NOT come into the building with their student(s).** Students will only be released to adults authorized on the registration forms. If you know in advance that you will be picking your student(s) up early, please notify his/her instructor at the morning drop-off.

If your child is not picked up by 3:15 pm (or 5:30 pm, if enrolled in After Care) there will be a 15-minute grace period. However, for every 15 minutes you are late after you will be billed \$5 until the child is picked up (unless you call the camp office to notify us of a later pick-up time, as specified above). Late pick-up fees cannot be applied toward extended care. If students are not picked up by 4:00 pm (or 6:30 pm, if enrolled in after care) Child Protective Services will be notified. If you know in advance that you need a later pick-up time, please notify us at check in and request to purchase after care for the day. Or if you know that you will be late to pick up your child, please call the camp office (719-687-9561) and authorize them to place your child in after care. You will be required to pay for after care upon your arrival.

Authorized Adults & Emergency Contacts

Changes or additions to the list of adults authorized to pick up a student must be made in writing by the parent who registered the child. **Any adult picking up a student must show photo ID.** Students are not allowed to sign themselves out.

Health Information

During the registration process you will be asked: Health history including any communicable diseases, chronic illnesses or injuries, knowing drug reaction and allergies, current medications, any special dietary restrictions, and immunization records. The name, address, and phone number for the child's health care provider and dentist are also needed. Dated written authorization for emergency medical care, signed by all parents or guardians is also required.

If your student has an injury, accident, or is showing symptoms of an illness, a report will be filled out and signed by one of the pod instructors. A copy of this form will be sent home with your student. If the injury, accident, or illness is severe the Learning Pod Instructor may inform you during the day and offer for an early pickup to be arranged.

COVID-19 Social Distancing, Quarantine, and Isolation- This only applies if we are still in a COVID-19 health emergency.

- The best place to be is outside in the fresh air with a breeze and lots of sunshine. As many activities as possible are being scheduled for outside. We will be utilizing the playing fields, amphitheaters, and other outdoor venues.
- Learning Pods will be limited to 10 students to promote social distancing. Each group is encouraged to keep 6 feet apart from other Learning Pods.
- A specific building is designated as a quarantine place for anyone showing symptoms.
- Golden Bell will call and inform parents if their child is showing symptoms and must be picked up. Students will be allowed to return with a negative COVID-19 Test or 3 days without a fever.
- The student will then be given a mask and be quarantined with a Medication Administrative trained staff member.
- Activities and meals will be delivered.
- Everyone else in the Learning Pod will be socially distanced and isolated from the rest of the camp. Parents will be notified that someone in their child's Learning Pod has symptoms and is now quarantined. The parents will have the option to come pick up their child(ren). Games, food, and activities will be delivered.
- Staff members who come in direct contact with a quarantined student will be monitored for symptoms.
- If a confirmed COVID-19 outbreak occurs on camp property, Golden Bell will be required to close for two weeks.

COVID-19 Sanitation-

This only applies if we are still in a COVID-19 health emergency.

- Golden Bell uses an upgraded sanitizer which kills all viruses including COVID-19.
- Common areas will be sanitized 3 times a day in addition to the regular cleanings.
- All activity equipment is sanitized before and after use.

Medications

Medication must be in its original prescription container with the child's name on the label and the parent must complete and turn in a medication form. Medications are to be picked up at the end of the day unless the parents wish to log the medication in our centrally

stored medications. Over the counter drugs will only be accepted with written consent and instructions from a parent or guardian.

Medications will be given to students by trained, certified personnel.

Communicating Important Information

Please inform us of changes in your child's life or other concerns that you feel are important for us to know in order to provide the best care possible. Parents are encouraged to indicate circumstances that may affect the child's learning pod experience.

- Tell us in person. During pick-up and drop-off, your student's learning pod instructor will be available to discuss concerns or special needs your student may have. You may also call to arrange a meeting with the Learning Pod Manager or the Program Director.
- Call us. If you have sensitive or confidential matters to discuss, please call (719) 687-9561 during the hours of 8:00 am – 5:00 pm. After hours you may call (719) 602-9813 and ask to speak with the Learning Pod Manager, Holly Riffe.
- Email us. You can email questions or concerns to holly.riffe@goldenbellcamp.org.

Cancellation/Refund Policy

No full refunds are issued* unless camp is cancelled by Golden Bell Camp and Conference Center.

*If your child is presenting with COVID-19 symptoms or has tested positive for COVID-19 prior to a week of Learning Pods for which you have already paid, your payment will be credited to a future week of Learning Pods OR a partial/full refund may be offered.

What to expect at Learning Pods

Each day includes facilitated time to work on school assignments, games, camp activities, snack breaks, and lessons designed to support PE, art, and music. Students are grouped by age. Activities vary each day and follow the week's theme to keep things fun and exciting.

What to wear: Students should dress in layers every day. We will be doing outdoor activities when the weather permits, so we recommend sending your student with a winter coat and an extra pair of outdoor shoes or winter boots they can change into. Please make sure your student is wearing socks and closed-toed shoes every day.

Bring a backpack/bag: Students should bring their belongings in a backpack or bag. Please remember, **EVERYTHING should be clearly labeled with the student's name.**

What to pack:

- Learning Supplies- Students are responsible to bring any supplies they will need to access and complete their school assignments. Depending on what their homeroom teacher has assigned, this may include a Chromebook, paper packets, additional worksheets/workbooks, etc.
- Water bottle
- Extra snacks (optional)- Afternoon snacks are provided, but feel free to send additional snacks if you feel your child needs them. Please do NOT send any peanut based products, candy, or sugary drinks.
- Sunscreen- Even though it is wintertime, we will be spending time outdoors as the weather permits. Therefore, we recommend that you send sunscreen with an SPF 35 or higher with your child. In keeping with child safety standards, counselors are not permitted to apply sunscreen to students. However, they can instruct and supervise students during reapplication throughout the day.
- Swimsuit and Towel (when applicable)- We will provide advanced notice if your student's learning pod will be going swimming. Please pack a modest swimsuit, sandals, and towel. A plastic bag or swim bag is helpful to keep student's belongings from getting wet.

What not to bring to Learning Pods:

These items listed below are not welcome at the Learning Pods. Should your student bring any of these items, the item(s) will be confiscated and returned to the parents at afternoon pick-up. Please do not let your student bring valuables! Golden Bell is not responsible for lost or stolen possessions.

- Cell Phones
- Electronics such as MP3 players, iPods, iPads, portable game devices, video cameras, etc.
- Valuable Jewelry
- Money
- Personal toys such as card/trading games, motorized cars, boats, dolls, stuffed animals, etc.
- Drugs or Alcohol
- Weapons: guns, knives, nun chucks, or any other actual or pretend weapons.

Food and Treats

Meals- Meals are prepared at Golden Bell Camp and Conference Center and provided to the students daily. Allergies will be accounted for if you filled out an allergy form as a part of your registration. Menus are available at the beginning of the week upon request.

Snacks- Afternoon snacks are provided for students every day. Feel free to send additional snacks if you feel your child needs them, but please no peanut-based snacks, candy, or sugary drinks.

If your student is a picky eater, has severe allergies, or has very limiting dietary restrictions, they are welcome to bring a sack lunch from home (be sure to include this plan in your child's registration as this will reduce the price of the learning pods).

Location of Students

Your student will be with the same instructors every day throughout the learning pod experience. The instructors will do a head count leaving and arriving at each location. They will also have an attendance sheet that will be with them throughout the day. Instructors will not be able to leave until each one of their students is checked out by an authorized adult.

- 1.) If a student is assumed to be lost, the instructor will notify the Program Director as soon as this is known. The following information is needed when a lost student is reported.
 - Last time and last known location student was seen.
 - A physical description of the student, including color of the clothes they were wearing.
 - A complete head count of your learning pod, the other learning pods, a check of the bathrooms, and a check of the locations you were previously in.
- 2.) The Program Director will then contact the other Directors and institute a search. Available staff will begin a walking search of the area. After a reasonable amount of time, the Executive Director and Program Director will decide if law enforcement officials and the student's parents should be called.

Behavioral Expectations and Student Discipline

Golden Bell Learning Pods Program strives to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both educational and fun. Our counselors work to create a positive environment, free from discrimination or other factors that may prohibit students from having an enjoyable experience in their learning pods. Bullying of any kind is not acceptable and will be addressed immediately. Learning pod instructors are trained to utilize positive discipline techniques to promote growth and learning.

Instructors and students work together to create a "group contract" and outline the consequences for misbehavior. We deal with issues proactively, by informing students of expectations and creating an environment that fosters openness and respect. We encourage students to "use words" to express what they want or don't want, what they need, and how they feel. In the case of disruptive or inappropriate student behavior, instructors will utilize clean, firm, and concise language to instruct the child as to a more positive way to express their

needs or frustrations. Instructors will continually reinforce appropriate and positive behaviors, separating the child from the behavior.

In the event participants do not adhere to the established rules and guidelines, the disciplinary procedures listed below will be followed.

We will never, under any circumstance, administer physical punishment to a student. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by students.

(Golden Bell Learning Pods reserves the right to bypass one or all steps listed below based on the severity of the infraction.)

1.) Take the student aside. Discuss the behavior and explain the consequences. Try to talk out a way to help the student change their problem behavior.

2.) Refer the student to the Learning Pod Manager or Program Director so that they can attempt to set up a behavior contract with the student. If there is another behavioral issue a behavioral report will be written.

A behavior report will be sent home with the student in the evening, will need to be signed by a parent or guardian, and should be turned in to the child's instructor at drop-off the next morning.

- If the child has been sent home with 2 behavioral reports, a phone call with parents will be scheduled.
- If the child has been sent home with 3 behavioral reports, a meeting with the child, parents, instructor, and director will be set up.
- If a child receives three behavior tickets within a two-week time period or by the Learning Pod Manager's or Program Director's discretion, will receive an immediate one-day suspension from the program.
- If a child receives two more additional behavior tickets during the remainder of the program, an immediate three-day suspension from the program will be applied.
- After a child receives a three-day suspension, the next behavior ticket will result in expulsion from the program for the remainder of the learning pod sessions.
- Immediate suspension or expulsion from Learning Pods will result from severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, or theft.

(Sometimes physical restraint of a student is necessary. If this is the case, a trained staff member will use the restraint only to the extent that it is necessary. Restraints will be used for the safety of the student, other students in the immediate area, or the staff member.)

Free, confidential, professional and immediate support for any mental health, substance use or emotional concern (24/7/365), call 1-844-493-TALK (8255) or text TALK to 38255 to speak to a trained professional.

Incident Weather

Seek Shelter. Clear and precise routes are posted throughout camp that clearly indicates where shelter can be obtained. If a Golden Bell supervisor gives the order to seek shelter, all employees and guests must take shelter immediately. Areas to take shelter are:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Do not leave the area until instructed by a Golden Bell supervisor.

Program Director will get a head count from all GB staff and students. Camp Director will assign staff members to obtain the following supplies: first aid kits, blankets, drinking water and a current list of students/guests. Keep students engaged in quiet games.

Flooding - If the camp is in danger of being flooded, it will be evacuated immediately. Staff will assist children with disabilities, access, and functional needs. The Camp Director will contact local authorities before attempting evacuation. If evacuation is unsafe, the camp's high areas (Jonelle Matthews and the Lodge) will serve as temporary safe sites. Staff will get a head count of their students and contact the Program Director. After the water recedes, the camp must be thoroughly inspected for safety and health hazards before students/guests can return.

Severe Thunderstorm/ Tornado Watch- Staff will be notified if this condition exists. Camp activities may continue, but instructors are to monitor the sky and stand by for instruction. Adventure staff is equipped with lightening detectors to help predict lightening.

If a funnel cloud is spotted, a siren should be sounded, and students/guests should be immediately taken to:

- Pool bathrooms.
- Inner hallways and stairways of the Gym, craft room, or game room.
- Inner hallways of the main Lodge.
- Walker Chapel bathrooms, inner hallway.
- Jonelle Matthews bathrooms, inner hallway.
- Itch-ee-Ow-ee vacates to the Lodge.

If a tornado approaches, have students lie face down with knees drawn up and back of head covered with hands.

Accounting of all Employees and Guests During or After a Severe Weather Emergency. If an employee or guest is absent/missing, the nearest supervisor may at his/her own discretion, sweep the area for the missing person. Employees and guests must not leave the area until instructed to do so by the supervisor.

If needed, employees are expected to perform emergency First Aid and CPR. Provisions for training have been made to accommodate these actions.

Persons to Contact for Further Information. Camp Director, Business Director, Program Director, Facilities Director and Guest Services Supervisor. Contact the main office to receive extension numbers and/or email addresses.

Office: (719) 687-9561 | **Camp Host:** (719) 602-9813

Office Email: info@goldenbellcamp.org

Fire

1.) The chain of command person ensures the following takes place:

- The fire department is called.
- The alarm is sounded.

2.) Upon hearing the alarm, staff must put the evacuation plan into effect.

If a fire occurs ANYWHERE on Golden Bell property, persons should move on foot to the BALL FIELD. This includes Itch-ee-Ow-ee Camp, Lodge, Activity Center, High Chaparral, Ponderosa, and all Adventure elements.

Once at the ball field, a head count of students will ensure that everyone is there. Then your number one priority is to know where your students are at any moment. Stick together as a pod when you leave for evacuation. Children with disabilities, access, and functional needs will be assisted.

3.) In case of a fire that would cause the entire camp to be evacuated, Golden Bell vehicles will pick up camp groups from the ball field and transport them off the premises.

4.) Once the Learning Pod has arrived at the designated safe area, instructors will direct students to stay away from the main road running through or past the area.

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Lockdown/Active Shooter

Alarm on Pole, and radio calls will be sounded by the Program or Business Director.

- 1.) Report location or last-seen location of shooter.
- 2.) Call 9-1-1 if possible or radio front office to do so.
- 3.) Business Director delegates someone to lock all the entry points of the lodge.
- 4.) All camp staff direct students and guests to closest locking building, lock ALL doors (or barricade), turn off lights, and get students/guests away from windows. Stay quiet – silence and darken phones. Encourage people to spread out so they are not huddled together. Hide behind furniture if possible. If you are in a room with a window, position students/guests where they cannot be seen from window. Assist children with disabilities, access, and functional needs.

Post-Incident

- 1.) Meet at the ball field.
- 2.) Learning Pods instructors will do a head count for the Program Director. Instructors will stay with their students the whole time.
- 3.) Camp Director handles all media. Office staff will notify parents.

Persons to Contact for Further Information. Camp Director, Business Director, Program Director, Facilities Director and Guest Services Supervisor. Contact the main office to receive extension numbers and/or email addresses.

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Office Email: info@goldenbellcamp.org

Transportation

Transportation to and from camp is available in certain locations for an additional registration fee. Parents are required to indicate whether their student will be taking the van to and from camp. Student must have a signed waiver to ride in the Golden Bell vans. Pick-up/drop-off locations are as follows:

Woodland Park: City Market Parking Lot

Cripple Creek: Horsethief Falls Trailhead Parking Lot

Designated drivers will receive in-depth training on vehicle/transportation policies and procedures. However, it is good for all staff to be aware of the basic rules in order to maintain safety through accountability.

- All riders in the vehicle must be wearing seatbelts before the driver can leave. The number of seatbelts is the number of passengers allowed.
- There must be at least one adult supervisor in addition to the driver when nine (9) or more children are being transported. Children will not be left unattended in a vehicle.
- While vehicle is moving, NO STUDENTS are allowed in the front seats on each side of the vehicle (unless necessary due to motion sickness).
- Students are always to remain seated.
- NO students in any vehicle unless they are programming off-site.
- Driver must obey all traffic laws and speed limits.
- Vehicles must have: attendance list, First-Aid kit, fire extinguisher, and roadside marker.

Please realize that our drivers are instructed to consider safety first, and that they may run late when traffic or weather problems occur.

Movies or TV

Movies or TV will only be shown if they are a special event in the schedule that follows the theme for the week. They may also be shown on occasion as a part of after care. All movies or TV shown will be G or PG ratings. A permission slip will be attached on the weekly Friday newsletter that parents must sign off on. These need to be turned in on Monday of the week that the movie or TV show will be shown. A master list of movies or TV shows will be given to parents that sign up for after care. This list will be a one-time approval for these titles to be shown on occasion during aftercare.

Staff will be present during all TV or Movie Showings.

Visitors

This only applies if we are still in a COVID-19 health emergency.

For our camp to open this year, due to COVID-19, we must stay within a certain amount of people on camp property. Because of this, our camp is currently closed to the public to keep these numbers down. Parents, Guardians, or Authorized Pickup People are the only visitors allowed on camp at this time.

All visitors must stop by the camp office to sign in. Visitors will be required to write their address, state the purpose of the visit, and show identification. They will also be given a Visitor lanyard and will need to check out when they leave camp property.

Child Abuse Reporting

Golden Bell Camp and Conference Center programs are licensed childcare programs. All Golden Bell staff members are mandated reporters. We are to report any suspicion of child abuse to Social Services. If you believe that your child has been abused, you should seek

immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

If you or someone you know has a concern regarding the safety or protection of a child residing within Teller County, please call the Teller County Child/Adult hotline at 686-5550. The hotline hours are 8:00 am - 4:30 pm Monday through Friday. If it is an emergency outside of these hours, please dial 911 or contact your local law enforcement. Law enforcement will in turn contact our afterhours worker. If you are unsure of the issues regarding the child, please give as much information as possible, and we will make the decision.

Everyone in the community plays a role in the prevention of child abuse and neglect. Colorado has one toll-free phone number to report child abuse and neglect 24/7, 365 days a year. Please call the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437) to report concerns about a child's safety and well-being. All calls are confidential and will be routed to the county where a child resides. If it is an emergency or you are witnessing a child in a life-threatening situation, call 911 immediately.

Golden Bell is committed to a vigilant effort to safeguard and enhance the lives of young persons entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained, supervised and evaluated in the prevention of child abuse. Golden Bell has in place a detailed training and reporting program.

Complaints about Child Care and Withdrawing a Child from Learning Pods

In the event a complaint against the camp occurs – clients may file a complaint with CDHS – Division of Child Care at 1575 Sherman St. Denver, CO 80203/ 303-833-5958 – either in writing or by contacting the phone number provided.

It is Golden Bell's policy that written notice must be given two weeks in advance of your child's withdrawal from the program in order to avoid being charged for the following session. Any outstanding balance must be paid at the time of withdrawal.

Contact Information

Golden Bell Camp and Conference Center

Address: 380 CR 512, Divide CO, 80814

Phone: (719) 687-9561

Email: info@goldenbellcamp.org Website: www.goldenbellccc.org

Learning Pod Manager: Holly Riffe

Email: holly.riffe@goldenbellcamp.org

Program Director: Morgan Koysl

Email: morgan.koysl@goldenbellcamp.org

Golden Bell Learning Pod participants must obtain a signed document stating that the Parent(s)/Guardian(s) have received the policies and procedures, and by signing the policies and procedures document, the Parent(s)/ Guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures.

Golden Bell Learning Pod Instructors will notify parents/guardians in writing of significant changes in its services, policies or procedures so that they can decide whether the center continues to meet the needs of their child(ren).

Signature(s) of Parent(s) or Guardian(s)

Date

Signature(s) of Parent(s) or Guardian(s)

Date