

# 2010 Summer Camp



## Parent Handbook

Policies and Procedure



### **Registration**

Each camp family is responsible for a yearly, non-refundable \$35 registration fee. This fee enrolls the camper(s) into the program and provides them with a Summer Camp T-shirt. This fee does not go toward camp fees.

### **Early Drop Off & Late Pick Up**

The regular camp hours are from 8:00am - 5:00pm. Our early drop hours are from 7:00am - 8:00am, and our late pick up hours are 5:00pm - 6:00pm.

### **Additional Weeks**

Your child may enroll in additional summer camps as long as space remains available. No additional registration fees are required for your child to add weeks.

### **Check In/Out/Security**

When dropping off or picking up your child you must sign them in and out daily with the Lead Summer Camp Counselor. You are also required to record the time of your drop off and pick up of your child.

For security purposes, only the parents or emergency contacts listed on the Child Care Enrollment form will be allowed to pick up the campers. If another party is to pick up your child, you must inform us in writing prior to pick up time. ID will be required. If PCFC staff is not informed, your child will not be released.

### **Contact Information**

It is very important that we have accurate and current home and emergency contact information for each camper. If parent or emergency contact information changes, please let us know as soon as possible so that we may update our information as necessary.

### **Attendance**

While attendance is not required, we do need to be informed when a camper will not be attending any camp day or if they will be coming later in the day or leaving early. Please try to make these attendance updates in writing when possible. We understand schedules change, but we do require a 48 hour notice if your child/children will not be at camp if already paid for the week. If the 48 hour notice is not given, there will be no refund.

### **Accident Procedure**

If any injury or accident takes place an accident report will be filled out, and will also be recorded in the medical log book. A parent must sign the accident report. Any parent can request a copy of an accident report that involves their child.

### **Payment**

Payment for each camp week is due on Friday evening, for the next camp week. If we do not receive payment on or before Friday evening we cannot guarantee a space for your child in the next week's session. We are state licensed and must have one counselor for every 12 children. We schedule according to this guideline and need to know in advance if more counselors are needed. If you need to cancel any camp days you must do so by 5 PM on the Friday before the week you are cancelling for in order to receive a refund.

### **Attire**

Campers will be spending time both indoors and outdoors each day. Please dress your child appropriately for weather conditions. No sandals/crocks allowed. ALWAYS wear tennis shoes!

## **Illness Procedure**

Every effort to prevent the spread of disease is made by Players Choice of the Fox Cities staff. This includes frequent hand washing (children and teachers) and instruction in hygiene, which minimizes the spread of germs.

The following guidelines are set to protect your child as well as others from contagious illness. We realize that this can sometimes be an inconvenience for working parents, but we know that you will understand the necessity for such a policy. You will be notified (and then your child must be picked up from Players Choice of the Fox Cities) if any of the following conditions occur:

1. Fever (over 101.00 degrees under arm)
2. Vomiting
3. Diarrhea (2 times successively, watery)
4. Head Lice
5. Infectious skin disorders, such as ringworm, pink eye, etc.
6. Communicable diseases such as chicken pox or measles
7. Any other conditions deemed necessary by the director for the well-being of your child and the other children enrolled. Children who have been ill are required to have been fever free for 24 hours before returning to Players Choice of the Fox Cities.

## **Medication, Bug Spray, Sunscreen**

If your child has to have medication administered, please see Melissa. An extra form will be needed. Sunscreen and Bug spray needs to be labeled with your child's name, in there cubby. Please apply sunscreen to your child before arriving at PCFC.

## **Meals and Snacks**

Players Choice of the Fox Cities will provide healthy snacks twice per day (morning and afternoon).

Campers are responsible for providing their own lunches, or they may purchase a lunch through Players Choice of the Fox Cities. Each child will receive a Lunch Program form which needs to be filled out and handed in before Players Choice of the Fox Cities Summer Camp begins. Lunch fees are due along with the camp fees on the Friday prior to attendance. Players Choice of the Fox Cities also sells juice, candy, chips, and a variety of other items at the café which will be open during daily free time. Campers are allowed to choose one extra snack to purchase.

## **Religious Aspect**

Children may practice their religious prayer or practices if they wish.

## **Transportation**

All campers will be transported on field trips: Lamers Bus Lines. Counselors are trained to check the bus for children before loading and after unloading from a field trip.

## **Field Trips**

Field Trips will be taken every Tuesday/Thursday. Permission slips for all field trips will need to be signed prior to field trip. Please sign for the dates that your child will be attending.

**Please make sure your child is wearing their Summer Camp T-Shirt for each field trip.**

### **Swim Plan**

Players Choice of the Fox Cities Summer Camp will not be participating in any swimming activity during the camp day.

### **Money and Personal Property**

Players Choice of the Fox Cities is not responsible for lost, damaged or stolen items or money. Please leave valuable items at home! If your child wants to have money with them during camp for snacks please ensure they can responsibly manage it themselves, or leave it with the summer camp staff. Our staff will hold campers money for them in an envelope at the front desk so that they can retrieve it during free times of the day. It will be kept in a box with the counselors.

### **Additional equipment**

Specific sports will require campers to bring equipment relating to that week's activities. Such equipment will include knee pads for volleyball (optional), Shin guards for Soccer (optional), mouth guard (optional) No cleats, Softball/ Baseball Glove and a bat (if your child prefers to bring their own bat). At least one day during the week will require campers to bring their Bicycle and a helmet. At a minimum: Comfortable tennis shoes.

### **Guidance Methods**

Players Choice of the Fox Cities uses positive guidance methods in order to help children learn self control without loss of self-esteem. Your child is encouraged to use words to solve problems with others. A balanced schedule of activities suited to your child's development and a positive environment promote cooperation. Limits are clearly stated in positive terms. A variety of other methods for encouraging children's cooperation are used. These include redirection, positive reinforcement, and choices between acceptable behaviors. Teachers work closely with parents to understand each child and to determine which methods work best for him/her.

### **Environment**

It is our goal to provide your child with a fun, entertaining and healthy environment. We will treat your child with respect and consideration. We also expect our campers to express the same respect and consideration for our staff and each other. Any disciplinary problems will be immediately referred to the lead instructor and will result in a meeting with the parents. In extreme cases of problem behavior a camper may be asked to leave the program.