# S.U.M.mer CAMP

# POLICY NOTES 2020

YOUR SIGNATURES ON THE AGREEMENT AND THE EMERGENCY CONTACT/PARENTAL CONSENT FORMS WILL AUTHORIZE THE S.U.M.MER CAMP STAFF TO INVOLVE YOUR CHILD(REN) IN **ALL** THAT WE DO. THIS INCLUDES SWIMMING, TRANSPORTATION, FIRST AID & EMERGENCY CARE AS NEEDED, AND ALL FIELD TRIPS. THIS WILL ALSO INCLUDE SUCH SPONTANEOUS EVENTS AS TRIPS TO DAIRY QUEEN, McDONALDS, OR PIZZA RUNS, AS THE SPIRIT MOVES OUR DIRECTOR! (and as the budget allows!) A CALENDAR FOR THE 1st MONTH OF EVENTS WILL BE PROVIDED BEFORE OPENING DAY.

**SCHEDULING**

* The dates that the S.U.M.mer Camp will be in operation are June 8th – August 14th.
* The camp is open Monday through Friday from 7:00am to 5:30pm, except as noted in these guidelines.
* Children must be signed in and out of the program daily.
* Please notify the office within ½ hour of your child’s scheduled arrival time, if your child will not be in attendance for any scheduled day.
* If you schedule appointments for your child on a pool or field trip day it will be your responsibility to get your child to where their group is or for you to pick them up. They may not stay back with the other group. We do not have the staffing available for this.
* On days of field trips, please have your child here by the times stated on your Field Trip Reminder Note. There may be a few trips where we may need to leave as early as 8:00am and not return until 5:00pm or even as late as 7:30pm.
* Please keep your child’s hours to 9 hours a day or less. If you must have a longer time period, there is an additional fee of $5.00/15 minutes for those **contracting** longer than 9 hours per day.
* If your child is here longer than their contracted times the $10.00/15 min. late fee will apply.
* The center will be closed on Friday, July 3rd to observe Independence Day. This does not change your tuition for that week. It is a paid holiday for our staff.

**FEES**

* Summer camp programs are not required to be licensed by the state. This quality program offered by S.U.M.C. operates outside the license of the Circle of Friends Child Care Center. Consequently, CCIS will not pay for this program. The enrolling parent is responsible for full payment.
* All fee information will be given to you at the time of registration.
* When you register your child in our program, you are reserving space for the entire summer. You are agreeing to pay the tuition in full regardless of your child’s attendance. (FULL TIME ONLY)
* Fees are due regardless of illness, holidays, vacation or absences.
* You may pay your child’s tuition in advance.
* Payments are due by Friday, 5:30pm for upcoming week or a $20 late fee may be charged. If payment, (including late fee and the following week’s payment) is not received by the following Wednesday at 5:30pm, then NO ADMITTANCE.
* Payments should be handed directly to the Director or the Center’s mailbox located outside the Director’s office. The staff are not permitted to receive your payments.
* LATE PICK-UP FEE – Parents are asked to promptly pick up their child(ren) by the contracted time. A fee of $10 per 15 minutes may be charged for late pick-ups.
* EARLY DROP-OFF FEE – Parents are asked not to drop off their children before their contracted time unless prior arrangements are made with the director. A fee of $10.00 per 15 minutes may be charged for early drop-offs.
* There is a returned check fee of $25.00 per check.
* If checks are returned more than twice, then future payments MUST be with cash or money order.

### ILLNESS POLICY

* An ill child (one with vomiting, diarrhea, fever over 100 degrees, pink eye, or an unexplained rash) should not be sent to the program until he/she is symptom-free for 24 hours.
* A normal temperature must be maintained (Tylenol-free) for at least 24

hours before your child may return to the center.

* If an emergency occurs, you will be notified immediately following initial care for the injured.
* If your child is involved in any type of minor accident, we will fill out an accident report and ask you to sign it when you pick up your child.
* The staff has the option to deny care on any given day or to request that a child be removed from the program if the child is determined too ill (vomiting, fever over 100 degrees, diarrhea, an unexplained rash) to remain in our care. If a child is too ill to remain in our care, the child will not be allowed to return to the center for 24 hours. For the health and safety of others, your child must be picked up within 30 minutes of notification of illness.
* Parents must inform the director of any infectious or contagious disease or of infections such as tuberculosis, chicken pox, hepatitis, salmonella, AIDS/HIV, pink eye, ringworm, strep throat or lice. Failure by the parent to report any serious infectious disease to the director may result in termination from the program.

### MEDICATIONS

* The S.U.M.mer Camp staff are not required to administer any medication, which is requested by a parent or physician.
* In the event medication is administered, the following requirements apply:
1. Medication must be in its original container.
2. A staff person will administer medication only if written instructions are provided and the parent properly completes and signs the medication log.
3. The parent must provide a medicine spoon. We will not use a kitchen spoon to administer any type of medicine.
4. Medication will be administered to only the child whose name appears on the container.
5. Prescription medications must be taken home on a daily basis.
* The administration of prescribed medicines such as antibiotics, cold medications, etc. should be scheduled outside your child's time at the center, if possible.
* Please discuss with the director any medical condition, which may require medication.

### ARRIVAL/DEPARTURE

* ONLY THE FRONT DOORS to the Fellowship Center may be used.
* Parents are required to escort their child into the center and pick them up inside the center. Parents must sign their child in and out daily.
* Parents must come into the room where the child is located so that they are visible to the camp staff.
* Any person unfamiliar to the staff must be on record and must show a

valid picture ID to the staff member in charge, for the safe release of the

child.

* If you are dropping off after 9am or picking up before 3pm the doors will be locked and you will have to be buzzed in.

### AUTHORIZATION FOR CHILD PICK-UP

* At the time of enrollment you will be asked to give the names of persons to whom your child may be released. Your child will only be released to the people on your list.
* If an adult other than you (the legal guardian) is picking up your child the teacher must be notified in writing by the parent prior to the release of their child and a picture identification will be required.
* It is the parent's responsibility to keep all records up-to-date regarding additions or deletions to who your child may be released.
* A certified copy of a custody agreement/court order will need to be provided to the director in cases where the situation would warrant.

**FIRE SAFETY**

We will be exercising fire drills on a monthly basis. Periodically, we will have visits from fire personnel to present fire safety to the children.

**EMERGENCY PROCEDURES**

As well as fire safety, there are other emergency procedures which will be taught and exercised periodically. These will include such things as storm warnings, evacuation plans, etc. The emergency procedures plan will be posted in each summer camp room.

**DISCIPLINE POLICY**

As with other areas of development, discipline is viewed as an individual growth process. Our staff’s primary goals are to help keep all children safe from harm, to help teach them respect for their and other’s belongings, and to guide each child toward a positive sense of self and others. Teachers will set reasonable limits for children by explaining and modeling those limits as well as by working with each child to achieve self control and responsibility in a natural way.

No child will receive physical punishment. They will not be verbally shamed or humiliated. Teachers may use a stern voice as the situation may warrant (ie: if the child is about to hurt himself/herself or another child by a dangerous act). We will be teaching about DANGER and DANGEROUS actions.

Every attempt to solve situations which call for discipline will be made by the teacher within the classroom. Should a recurrent problem arise, the following guidelines will be followed:

1. **CLASSROOM DISCIPLINE**
2. Verbal Warning is given.
3. Second Verbal Warning is given.
4. Sit and Watch Time
5. First Office Visit - talk and time out period
6. Second Office Visit - talk and time out period
7. Third Office Visit - talk, time out period, and a call to the parent or a letter to set up a conference.
8. **CONFERENCE**

A meeting is held with parents, teacher and director to discuss behavior/situation, what has been done thus far to help with the situation, what has brought success and/or failure. The parents, teacher and director will work together to create a new behavior plan and to discuss possible referrals.

1. **POST CONFERENCE**

a. First Office Visit - talk and time out period and call parents with a warning about behavior.

b. Second Office Visit - talk and time out period and call to the parents to come immediately to pick up child with next day as suspension.

**4**. **SUSPENSION DAY**

Out of camp suspension is taken the camp day immediately following the post-conference second office visit.

**5. POST SUSPENSION DAY**

a. First Office Visit - talk and time out period, call parent to come immediately to pick up child with suspension indefinite until approved documentation of further help is provided.

b. Documentation must be one or more of the following as agreed upon by parent and director during the conference:

i. Letter from medical doctor who has checked child following suspension.

ii. Letter from a professional counselor or therapist with whom the child/family has met.

iii. Letter from a clergy person with whom the child/family has met.

**6. INDEFINITE SUSPENSION**

Child is indefinitely suspended until approved documentation is provided.

**7. TERMINATION**

Upon return from Indefinite Suspension with Documentation, if the child’s behavior warrants another visit to the Director’s office, it could result in termination from the program.

The director has the authority to proceed with the steps at a more rapid pace. The director may also exercise his/her authority to apply an Out of Camp Suspension.

**THINGS TO BRING:**

* **A complete prepared lunch, including a drink, napkin & plasticware must be provided daily by the parent.** (*Please label the lunchbag with your child's name). Remember; please use only disposable items and a disposable bag.*
* A full set of extra clothing should be brought on day one and kept here in case of accidents, spills etc. Please place clothing in a plastic bag labeled with your child's name.
* **Suntan lotion should be brought on day one**. Bring a separate bottle for each child and label it. Sprays will not be accepted.
* Pool bag/back pack on pool day with pool clothing and towel.

Please limit items to what will fit into a milk crate size cubby. These things may not clutter the gym for fire safety reasons.

Small toys and electronic games are not permitted on a daily basis. It will be the staff’s discretion if small toys and electronic games are permitted for long field trips. We are not responsible for lost or broken toys. Toy guns, weapons, or violence-promoting toys of any kind are not permitted! We ask that your child not bring an electronic that has Mobile Broadband. The staff cannot monitor every child's activity all the time.

# SNACKS

Children are provided an afternoon snack. Please inform us in advance if you wish to provide a snack for a special occasion.

# CHILD ABUSE REPORTING

In accordance with Child Protective Service Law, all childcare staff are considered to be mandated reporters. This means a staff person, who has reason to believe that child abuse or neglect is occurring **MUST** report such to ChildLine. Childcare providers are protected from civil liability for any reasonable or prudent reports of possible abuse.

# INCIDENT/ACCIDENT POLICY

If a serious incident occurs, the staff will apply emergency first aid immediately, activate the local emergency medical services, and then call the parents. An incident report will be filed and the parents will be asked to sign the Incident Notification form when the child is picked up.

Minor accidents will be handled according to accepted first aid procedures. Parents will be notified by telephone if the Director or teacher feels it is necessary and, upon picking up their child, will be given an accident notification form.

# INSURANCE

Liability insurance provides medical coverage against accidental injury while your child is on the church premises or off church premises but engaged in church or S.U.M.mer Camp activities. This coverage is secondary insurance, which means that parents must first file through their own insurance plan.

**PARENTAL INVOLVEMENT**

We encourage all parents to be involved with their child’s life at the S.U.M.mer Camp. Being informed and participating helps accomplish this. Please feel free to visit the center at any time – announced or un-announced! We may request help for special events such as field trips, parties, collecting materials, etc. We believe that parents are the best teachers for their children, and we want you to be a part of your child’s educational experience while at the Center.