



GRACE CHURCH Preschool

SUMMER CAMP 2024

Revised 1/3/24

Grace Church Preschool Summer Camp features a weekly themed schedule of activities. These activities include art, games, outdoor play, movie day, and lots of fun!

AGES

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

HOURS OF OPERATION

Monday-Friday 9:30-1:30

Students bring their snacks and lunches each day.

ADMISSION AND WITHDRAWAL

Students are accepted on a first-come, first-served basis. Your non-refundable deposit (\$75) enrolls your child in the program and holds your child's spot in summer camp. The balance of the camp fee (\$125) is due on the 1st of the month prior to the camp week your child will attend (for example, the balance of all June camps are due on May 1st). If for any reason other than major illness, you wish to withdrawal your child from camp and it is less than 2 weeks to the beginning of the registered week, payment is still required for that week. Camp fees are not prorated due to absences for any reason other than major illness (catastrophic illness or hospitalization).

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. Camp fees will not be refunded for students withdrawn by request of the staff.

CHILD-STAFF RATIOS

Our ratio is 1 teacher to 10 campers. We often have teenagers assisting at camp, but they are never counted in our ratios.

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. Online registration form
2. Nonrefundable deposit of \$75 per week due at time of enrollment and balance of \$125 paid in full.
3. Medical Action Plan – if applicable (in cases of severe allergies, asthma, or other significant health issues)

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

SCHEDULE OF FEES

Cost: \$200.00 per week. A NON-REFUNDABLE deposit of \$75 is required to secure your spot in camp. The balance of \$125 will be invoiced on the 15th of the month prior to the beginning of the camp month and is due on the 1st of the camp month. For example, the balance for all June camps will be invoiced on May 15th and will be due June 1st.

A late fee of \$25.00 will be imposed if the balance of the camp fees are not paid by 5 days after the due date.

Our preferred method of payment is through our online invoicing. You can pay the invoice directly from your bank account. Camp fees can also be paid in the form of check or money order. Payments can be mailed to: Grace Church Preschool Summer Camp, P.O. Box 5083, Cary, NC 27512. Please do not hand payments to staff members.

If camp fees are not paid by the first day of camp, the child may not attend until the fees are paid in full.

A \$40.00 fee will be charged on any check returned for insufficient funds and the delinquent camp fees must be paid in cash.

A \$15.00 change fee will be assessed in the event a parent requests to change a camp registration to a different camp week within 2 weeks of the originally scheduled camp. Changes will be accommodated if space allows.

LATE PICK-UP FEES

Grace Church Preschool Summer Camp concludes at 1:30 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 1:40 PM.*

RELEASE AND ABSENTEE PROCEDURES

RELEASE POLICY: Children will only be released to individuals listed on the registration form. Grace MUST be notified in **advance** and **in writing** if a child is going home with another adult.

Camp fees are not prorated due to absences, unless there is a severe illness or extreme circumstances. If your child will be absent, please let us know.

WHAT TO WEAR, WHAT TO BRING

Each week will be based on a particular theme. There will be crafts, games, and other activities that adhere to the theme of the week. Children should bring their snack and lunch each day. Pizza will be provided one day of camp, and we'll let you know in advance so you can plan accordingly. Children should dress appropriately for outdoor play each day, including closed-toe shoes. Please apply sunscreen at home in the mornings. Camp can be messy, so wear clothes that can be played in!

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, we 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, redirection is generally effective. However, a child may be removed from an activity if their behavior is unsafe for them or others.
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.
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.

HEALTH AND SAFETY POLICY

NO drug or medication shall be administered to any child without consent of the Director. If

medication is to be administered, specific written instructions from the child's parent, a physician, or other authorized health professional will be required. No drug or medication will be administered after its expiration date, including epipens.

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.

YOU MUST NOTIFY THE STAFF OF ANY ALLERGIES ON OR BEFORE THE FIRST DAY OF CAMP

In the event of severe food allergies in the classroom, we may need to prohibit certain foods. You will be notified in advance if there is a restriction.

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, rash, vomiting, or diarrhea, he/she will not be able to attend summer camp.

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 summer camp after an illness, a doctor's certificate may be requested.

If a child gets sick at summer camp, 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!

ACCIDENTS

Accidents happen. 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. A copy of the accident report will be sent home with the parent.

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 and 911, if necessary.

In the event of an emergency in which the parent cannot be contacted, Emergency Medical

Staff and Grace Church Preschool will take appropriate action in the best interest of the child. There will always be someone certified in First Aid and CPR present during Summer Camp.

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 Church Preschool 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 Church Preschool. We will communicate via email, so please be sure to let us know of any email address changes.

PHOTO WAIVER

By signing the acknowledgements of policy and procedures, parents permit Grace Church Preschool to use pictures of their child as a program participant in promotional literature, promotional videos, on our facebook page, website, and other social media. Children's names will never appear with their images. In order to decline permission, a letter must be submitted to the Director.

LOST AND FOUND

Please understand that Grace Church Preschool 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 summer camp. Any items found during camp will be kept in the Director's office.

POLICY UPDATES AND CHANGES

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