

**LIFETIME[®]
KIDS**

Parent Handbook

Life Time Kids Parent Handbook

Table of Contents

| | |
|--|----|
| Kids Academy | 4 |
| What is the Academy? | 4 |
| Academy Usage..... | 4 |
| Making a Reservation..... | 4 |
| Viewing My Child’s Registrations..... | 5 |
| Waitlists | 5 |
| Academy Class & Infant Reservation Cancellation Policy | 5 |
| Team Member Certifications and Requirements | 5 |
| Academy Policies | 5 |
| Infant Room Policies | 6 |
| Hours of Operation | 6 |
| Academy Discipline Policy..... | 6 |
| Late Pick Up Policy | 6 |
| Exclusion of Sick Children Policy | 7 |
| Dress Code Policy | 7 |
| Electronics Policy | 8 |
| Kids Events & Camps Policies & Procedures | 9 |
| Discipline Policy..... | 9 |
| Electronics Policy | 9 |
| Kids Events | 10 |
| Offerings and Registration | 10 |
| Drop Off & Pick Up..... | 10 |
| Cancellation Policy | 10 |
| Typical Kids Events Activities | 11 |
| myCampApp..... | 11 |
| Camps..... | 11 |
| Offerings and Registration | 11 |
| Payment Options | 11 |
| Cancellation Policy | 12 |
| Drop Off & Pick Up..... | 12 |



Typical Day of Camp..... 13

Field Trips 13

Lunch and Snacks 13

myCampApp & Ready for Check Out Feature..... 13

Kids Academy

What is the Academy?

The Kids Academy is an exciting destination for kids ages 3mo-11 years to play, make new friends and discover their areas of passion through our engaging activities and classes. Academy classes are designed to enrich your child by helping them discover the areas in which they are passionate, expanding their knowledge and skills in the process. All classes focus on Peace, Play, and Performance, providing kids consistency and individual development. Classes range between 50 minutes of guided instruction, utilizing our distinct and category-specific curriculum.

Academy Usage

- All children must be active members or a registered guest to be checked into the Academy
- The parent, guardian or authorized adult must remain in the club while the child is checked into the Academy or attending Academy classes.
- 2 hours of care is available for infants each day. Reservations are required and can be made through the Life Time App or visiting my.lifetime.life
- 2.5 hours of care is available for children 1 year and older each day. Reservations are not required for children older than 1 year old.
- There are a few states that have different legal requirements for short-term child care. The following specific requirements supersede the requirements above:
 - Georgia: To meet our exemption as a short-term child care service, children are limited to no more than ten (10) hours per week.
 - Texas: To meet our exemption as a short-term child care service, children are limited to no more than twelve (12) hours per week.
 - New Jersey: To meet our exemption as a short-term child care service, children are limited to more than two (2) hours per day.
- Academy classes are offered for 3-11 years. Ages may vary based on class requirements.
- Academy classes are held for 50 minutes, with a 10 minute transition time to the next class. Upon checking into the Academy, children will be asked which class they would like to attend.
- Parents can reserve their child's spot in any class online up to 10 minutes prior to the start time.
- Each hour, new classes will be offered for children to choose from. All children ages 3-11 will be asked to attend a class and encouraged to participate in class activities.
- Providing planned academy activities helps maintain the safest possible environment.
- A Life Time membership card or government issue photo identification is required upon checking and out a child.
- A Team Member will ask parent, guardian, or authorized adult the location in the club they will be so our team can easily find you if necessary.
- Person(s) picking up the child must either be on the account of the child as the parent or authorized adult. Either parent, guardian, or authorized adult can check the child in or out. If one parent or authorized adult checks in, the other may check out. No secondary members or person(s) under the age of 18 may pick up the child.

Making a Reservation

- Infants must be preregistered for a reservation and can be made up to 6 days and 22 hours in advance.
- We ask children who want to attend a Kids Academy class or program, register online prior to their visit to the Academy.
- To make a reservation, open the Life Time Member App or visit my.lifetime.life
- Navigate to the class you wish your child to attend and click reserve.
- Select the child or children you wish to register
- If open spots remain, children who are not preregistered for a class may "drop in" and join.

Viewing My Child's Registrations

- To view programs your child is registered for, open the Life Time Member App or visit my.lifetime.life
- Navigate to View My Registrations on the home screen.

Waitlists

- If the program you want is full, you can request to be put on a waitlist and you will be notified by a Kids Leader when a spot is available.

Academy Class & Infant Reservation Cancellation Policy

- If your child can no longer attend an Infant Reservation, please cancel your reservation at least 2 hours in advance.
- If your child can no longer attend an Academy Class, please cancel your reservation at least 15 minutes in advance.
- Cancellation notices allow us to invite families on the waitlist to attend.
- How to cancel an Academy or Infant reservation:
 - Open the Life Time Digital App
 - Click "View My Reservations" button
 - Select the reservation you wish to cancel
 - Click "Cancel"

Team Member Certifications and Requirements

- Being a Kids Team Member entails a comprehensive screening and interview process, background check, and CPR and First Aid training.
- Additionally, our team members participate in behavior management and positive guidance training activities.
- Once certified, ongoing evaluations help ensure your child(ren) are being supervised and supported by trained and educated counselors to help ensure an overall superior and safe experience.

Academy Policies

- Unless required by applicable law, Life Time's Kids Academy is not licensed and operates as an exempt Child Care Center.
- Life Time is not equipped to provide 1-on-1 care for children of any age unless required by law. Children requiring 1-on-1 care may have a licensed personal care assistant (PCA) with them in the Academy.
- Life Time cannot administer any medication in the Academy. If a junior member has a condition that requires this medication, the club can offer a PCA to assist. Life Time will be calling EMS if there is a life-threatening condition.
- For the safety of all children in the Academy, parents, guardians and authorized adults are asked to remain in the lobby while checking in or out a child of the Academy.
- Parents or authorized adults checking in or out an infant may enter the secure area to transfer the infant in and out of the infant room.
- Parents or authorized adults may enter the secure area to change the child's diaper or assist them in the restroom.
- For the safety of your children, if The Academy reaches its maximum occupancy, please wait to check your children in until the next checkout occurs.
- Parents or authorized adult needs to stay onsite in the Club and be available via phone while checked into the Academy in case of emergency.
- For the health and safety of children in The Academy, parents and authorized adults are responsible for changing their child's diapers and clothing when necessary.

- For sanitary reasons, children must be completely covered on top and bottom. Diapers, underwear, or swimsuit bottoms need to have some type of covering, i.e. shorts, pants, leggings, tights.
- For the safety of children with allergies, no food will be permitted into the Academy.
- Sippy cups are permitted for using water only, and must be labeled. Juice or milk is not permitted.
- Parents or authorized adults will be called via cell phone or paged if a crying child cannot be comforted after 10 minutes.
- Life Time reserves the right to suspend or revoke Academy privileges from any person who doesn't follow these policies.

Infant Room Policies

- Infant care is available to a child from 3 months of age until the time that he or she is 11 months AND walking confidently.
- Reservations are required and can be made up to 6 days and 22 hours in advance online or in the Life Time App.
- Infant No Show Policy – Due to the high demand of the infant room, if you do not show up for your appointment, you will be issued a strike. After 3 strikes, a 7 day suspension of infant room privileges will be issued. Reservations should be cancelled 2 hours prior to the reservation start time.
- Bottle contents must be pre-mixed and labeled; Academy Team Members will not mix formula for bottles.
- If the infant's bottle is not labeled, the bottle will not be fed to the infant and the parent will be located to attend to the child.
- If an infant is unable to sit upright and hold his/her own bottle, a Team Member will hold the infant during bottle-feeding. Formula or breast milk will be discarded after feeding or within two hours of initiating feeding, whichever comes first.
- Infants must have socks or shoes on their feet.
- Infants are strongly encouraged to be removed from car seats. Empty car seats and strollers should be placed in the lobby or hallway.

Hours of Operation

Academy Hours and Infant Room hours vary by location. You can check your club's hours on the Life Time Member App.

Academy Discipline Policy

In general, the following discipline policy is enforced for incidents that happen in the Academy.

- 1st- Sent home for 1 day
- 2nd- Suspended for 3 days
- 3rd- Suspended for 1 week
- 4th- Suspended for 2 weeks

For severe behavior incidents, such as intentionally hurting another child, bullying, etc., Life Time, in its sole discretion, reserves the right to exercise immediate disciplinary action.

Late Pick Up Policy

Life Time maintains a time limit for children utilizing The Academy. The Academy should not be used as nor was designed to serve as a Day Care or After Care program. The parent or authorized adult must remain on site at all times and must respond to an incident in person immediately after notification. The following policies apply to late pick up.

If a parent or authorized adult is more than 5 minutes late picking up, the following applies within a 3 month time frame (quarterly/calendar year):

- 1st time late - Warning
- 2nd time late - Final Warning
- 3rd time late - Suspended for 1 week
- 4th time late - Suspended for 2 weeks

Exclusion of Sick Children Policy

A child exhibiting any conditions or behaviors determined by Life Time to be an illness will be excluded from Kids Programs. If a child does not attend school due to illness or is requested to quarantine, they will not be allowed to in Kids Programs or the Academy. If the child becomes sick while at Life Time, the child must be isolated from the other children and the child's parent or authorized adult must pick up the child immediately. Parents, please understand that we strive to provide a healthy environment for all children; do not be offended if we ask you to remove your child due to health conditions. The following list includes, but is not limited to, the conditions or behaviors that precludes a child from our Kids Programs:

- A child with a reportable illness or condition that a physician determines has not had sufficient treatment to reduce risk to others
- A child with chicken pox or hand, foot and mouth until the child is no longer infectious and until the lesions are crusted over
- A child who has vomited within the last 24 hours
- A child who has abnormally loose stools within the previous 24 hours (child must have not had a loose stool within the last 24 hours)
- A child who has had contagious conjunctivitis (pink eye) or pus draining from the eye
- A child who has had a bacterial infection such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy
- A child who has unexplained lethargy
- A child who has lice, ringworm, or scabies that is untreated and contagious to others
- A child who has a 100.4 degree Fahrenheit axially or higher temperature
- A child who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- A child who has significant respiratory distress (a bad cough)
- A child who is not able to participate in activities within reasonable comfort
- A child who requires more care than the program staff can provide without compromising the health and safety of the other children in care
- A child who exhibit a profusely runny nose with either green or clear mucus (if your child's nose has to be wiped more than 3 times, you will be paged and asked to remove your child)
- It may be necessary to provide a family physicians verification of wellness prior to a child attending camp or event.
- If your child exhibits any of the symptoms above, please keep them at home.
- If a child does not attend school due to illness or is requested to quarantine, they will not be allowed into the Kids Academy or Kids Programs.

Dress Code Policy

For sanitary reasons, children must be completely covered on top and bottom. Diapers, underwear, or swimsuit bottoms need to have some type of covering, i.e. shorts, pants, leggings, tights. The purpose of this policy is to enhance the experience of a child participating in Life Time programs by establishing expectations of dress [and grooming] related to child care goals and community standards. It is Life Time's policy to encourage children participating in Life Time's programs to be dressed appropriately for the activities in which they participate and in keeping with community standards. While Life Time can determine what type of dress is appropriate for an activity, in its sole discretion, appropriate dress is a joint responsibility of the child and child's parent(s) or guardian(s). Appropriate clothing includes, but is not limited to: (i) Clothing that covers all undergarments and/or covers all private parts. Tops, bottoms, and shoes (as appropriate to the particular activity, e.g., swimming) are required to be worn. Clothing worn for medical, cultural, or religious observances are also allowed; (ii) Headgear (anything worn on the

head that does not include a brim) and hats are worn, provided, however that they do not inhibit or impede participation in the activity or otherwise pose a hazard or safety risk; (iii) Clothing that does not create a health or safety hazard; and, (iv) Clothing appropriate for the activity (i.e., physical activities vs classroom-based activities). Inappropriate clothing includes, but is not limited to, the following: (v) Clothing that does not cover all undergarments and/or does not cover all private parts; (vi) Apparel promoting products or activities that are illegal; (vii) Any objectional emblems, signs, symbols, words, or images on clothing (or jewelry) that communicates a message that is racist, sexist, or otherwise offensive, or derogatory to a protected group, or evidences or provokes any form of religious, racial, sex- or gender-based harassment and/or violence; (viii) Any clothing or apparel that could damage Life Time property or another individual. Participants in Life Time's programs shall have the right to dress in accordance with their gender identity, within the constraints of this policy, and these standards shall not be applied differently based on a participant's gender. It is not the intention of this policy to be applied in a way that infringes on the rights of participants to express political, religious, philosophical or similar opinions; provided, however, that messages that are lewd, vulgar, obscene, defamatory, profane, violence provoking, harassing of others, or otherwise disruptive to the activity environment are not acceptable.

Electronics Policy

Life Time camps have a no cell phone policy. This policy also extends to other electronic devices such as tablets, gaming systems, smart watches, etc.

The camp experience can be one of the few times in your child's life when they are disconnected from technology. Leaving phones at home allows campers to focus on being a kid, relationship building and having FUN!

If a child is found with a device, it will be collected, placed in silent mode, and stored in a secure location. Parents/Guardians will need to retrieve the device when they pick up their child from camp.

Counsel your child that if they need to contact home, they should speak to their counselor, Camp Supervisor or Kids Leader. If any issues arise throughout the camp day or if a child is experiencing a challenge in adjusting to camp a member of our team will reach out to the family.

Kids Events & Camps Policies & Procedures

- Children attending a Life Time Camp or Event must be fully potty trained.
- Parents or authorized adult needs to be available via phone while checked into the Academy or attending a Kids Program case of emergency.
- During Camps and Events, any type of medicine, vitamins or drugs must be labeled, noted on their Participation Agreement, and communicated to the Kids Leader. No type of medicine, vitamins or drugs will be permitted in The Academy.
- If a child has a life threatening allergy, an epi-pen should be provided and carried by a designated team member.
- If a child has a respiratory condition and requires an inhaler, they will be allowed to carry their personal inhaler in a pocket or store in locked cabinet. Children aren't permitted to share their inhaler.
- Socks or shoes must be worn at all times, bare feet are not allowed.
- Wheels on shoes must be retracted or removed before entering the Academy or Kids Program.
- No candy, gum, or toys from home are allowed in the Academy or Kids Programs.
- Water bottles are permitted for using water only, and must be labeled.
- Personal electronic devices, such as cell phones, smart watches, tablets or any other electronic devices are not permitted in the Academy or Kids Programs.
- ALL personal electronic devices that have video or photography capabilities aren't permitted in the Academy or Kids Programs.
- Life Time is not responsible for lost or stolen items.
- Life Time reserves the right to limit the usage of designated play spaces.
- Redirection or time away from an activity will be used to address a child's behavior if needed.
- Children requiring 1-on-1 care can have a Personal Care Assistants (PCA) to accompany them with the proper background check completed.
- Life Time cannot administer any medication by shot or suppository. Life Time cannot administer anything that requires a team member to measure a dosage. There may be other limitations based on state guidelines. If a junior member has a condition that requires this medication, the club can offer a PCA to assist. Life Time will be calling EMS if there is a life-threatening condition.
- Life Time reserves the right to remove or suspend children perceived as an endangerment to themselves or others
- Life Time reserves the right to suspend or revoke Kids Programs privileges from any person who doesn't follow these policies.

Discipline Policy

- This policy is intended to be used for behavior situations. For severe behavior incidents, such as intentionally hurting another child, bullying, etc., Life Time, in its sole discretion, reserves the right to exercise immediate disciplinary action
 - 1st offense – Verbal Warning
 - 2nd offense – Inform Parents
 - 3rd offense – Written Warning – Determined by Kids Leader/Camp Supervisor
 - 4th offense – Dropped From Program – Determined by Kids Leader/Camp Supervisor

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Counsel your child that if they need to contact home, they should speak to their counselor, Camp Supervisor or Kids Leader. If any issues arise throughout the camp day or if a child is experiencing a challenge in adjusting to camp a member of our team will reach out to the family.

Kids Events

Offerings and Registration

- Kids Events are hosted Friday-Sunday, several times throughout the month.
 - Times and dates are listed in the Life Time Member App.
- Each participant is allowed to reserve one event per weekend.
- Children must be pre-registered for Kids Events and members can register 30 days prior to the start date. Registration closes 5 hours prior to event start time.
 - Open the Life Time Member App or visit my.lifetime.life
 - Navigate to the Event you wish your child to attend and click reserve.
 - Select the child or children you wish to register
- Children have to be an active Junior member and have a completed participation agreement on file in order to register.
- Children must be potty trained to register for a Kids Event.
- If an event is full, you may register for the waitlist. If a spot becomes available, you will be notified via email that your child has been moved off the waitlist and successfully registered for the event.

Drop Off & Pick Up

- During Events, parents can leave Life Time. We ask children arrive within the first 15 minutes of the event.
- Curbside provides an easy, simple and convenient way for parents/guardians to drop-off and pick-up their child/children off curb-side to avoid exiting their vehicle and walking into the club to check-in. Outside of those times, you must come into the club to drop off or pick up.
- Campers must be picked up at the program sign-in table or at Curbside by a parent, guardian or authorized adult, at least 18 years of age, listed on Participation Agreement
- Government Issued picture identification must be shown each time a camper is signed out of camp and should match one of the names on the Participation Agreement. There are no exceptions to this policy. If a parent forgets their ID in the car – they need to go back to the car and get it. If the parent has been coming to camp all summer, they still need to show an ID.
- If you wish to pick up early, please notify a team member during drop off with an approximate time you plan to pick up.
- If you are running late, parent, guardian or authorized adult must call the Front Desk or Club Leader if he or she knows or suspects to be late picking up the camper – this is to reassure the camper only
- If campers are picked up late from a program, a late fee will be charged to the parent/guardian:
 - \$20 for the first 15 minutes, \$1 per minute thereafter
 - Late pick up fee is payable upon arrival or it will be due the following day with an additional \$5 late charge
 - Fees must be paid directly to Life Time

Cancellation Policy

- If your child can no longer attend a Kids Event, please cancel your reservation at least 5 hours in advance. Our goal is to accommodate as many families as possible. Our events typically fill up and this notice allows us to invite families on the waitlist to attend.
- How to cancel an Event reservation:

- Open the Life Time Digital App
- Click “View My Reservations” button
- Select the event reservation you wish to cancel
- Click “Cancel”
- No-shows make it difficult for other children to participate, so please note that if we do not receive your cancellation, and after two missed events in 90 days, you will not be able to register for another kids event for 30 days.

Typical Kids Events Activities

Each event features a unique theme incorporated in various activities

- S.T.E.A.M. Activities
- Sports, Fitness and Gym Games
- Themed Arts & Crafts
- Pizza Party
 - During our Kids Events, pizza and juice will be provided.
 - If a child has allergies to food or drinks provided, the parent or guardian is responsible for providing their own food for the child. We do not provide refrigeration, so food must be non-perishable or have its own cold source.

myCampApp

- myCampApp creates a virtual space exclusive for our PNO Families at Life Time. We will utilize myCampApp to share photos throughout the evening!
- **If you choose to opt-out of this feature or request your child to not be photographed, please email your Kids Leader directly.**
- Download the myCampApp from the App Store or Google Play Store. Search for: myCampApp
- Tap “Sign Up” and enter your club’s specific registration code. Reach out to your Kids Leader for this code.
- Create a username and password to login.

Camps

Offerings and Registration

- Camps are offered Monday-Friday during summer months, school breaks, and during inclement weather.
 - Full Day 9a-4pm
 - Half Day 8a-12pm or 1p-5pm
 - Before care (7am – 9 am) and after care (4 pm – 6 pm) are included in the cost of camp and require pre-registration
- Children must be pre-registered for Camps and members can register 9 months prior to the camp start date.
- To reserve a spot, open the Life Time Member App or visit my.lifetime.life
- Navigate to the Camp you wish your child to attend and click reserve.
- Select the child or children you wish to register
- Children have to be an active Junior member, registered, paid in full and have a completed participation agreement on file.

Payment Options

- Camp amounts vary by location and camp offering. Camp pricing is listed online or in the Life Time App.
- All Camp Days, including field trip days, are priced at the same rate. If registered for the entire camp week, a discount will be applied. Electives, Swim Lessons, Before and After Care are

included in a standard camp day registration. Registrations cannot be accepted without securing a payment option: Pay in Full or Pay Later.

- Camp pricing is per child and there is not a 2nd child discount.
- You may choose to Pay Now or Pay Later at the time of registration.
- The Pay Later payment option is:
 - Available for all camps regardless of duration of camp.
 - Available for camps that start 16 days into the future at the time of registration
 - Ex: Someone wishing to register for camp during the week of July 18th would need to register and select Pay Later on or before July 2nd
- Automatically paid via your dues payment account two weeks prior to the first day of camp with all fees drafted on the Monday of the corresponding week.
 - Ex: Someone registering for camp that starts the week of July 17th will be drafted for that week of camp on July 3rd
- The use of Pay Later for camp payment requires an active dues payment account. Primary members desiring a Partner member to be able to utilize the dues payment account to Pay Later for camps can designate the Partner member to be an authorized user of the account by logging into myLT and visiting the Members on Account page.

Cancellation Policy

- For Camp Installment Plans or Paid-In-Full:
 - Cancellations received 21 days or more before the first day of camp will receive a full refund.
 - Cancellations received by Life Time less than 20 days prior to the first day of the camp will forfeit any paid camp fees.
- For Installment Plans, we will cancel your registration and advance another camper from the waiting list if your payment is not received.
- All cancellation requests must be made in writing or via email to the Kids Leader or Member Concierge Leader.
- If a camp or program is not able to operate due to directives provided by local, state, or the Federal Government, families will receive a full refund for all camp fees paid returned to the original form of payment.

Drop Off & Pick Up

- We suggest campers arrive by 9:30am as we assign counselor groups and review rules at that time.
- Curbside provides an easy, simple and convenient way for parents/guardians to drop-off and pick-up their child/children off curb-side to avoid exiting their vehicle and walking into the club to check-in for Camp. Outside of those times, you must come into the club to drop off or pick up.
- Campers must be picked up at the program sign-in table or at Curbside by a parent, guardian or authorized adult, at least 18 years of age, listed on Participation Agreement
- Government Issued picture identification must be shown each time a camper is signed out of camp and should match one of the names on the Participation Agreement. There are no exceptions to this policy. If a parent forgets their ID in the car – they need to go back to the car and get it. If the parent has been coming to camp all summer, they still need to show an ID.
- If you wish to pick up early, please notify a team member during drop off with an approximate time you plan to pick up.
- Parent, guardian or authorized adult must call the Front Desk or Club Leader if he or she knows or suspects to be late picking up the camper – this is to reassure the camper only
- If campers are picked up late from program or PM Extended Care, a late fee will be charged to the parent/guardian:
 - \$20 for the first 15 minutes, \$1 per minute thereafter

- Late pick up fee is payable upon arrival or it will be due the following day with an additional \$5 late charge
- Fees must be paid directly to Life Time

Typical Day of Camp

Each week of camp features a unique theme incorporated in various activities.

Sports, Fitness and Gym Games

- Campers will move and groove with a wide variety of energy-pumping gym activities.

Activity Challenges

- Develop teamwork and problem-solving skills with other campers.

S.T.E.A.M. Activities

- Science, math and art activities with amazing experiments and unpredictable results.

Community-Building and Character Development

- Building friendships and learning leadership skills with counselors and campmates.

Specialized Elective Options

- A weekly opportunity to explore a variety of interests from sports training and yoga to arts and crafts.

Swim Lessons & Swim Team

- Campers will have the choice to participate in summer camp swim lessons or summer camp swim team throughout the week.
- Lessons are perfect for all ages and abilities taking a progressive approach to learning how to swim along with sharpening up their skills.
- Swim team is an excellent form of exercise that challenges swimmers to swim the length of the pool and participate in swim meets (depending on club location.)
- School Break and Inclement Weather Camp days will not include Swim lessons, field trips or electives.

Field Trips

- If your child is a registered for summer camp on a Friday, they will be participating in a field trip day. Field trips may be on or off site (campers are transported to off-site field trips by licensed transportation) and subject to change.
- For more information about field trips, please reach out to the Kids Team at your club.

Lunch and Snacks

- For Camp, children can either bring a lunch from home or can purchase lunch through our LifeCafe. LifeCafe lunch pricing is \$8-\$10 per day depending on selection and location. Snacks will be provided.
- If a child has allergies to food or drinks provided, the parent or guardian is responsible for providing their own food for the child. We do not provide refrigeration, so food must be non-perishable or have its own cold source.

myCampApp & Ready for Check Out Feature

- myCampApp creates a virtual space exclusive for our Camp Families at Life Time. We will utilize myCampApp as our main communication for any camp news, photos, announcements, and reminders throughout the summer! Everything you need is easily and readily accessible in one single app!
- **If you choose to opt-out of this feature or request your child to not be photographed, please email your Kids Leader directly.**
- Download the myCampApp from the App Store or Google Play Store. Search for: myCampApp
- Tap "Sign Up" and enter your club's specific registration code. Reach out to your Kids Leader for this code.
- Create a username with the email you registered for camp with, and create a password to login.

myCampApp feature: Ready for Check Out

- “Ready for Check Out” is an exclusive feature for our camp families.
- In the More tab, click “Check Out Campers” before you leave to pick up your child.
- You have the option to communicate when you are on your way and request for your child to be “ready for Checkout”, or you can schedule a future pick up time.
 - **To schedule a future time:** After clicking Check Out Campers, Click on the Calendar in the top right corner to schedule a future checkout.
 - **To request your child to be “Ready for Check Out”:** After clicking Check Out Campers, select your child(ren), and click Ready for Check Out. This will prompt our counselors to get your child prepared for check out. When you arrive, your child will have all their belongings and ready at our Curbside pick up.
- Whoever is picking up, will need a Government Issued Photo ID at Check-Out every day. If you forget it, you will kindly be asked to go back to get it. Only those on the authorized pickups will be allowed to pick up. To update your child’s authorized adults on file, you can request a change using the [Camp Change Form](#).

More questions? No problem! See your Kids Leader and they will be happy to help!