



Summer Day Camp Parent Handbook



THE SALVATION ARMY, AN INTERNATIONAL MOVEMENT, IS AN EVANGELICAL PART OF THE UNIVERSAL CHRISTIAN CHURCH. ITS MESSAGE IS BASED ON THE BIBLE. ITS MINISTRY IS MOTIVATED BY THE LOVE OF GOD. ITS MISSION IS TO PREACH THE GOSPEL OF JESUS CHRIST AND TO MEET HUMAN NEEDS IN HIS NAME WITHOUT DISCRIMINATION.

SUMMER DAY CAMP IS A SELF-SUPPORTING PROGRAM. THIS MEANS THAT THIS PROGRAM IS SUPPORTED BY YOU THE PARENTS. IF YOU DO NOT SUPPORT IT, THEN THIS PROGRAM WILL NOT SURVIVE.

FEES

THE FOLLOWING FEES HAVE BEEN DETERMINED BY THE SALVATION ARMY AND IS INTENDED TO FACILITATE THE FINANCIAL SOUND OPERATION OF THE CENTER.

A \$10.00 NON-REFUNDABLE REGISTRATION FEE IS DUE AT THE TIME OF ENROLLMENT.

Times for this program will run from 9:00 A.M. to 4:00 P.M. with Extended Hours 8:00 to 9:00 A.M and 4:00 P.M. to 6:00 P.M.

Tuition will be as follows: \$75 a week plus additional care hour fees

Additional Care Hour Fees: \$15 a week Early Care (8am-9am)
\$25 a week Late Care (4pm-6pm)

DHS CHILD CARE RESOURCE ASSISTANCE IS ACCEPTED.

DHS CHILD CARE RESOURCES PARTICIPANTS: DHS Child Care Resources also requires attendance for payment. Approved DHS Child Care Resources candidates will not be required to pay the weekly fee. Applicants to the program will need to pay the fee in full until they are approved. If and when approval is received by the state, The Salvation Army will reimburse payments, or apply them to the Family Contribution.

CONFIDENTIALITY:

The Fulton Heights Salvation Army staff will keep all information about families and/or children absolutely confidential. Children's files can only be seen by staff directly involved with the Summer Day Camp Program children. Parents may examine their child's records upon request to the Program Director or the Corps Officer. Upon documentation and validation on incorrect material, it can be deleted only by the Program Director or the Corps Officer.

CENTER SCHEDULE:

The Fulton Heights Salvation Army Summer Day Camp is open Monday through Friday, 9:00 A.M. until 4:00 P.M. with Extended Hours being 8:00 A.M. to 9:00 A.M. and 4:00 P.M. to 6:00 P.M.

FOOD POLICY:

Lunch will be provided for children enrolled in Day Camp. Each day an A.M snack and a P.M snack will be offered as well. If your child has dietary needs, please make sure they are listed on your application.

ATTENDANCE POLICY:

Consistent attendance not only helps the children, but also allows us to plan and provide a nurturing, quality program. Children are expected to attend five (5) days a week. Illness or emergency situations may require periodic absences. Parents must notify the center if the child will be absent that day.

All children being brought by a parent/guardian must be accompanied into the Center. Children are released only to those adults who are authorized for pick-up. The filled out registration forms need to have the name and contact information of any individual authorized for pick-up as specified by the parent. It is important that you sign your child(ren) in and out of the facility as we do keep a daily record of how many children are attending each day.

If you have not picked up your child by **one half hour** past 4:00 P.M. when the program ends or 6:00 P.M. for Extended Hours and have not called us, the staff will try to contact you, if no response, then we will proceed to call the Police Department to report your child abandoned at the Center. **You will be charged a \$1.00 per minute per child late fee.** Late fees must be paid within (2) days of the incident in order for the child to return to the program. If police intervention is required, the child can be dismissed from the program immediately.

DROP-OFF AND PICK-UP POLICY

Parents are expected to accompany their child(ren) into the building. Upon arrival in the building parents will check in at the check-in desk. The Day Camp staff is glad to assist you and your child(ren) at drop-off time. The Day Camp staff however, will not assume direct responsibility for your child(ren) until you are ready to walk out of the building. When your child(ren) is picked up it is of most importance that they are signed out. This is to insure that the Day Camp staff knows how many children are in their care at all times.

BEHAVIOR MANAGEMENT:

The method of behavior management used by the staff at the Center is based on the belief that young children develop self-control through positive reinforcement and rules with responsible and logical consequences. The children will make their rules and consequences for breaking the rules. Parent(s) whose children are frequently aggressive in the classroom or in the center will be asked to see the Program Director to make a plan to help the child.

Every attempt will be made to work with individual children, however, we reserve the right to terminate our services or exclude your child from the program for any reason we feel appropriate.

CHILDREN WHO CAN'T OR WON'T FOLLOW THE RULES WILL NOT BE ALLOWED IN THE PROGRAM. If inappropriate behavior occurs, a written report will be given to the parents. After the second report a conference will be scheduled with a plan of action as well as an agreed time frame for change. If it becomes necessary for a third report to be issued, then the child will be dismissed from the program.

HEALTH AND MEDICINE POLICY:

Upon enrollment, you will be required to present a complete medical form from your physician stating that your child is free from communicable and infectious disease and is able to participate in group programs. If your child is ill, he/she should remain home. If any child is well enough to attend Day Camp they should be well enough to participate in all Day Camp activities, including physical activities. If any child becomes ill during Day Camp, a parent, relative or a person designated on the child's emergency contact list will be notified to pick up the child from Day Camp as soon as possible.

Fever: A child with a fever greater than 100 degrees Fahrenheit needs to stay home from Day Camp until the fever is gone for at least 24 hours without the use of medication. **Rashes:** Rashes that are itchy or scaly may be contagious and should be evaluated by a physician before sending a child to Day Camp. **Cough:** Cough alone may not prevent your child from attending Day Camp unless it is interfering with a child's ability to participate in Day Camp activities. If the cough is productive and has phlegm or is associated with a fever or trouble breathing, keep your child home from Day Camp. **Vomiting/Diarrhea:** Your child may return to Day Camp when symptoms have stopped and child can tolerate a regular diet.

Parents will be required to fill out a release form, giving authorization for the Center Director or Child Care Worker to dispense medication. Instructions should be given in **writing**.

In case of more serious accidents which may require medical attention, the parent(s) will be notified immediately. Any minor situations will be dealt with on the spot. The child's parent(s) will receive a copy of the incident report and be asked to sign the form which will go into the child's file.

Please Note: Active, busy children will have accidents even with the best supervision.

NO-NIT POLICY

The Salvation Army Summer Day Camp has a no-nit head lice policy. This means all nits (lice eggs) must be removed before a child can return to the program. The parent must bring the child into the center the following day and have a staff person check the head to make sure the child is nit-free. If nit-free, the child will be allowed to stay for the program.

FEE POLICY:

Payment of Fee:

A \$10.00 registration fee is due at the time of registration. Full payment is due the Friday before each week the child(ren) is attending. Children are not guaranteed a spot until payment is made.

Withdrawal:

Parents who wish to withdraw their child from the center need to notify the Program Director. Without this notification, we will continue to charge and expect payment for services rendered.

Re-enrollment:

A child may enroll again after outstanding fees are paid in full.

RESTRICTIONS:

Toys are **not** allowed at the center. Your cooperation is greatly appreciated. If by chance a toy is brought in and accidentally broken or stolen, The Salvation Army will not be held responsible. We also strongly discourage money being brought to the Center. Please notify your children that **THEIR MONEY IS THEIR RESPONSIBILITY.**

*If there are any questions or concerns please contact the Program Director or Corps Officer @
(616) 454-1459*