

Zion Weekday Ministries Summer Camp Parent Handbook

Contact Information:

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Registration Policy

In order to save your child's place for any Weekday Ministries programs you must complete the registration form (signed and dated) and include the registration date. The registration fee is non-refundable. Summer camp registration fee is equal to one week of camp. All checks should be made payable to Zion Weekday Ministries. **On your first day of camp please allow 15 extra minutes in the morning to finalize paper work and organize your child's belongings.**

What to Bring to Camp

The following items should be brought to Camp on your first day, and will STAY at Camp:

- Bug spray
- Sunscreen
- Water bottle will be provided by Weekday Ministries Program
- Swim suit/towel
- Water shoes (croc's are acceptable, closed toed sandals with a good tread can also work)
- Change of clothes (shirt, shorts, underwear, and socks LABELED)
- PRESCHOOL ONLY: Nap items (sleeping bag or mat, pillow, blanket or special sleep item)

Daily Items:

Tennis shoes or closed toed sandals (NO FLIP FLOPS)

Packed Lunch- Everything for lunch must be provided, see Page 4

Absolutely NO TOYS from home, unless it is a special occasion and authorized.

Payment Policy

There is a non-refundable deposit of one week's tuition due with registration. This deposit will be applied toward your first week's tuition. There will be a \$30 registration fee. Once register you will receive your child's T-shirt and water bottle.

Summer camp families will enjoy the opportunity to register for specific weeks. This will be established in the agreement form. **Once a week of care has been chosen and written into the agreement form, care must be paid for even if your child is not in attendance for that week.** Additional weeks may be added to the agreement if space is available and upon discussion with the Director; however, weeks may not be deleted. You will be responsible for payment of all weeks scheduled in the agreement form.

Payments may be handed to any staff member. All payments are due by Friday (unless you have a specific arrangement with the Director). You must pay for care one week in advance. Late fees and interest on late payments will apply.

Payments must be made by check. All checks should be made payable to Zion Weekday Ministries. Fees will be established in the agreement form. A fee of \$35 will be charged for any checks returned due to non-sufficient funds to cover our bank fees.

Pick-up/Drop off Procedures

When you arrive each day you will be required to sign your child into summer camp. You will also be asked to sign out each day.

Your child will be released only to those listed on the emergency contact form. If someone other than the usual adult is going to pick-up your child, please alert a staff member of the change prior to pick-up. It is important to update your emergency contact forms any time there is a change. Please speak with the director to update your forms. We will require photo ID to identify the person picking up your child. In case of separation or divorce, we require a copy of the custody agreement on file.

We will not release to any person that appears inebriated or intoxicated. We will call through those listed on the emergency contact form until we reach another person to pick up the child.

We provide care from 6:30 am to 6:00 pm. Additional hours may be discussed with the director for an additional fee.

If you are going to be late please be respectful to staff who may need to make other arrangements for their families and call or text the camp cell phone 724-316-6056. There will be a late fee for any child in the facility after 6:00 pm, as noted on your signed agreement form.

Mission

Our mission at Zion is to:

Invite people to know Jesus

Grow those who respond into disciples

Serve ALL people in the name of Christ

While putting into action the fruits of the spirit: gentleness, kindness, patience, faithfulness, joy, goodness, self control and LOVE!

Daily Schedule

We will implement the Fruits of the Spirit into our daily activities at summer camp! Our daily schedule will allow some flexibility but it's important to maintain consistency wherever possible. The children arriving from 6-8 am will enjoy free play in the classroom, working on puzzles, playing board games, or in the activity centers. **Breakfast will be served at 7:30 and ends at 8:00.** Children that arrive at 8 or after will not be served. At 8:45, we will begin preparing for our summer camp program to start at 9:00.

SCHOOL AGE PROGRAM (PRE-K – GRADE 6)

At 9:00 we will gather into our core groups, take a bathroom break, check supplies for the day, put on sunscreen and head out to the field for outdoor games. At 10:00 we will take another bathroom break and refill water bottles. At 10:30, we will walk down the Rails to Trails for our morning hike. We will stop at some point on the trail and enjoy our morning snack. We will arrive back for lunch. After lunch, children will enjoy some free play outside on the playground. At 1:30, students will break down into their core groups for afternoon activity centers. These centers will include art, Bible stories, and environmental education. When students are finished with centers, they will enjoy a snack and prepare to go home (for those leaving at 3).

PRESCHOOL PROGRAM (AGE 3-5)

At 9:00, we will gather in Room 9 to begin with the calendar, morning songs, and a story. After morning story, preschoolers will take a walk in the woods, enjoy some time on the playground, and enjoy centers focusing on art, language and science/math. All children will have lunch together in the pavilion. After lunch, children will play on the playground, then lay down for relaxation time. Preschoolers will either nap (as some still do), or enjoy some quiet time.

Fridays will be water days for Preschoolers; they will enjoy water games and activities at Zion UMC.

Please note, while we are preparing programming separate for both preschool and school age children, Preschool and School Age programs may be combined on days that enrollment numbers are too low to warrant two groups.

Pool Days

This year we will have our own personal lifeguard, in addition to the staff provided by SEBCO, while still meeting the pool staff ratio requirements of DHS (one staff for every 6 children in care). Watch the white board and emails for this information. Only campers that have completed kindergarten and older will enjoy the SEBCO pool at Laura J. Doerr Park. When you bring your child to camp on pool day, it is best if they already **have their swim suit on** under their clothes. **They should have a towel and anything they need for swimming in a backpack.** THESE ITEMS MUST BE LABELED! We will carry sunscreen and water to the park to care for children appropriately. Campers spend the morning playing field games and hiking, so please wear your tennis shoes! We will order pizza for lunch and provide water to drink. No toys are permitted on this day. Flip flops are encouraged for pool time for an easier transition. Pool time usually begins at noon.

Pre-K students will not be able to swim according to DHS regulations, students **MUST HAVE COMPLETED KINDERGARTEN** to attend. They will spend the day at camp incorporated in alternative fun activities.

If lifeguard staffing issues should arise, the children will all enjoy water games at Summer Camp. You will be notified should this occur.

Field Trips

This year we will be offering field trips to children to add some extra fun to the summer. Due to the high costs of busses, we will charge a fee for each trip. Parents are always welcome to attend the trips with us and ride the bus. You will be responsible for the cost of your ticket in addition to any cost for your child. All field trip fees are due by the morning of the trip, but it is ideal that they are paid in advance.

Children must wear their camp shirt and tennis shoes on field trip days.

Family Involvement

Families are strongly encouraged to actively participate in your child's learning experience. Research has shown that your child will have the greatest success if families are involved in the learning process. There will be opportunities for parents, grandparents, or caretakers to come into the classroom and help with special projects, field trips, and presentations. Along with this, you are welcome into our classrooms at any time. We strongly encourage you to join us for pool time on Fridays. It is a great few hours with your child. You are welcome to spend the entire day at the pool. SEBCO prices and information are available at SEBCO.com. You are also welcome to attend field trips at any time, just register with the director.

Meals/Snack/Birthday Treats

Snacks will be provided by the program, **lunches are NOT provided**. You will need to provide a packed lunch, with all necessary forks or spoons, drinks, napkins, etc. **We are not able to heat lunches.**

FUN FOOD FRIDAY- On Fridays, we will provide lunch for all children. Our menu varies from week to week taking into consideration the interests of the children. Lunch will always consist of a main item, veggie or fruit and snack and drink. There will be no additional cost for this. If you do not choose to participate in this, simply send your child's lunch as usual.

We would love to celebrate your child's birthday or special event; you are welcome to bring in a snack to share. Please speak with the director to address timing and any allergy concerns.

Communication

Parents should look at the white board in front of the sign in/sign out sheets to learn about their child's day in our program. Parents will also receive a weekly newsletter, highlighting fun projects, important dates, and other pertinent information for families enrolled in the program.

Keystone STARS

We are a Keystone STARS participant. We have chosen to participate in this program in an effort to provide your child with the highest quality program. This is a quality assurance and resource program. We are currently a STAR 4 rating, the highest rating in the state! Quality learning experiences benefit not only the families involved, but all community stakeholders, schools, businesses, and residents. In our commitment to Keystone STARS, we have also made a commitment to continuous quality improvement. We believe firmly in small subtle changes over time that will create the best environment for your child. In order to achieve this, you will be asked to complete program evaluations each year (school year and summer camp).

Staff Requirements

Our staff consists of highly qualified, safe and reliable individuals. All staff must have an FBI background check, criminal record clearance, and a child abuse history clearance. The lead teachers must have a bachelor's degree and at least 2 years experience working with children. Assistant teachers will have at least 30 credit hours in a child-related field, along with at least 2 year experience working with children. As we are a STAR 4 (top level) program, all staff must maintain 24 hours of professional development each year.

Weekday Ministries Board of Directors

All Zion Weekday Ministries programs are governed by a board. The board consists of Zion United Methodist Church leadership: pastors, director of education, board of trustees chair person, Administrative Board chair person, Council on Ministries chair person. The board also maintains a parent representative of each program: Story Time for Two's, Preschool 3, Preschool 4, Pre-K, Half-Day Kindergarten, and Before & After School. The board is designed to represent the needs and desires of the church balanced by the needs and desires of the parents using the program. The board parents serve a 2 year term. If you are interested in serving on the board, please speak with the director for further information. Any concerns regarding programming that cannot be resolved first by speaking directly with the classroom teacher or director, may be taken to the board. This must be done first in a letter to the board (signed and dated) then the board will meet with concerned parent/guardian during the first 20 minutes of the meeting.

Illnesses

For everyone's safety and health, please keep your child home if they have had the following in the past 24 hours: vomiting, diarrhea, fever, and sore throat, severe coughing, evidence of lice, body rash with fever. Your child may not return until they have been symptom free without OTC medicines for 24 hours.

Physicals

The parents or guardian is responsible for obtaining a physical from the child's doctor no later than June 29th. We will follow the same physical schedule as the school systems, so get an extra copy when you take your child in for their school check-up. This must include documentation of immunizations. We are not responsible for the fee associated with the physical forms.

Emergency Contact Information

It is important that we have the most up-to-date information for each child. You should notify us in writing with any changes in address, phone number, work place, emergency contact or health information.

Child Abuse

We are mandated reporters on child abuse or neglect. Therefore due to legal requirements we will notify the PA State hotline if there is reasonable cause to suspect physical, sexual, or emotional abuse, neglect, or maltreatment of any children enrolled in our programs.

Emergency Procedures

In the case of a severe emergency or accident, we will do the following in the order listed:

1. Administer first aid
2. Call emergency medical transportation
3. Contact parents and child's doctor

Emergency Plans

According to PA state regulations, the center has planned for emergency situations, should they arise. Out of concern for safety of children and staff, not all plans will be released to the public. However, should there be a situation in which we need to leave the building, our meeting spot is the playground/pavilion area. All students and staff will be relocated to Buffalo Elementary on Sarver Road. In the event that children are relocated, you will be contacted as early as possible using a phone tree system. In the event of a storm, you should look to WPXI or the website for information. All other weather emergencies will be handled with care and phone alerts to parents as necessary. All emergency plans and procedures have been filed with Butler County Emergency Services and DPW.

Withdrawal Procedures-

In order to withdraw from our program we will need written notice of at least two weeks before you leave. You will be responsible for tuition until this is received and up to two weeks from the date of the notice. If you do not provide notice you will continue to be responsible until something in writing is provided.

Once you have provided proper documentation we would be happy to provide you with a copy of your child's records. You should ask for this in your written notice as well.