

# ELC Summer Camp Parent Handbook

Summer 2024



# ELC Summer Camp Policies

## Dates

The 2024 Summer Camp begins May 28, 2024 and ends August 2, 2024. Summer Camp will be closed on June 19<sup>th</sup> in observance of Juneteenth and July 4<sup>th</sup>-5<sup>th</sup> in observance of Independence Day.

### 2024 Sessions

- Session 1 – May 28-31
- Session 2 – June 3-7
- Session 3 – June 10-14
- Session 4 – June 17-21 (Closed June 19<sup>th</sup>)
- Session 5 – June 24-June 28 (VBS)
- Session 6 – July 1-3 (Closed July 4<sup>th</sup> & 5<sup>th</sup>)
- Session 7 – July 8-12
- Session 8 – July 15-19
- Session 9 – July 22-26
- Session 10 – July 29-August 2

Summer Camp is for children who turn 6 years old by 9/30/24 through 11 years of age. All ages have the option of registering for any number of sessions.

*Any schedule changes must be **requested** through the ELC office two weeks in advance. Please send your request by email to [elc@firstmethodist.org](mailto:elc@firstmethodist.org) or [tlesage@firstmehtodist.org](mailto:tlesage@firstmehtodist.org).*

## Fees

### Registration & Activity Fee

- A non-refundable Registration and Activity Fee is due upon registration.
- The Registration/Activity fee is charged per child.
- The Early Registration/Activity fee is \$35 per week if you register before April 1, 2024.
- The Registration/Activity fee for anyone who registers after April 1, 2024 is \$40 per week.

## Weekly Tuition

- The weekly tuition rate for Summer Camp is \$250 per week. Campers who register before April 1, 2024, will receive a \$25 discount off the weekly tuition rate.
- Withdrawal from ELC Summer Camp requires a written 2 week notice per our policy.
- **Tuition will remain due during the absence of the camper or during Early Learning Center holidays or emergency closures for the session in which they are signed up.**

## **Arrival-Departure/Hours of Operation**

- Center hours are 7:30am - 5:30pm
- Your child must be escorted to his/her area each morning. Do not drop off campers outside and assume he/she will go to his/her classroom. We cannot be responsible for your child until the teacher/counselor is aware of his/her arrival. Parents must sign in their campers each morning with the child's full name and time of arrival.
- When picking up your child each day, please inform the counselor that your child is leaving with you. Parents need to sign the child out daily with a signature and time of departure. Any adult other than a parent or guardian must be listed on the child release form in order for the camper to be released to that adult.
- Parents of children who are in the center after 5:30 p.m. will be charged a late pick-up fee. The fee is \$1.00 per child for every 1 minute for the first time the child is here late. Thereafter, the fee will increase \$1.00 per child every minute for each successive occurrence. Payments must be made by the beginning of the next Session. ELC reserves the right to remove any child from the program upon the third late pick-up.

## **Things to Bring**

- Water bottle (no juice or soda) labeled with camper's name.
- Every Friday, your camper must bring a swimsuit, a towel, sunscreen, and a change of clothes. Please send closed toed shoes for the park.
- Campers may bring age-appropriate books to read.
- Please label all items with the camper's name.

## **Things NOT to Bring**

- Campers are not to bring money to camp unless specifically requested by the camp counselor. All field trips and special activities will be paid through the ELC office.
- No toys, games, or athletic equipment should be brought from home unless requested by the camp counselor.
- Absolutely no toy weapons, radios, iPods, mp3 players, cell phones, hand-held electronic games, laptop computers, or skateboards are allowed at any time unless requested by the counselor. Games from home will gladly be accepted for the Nintendo Wii, with "E" ratings only. The ELC is not responsible for lost or damaged games.
- No gum is allowed at ELC at any time. Food and/or drinks should not be brought from home. Children with special dietary needs, please contact the ELC office.

## **Field Trips**

- Every camper in the Center is insured, including general liability and an accident policy. Campers are also insured while attending the Center and on Center sponsored field trips.
- Transportation for field trips will be provided by a reputable agency. If the Early Learning Center contracts with an outside source for transportation, there will be an agreement on file signed and dated by the Director and the representative of the transportation agency stating that all rules for transportation shall be followed according to the state licensing handbook.
- Camp T-shirts need to be worn for all field trips except for Friday pool days.
- The ELC provides one t-shirt per camper. Additional t-shirts may be ordered from the ELC office.

## **Safety/Emergencies**

- In emergencies of an immediate nature, such as hurricanes, fires, flooding, loss of electricity, etc., parents will be expected to pick up their children immediately. ELC may also be closed if an incident in the downtown area threatens the safety of the ELC campers and staff. ELC administrative staff will communicate via e-mail under these circumstances.
- Campers are under the direct supervision of the ELC staff at all times. Campers are never left unattended and are safely escorted to and from the bus for field trips. At least one staff person will be currently certified in CPR and trained in pediatric first aid.
- Whenever campers are swimming, a certified lifeguard will be on duty.
- The ELC may display photographs of children involved in camp activities. Parents are asked to sign a photo permission form giving permission to use these pictures on our website, in the ELC newsletter and/or on our bulletin boards.

## **Sick Children/Administering Medicine**

- In order to protect the health of the other campers, a camper may not remain at the center if he/she is vomiting, has diarrhea, or fever of 100 degrees or higher. They must be free of all symptoms for at least 24 hours and be able to participate in all activities including outdoor play before they may return to camp. Physician's statements may be requested at the Director's discretion.
- If campers are unable to participate in activities (indoor or outdoor) they should not be brought to camp unless cleared through the ELC office.
- All medicine is to be kept in the office. Campers should not have any medication in their possession. Medicine can be administered to your camper only if a permission form has been filled out and signed by a parent. Any medicine not labeled with your camper's name cannot be administered. The original package insert must accompany all over-the-counter medication. All prescription medication must be accompanied by the pharmacist's printout of possible side effects.

## Code of Conduct

In the event of a behavior problem, below is the order of steps that will be taken:

1. Camper will be warned.
2. Camper will be given an age-appropriate time away from the group.
3. Camper will be brought to the director for a conference.
4. A phone call will go to a parent, if warranted.
5. A parent may be required to pick up the camper.

## Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during the camp session and be especially hurtful when persons are targeted with meanness and exclusion.

**At ELC Summer Camp, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement that ensures every camper has the opportunity to experience an environment that will foster the positive development of the total child. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied do not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and will promote communication so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and eliminate any signs of bullying, we can help ensure that all campers and staff have a great summer.