

Summer Camp Preschool

WELCOME TO GRACE CHURCH PRESCHOOL SUMMER CAMP 2010

Grace Church Preschool Summer Camp features a weekly, themed schedule of set activities. These activities include art, recreation, chapel and more.

AGES

Grace Church Preschool Summer Camp is open to all children who are 3 (by August 31st)-6 years (rising 1st graders) of age.

HOURS OF OPERATION

Monday-Friday
9:00-2:00

ADMISSION AND WITHDRAWAL

Students are accepted on a first-come, first-serve basis. Your registration fee enrolls your child in the program. June 2nd is the cut-off date for any changes to the weeks your child will be attending camp. If for any reason other than major illness, you wish to withdrawal your child for a week, payment is still required for that week. Enrolling your child secures their space in the program, however, payment is required for each week of camp to guarantee your child's space for the duration of the summer whether your child is present or absent.

The Staff reserves the right to withdraw any student if it is determined to be in the best interest of either the child or the program. Tuition will not be refunded for students withdrawn by request of the staff.

CHILD-STAFF RATIOS

Our ratio is 1 counselor for every 8 campers. We believe this is an effective counselor to camper ratio that helps insure that our campers receive the valuable attention that they need.

ENROLLMENT PROCEDURES

Your child may enter immediately upon payment of the registration fee if space is available. All children must have the following forms completed and on file by the first day of camp attendance:

1. Application
2. Medical Assessment Report
3. Emergency Care Information
4. Signed Special Circumstances and Discipline Agreement Form
5. Signed Acknowledgement of Policy and Procedures

All emergency numbers, parents' work numbers, addresses, etc. should be kept current.



SCHEDULE OF FEES

Registration Fee: \$20.00 (NON-REFUNDABLE)

Cost: \$95.00 per week

Tuition is due two weeks prior to the upcoming week of service. No bills will be sent. Tuition can be made in the form of check or money order. Payments can be dropped in the drop box in the fellowship hall or mailed to: Grace Church Preschool Summer Camp, P.O. Box 5083, Cary, NC 27512. Please do not hand payments to counselors or other staff members. Parents with tuition not paid will be reminded in writing and charged a \$20.00 late fee. If tuition is not paid the child may not attend until the tuition is received. *If paying monthly and tuition is not paid by the 5th of the month, a \$20.00 late fee will be assessed. If tuition is not paid by the 10th of the month, the child will be dropped from the program.*

A \$25.00 fee will be charged on any check returned for insufficient funds and the delinquent tuition must be paid in cash.

TRANSPORTATION

Grace Summer Camp will ask for parent volunteers to drive to all of the off-campus activities.

LATE PICK-UP FEES

Grace Church Preschool Summer Camp concludes at 2:00 PM. *Parents who are late picking up their children will be billed at a rate of \$1.00 per child for every minute late after 2:10 PM.*

RELEASE AND ABSENTEE PROCEDURES

Children at Grace will only be released to those persons who are listed on the child's application form.

RELEASE POLICY-Parents will receive cards with their child's name & number on it. Parents are responsible for the security of all cards requested. **Grace Camp will not check the identification of any cardholders.** Children will be released to any person presenting a card to the counselor at the dismissal time. If a parent loses a card and is concerned regarding their child's safety, please contact the school office immediately. Grace **MUST** be notified in **advance** and **in writing** if a child is going home with another child or with a different adult. For security purposes we ask that no child be dropped off or picked up from any of our off-campus activities.

DISCIPLINE AND BEHAVIOR MANAGEMENT

Praise and positive reinforcement are effective methods in behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

The Grace Church Staff does not condone the following:

1. Corporal Punishment
2. Ridiculing, threatening, using an inappropriate loud voice.
3. Leaving children unsupervised.
4. Use of profanity.

A child's behavior is expected to be consistent with the following:



1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Children must stay with group at all times. (Running away is not acceptable.)

The discipline policy

1. For minor misconduct, a time-out (1 minute per age) may be used by camp staff.
2. If a child is unable to further comply with the behavior expectations, a conference will be held by the program director with the child. A letter will be posted to the board for the parent.
3. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian to discuss behavior modification.
4. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
5. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff.
2. Fighting.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of Grace Camp property or property of others.
5. Sexual misconduct.
6. Possession or use of alcohol or controlled substances unless under the prescription of a doctor.
7. Running away.

HEALTH AND SAFETY POLICY

NO drug or medication shall be administered to any child without specific instructions from the child's parent, a physician, or other authorized health professional. No drug or medication will be administered after its expiration date.

1. Prescribed medicine must be in its original container and will be given only to the person for whom it is prescribed.
2. Patent medicines will be administered only with written authorization.
3. Parents should not give any medication to the children to administer to themselves. All medications should be labeled and turned in to the school office.
4. Blood Borne Pathogen Exposure- While your child is in the care of Grace Church Camp, if there is a situation in which a child is exposed to a body fluid on broken skin or mucous membrane, (e.g. splashing in mouth or eye), from another child, Grace will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the child that was exposed. If a staff member has a blood or body fluid exposure from a child, Grace will provide the name and telephone number of the child's attending physician to the staff member.

By signing the acknowledgment of policy and procedures parents agree with the above statement and specifically authorize Grace Camp to release the name and telephone number of their child's physician, authorizing the child's physician to release any crucial medical records, as well as allowing the staff to give a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from their child.



POLICY ON SICK CHILDREN

Unfortunately, we are not set up to accommodate sick children. If a child has a fever, nasal discharge greenish in color (which would indicate an infection), a hacking cough, pink eye, conjunctivitis, nits/lice, or diarrhea, he/she does not need to be at Grace.

Pediatricians tell us that children need to be kept away from other children and adults for AT LEAST 24 HOURS after a fever is gone. If there is any question about the advisability of a child being brought to Grace after an illness, a doctor's certificate may be requested.

If a child gets sick at Grace, or if the staff feels that a child is too sick to be with other children, he/she will be removed promptly from the classroom. The child will remain away from other children and the parent or someone listed, as an emergency contact will be called to pick the child up. This call will be made as soon as the child is removed from the classroom and we will expect the child to be picked up as soon as possible. Emergency numbers should be kept up to date!

Please don't ask for your child not to participate in outdoor play. If you feel that your child is not well enough to go outside he/she should stay at home for the day.

INCIDENT REPORTS

We would like to encourage all parents to report health and safety hazards to the Director. It is very important to note strange or unusual circumstances that may cause an accident or become a safety issue.

Our staff members are required to document unusual incidents relating to the care of your child such as a bowel movement with blood, a sore that may not be healing like it should, or a child who is unusually irritable without an apparent reason. All incidents reports are kept confidential.

ACCIDENT REPORTS AND INSURANCE

An accident report is prepared when an accident occurs. The date, time of day, the staff person in charge, the circumstances surrounding the accident and what steps were taken are noted on the report. Scrapes, bruises, cuts, or insect bites are examples of accidents that may occur and will be documented. One copy of the accident report will be posted to the bulletin board for the parent and the other will be put in the child's folder.

Participants are responsible for their own accident insurance when using Grace Summer Camp as care and participating in Grace Summer Camp Care programs off-site.

EMERGENCY PROCEDURES

IN CASE OF A MINOR ACCIDENT:	Appropriate First-Aid will be administered
IN CASE OF A MAJOR ACCIDENT:	A staff member will call the parent or guardian

In the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and Grace will take appropriate action in the best interest of the child.

CHILD ABUSE AND NEGLECT

If any of our staff suspect that children in our care have been or are being abused or neglected, they will, after conferring with the Director, make a report to the Department of Social Services.

GRIEVANCE/COMPLAINT POLICY

We at Grace would like to believe that each parent involved in our program would always be happy with everything we do. We realize, however, that sometimes misunderstandings occur. Sometimes we may have a problem of which we are unaware. If you, as a parent have a concern, complaint or question, please talk privately first with the person concerned. If you feel that your concern has not been properly addressed, please make an appointment with the Director of the program.

COMMUNICATION

We want to do our best to keep each and every parent informed and involved here at Grace. In order to do this, we will post information on the bulletin board outside the classroom, as well as send home letters from time to time. Please be sure to check this board daily for any new information.

PHOTO WAIVER

By signing the acknowledgements of policy and procedures, parents permit Grace to use pictures of their child as a program participant in promotional literature, promotional videos, and The Grace Church Web site, which are published and used by Grace.

LOST AND FOUND

Please understand that Grace is not responsible for lost or stolen items and will not replace any items. Please talk to your child about keeping up with all of their belongings at camp and especially at off campus activities. If a child loses something belonging to them at an off campus location, it is the responsibility of the parent to return to the location and search their lost and found.

POLICY UPDATES AND CHANGES

Grace reserves the right to update and make changes to this policy as deemed necessary.

