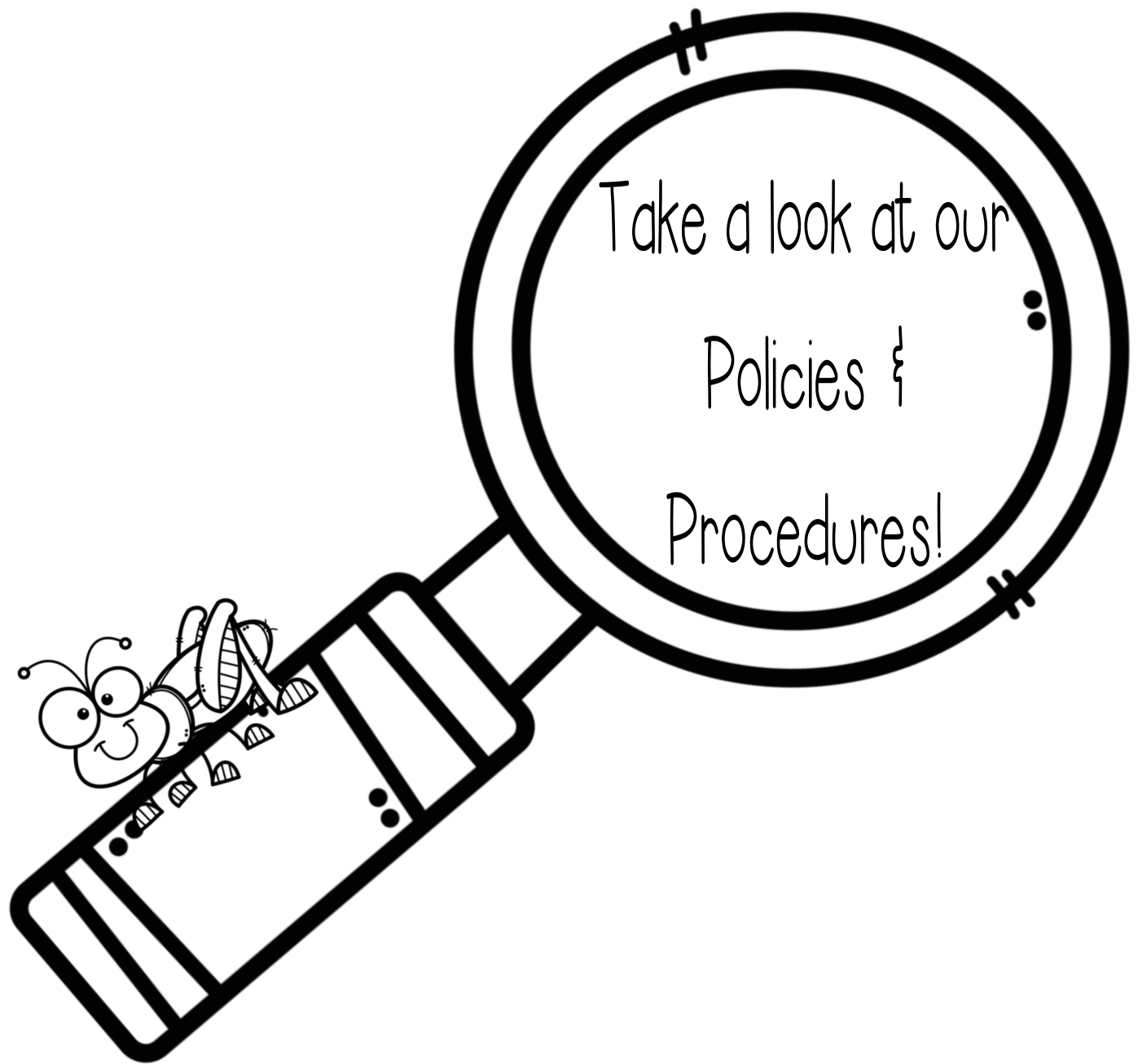


WARREN WOODS CHRISTIAN **SUMMER CAMP**



14000 13 Mile Road Warren, Michigan 48088

E: childcare@wwchristianschool.org • P: 586.772.4527 • F: 586.772.9078

www.wwchristianchildcare.org

SUMMER CAMP POLICIES AND PROCEDURES

- Hours of operation: 6:30 a.m. to 6:00 p.m.
- Late Pick Ups- You will be charged \$1 per minute your child is here after 6:00pm. **Continual late pick-ups will result in disenrollment of your child.**
- Parents must accompany their child into the Summer Camp Room at Drop-off. Parents are required to sign their child(ren) in/out each day.
- Tuition is due the Monday before services are rendered. Late payments may result in a \$10 late fee. Unpaid balances could result in disenrollment.
- **If your child has medicine that needs to be taken regularly (inhalers, epi-pens, etc), we need to have a separate medicine and medicine form filled out (please stop by the childcare office to get this form). All prescription medicine needs to come in the original packaging including the prescription label. Medicine form directions must match the directions on the label.**
- **If your child will be using sunscreen (which we HIGHLY recommend!), we will need you to fill out a separate topical form. AND label the sunscreen with your child(ren)'s first & last name. These forms are available in the childcare office. Sunscreen will be applied before any outside time and taken with the campers on field trips.**
- **Summer Camp will NOT run the week of June 29-July 2. We encourage you to sign your child up for SpringHill Day Camp at The Woods Church that week!**

Communication: We utilize the "Class Dojo" app in order to quickly and efficiently communicate with our parents. Please download the app prior to camp starting! We will be adding your child to the app as registration starts, once summer arrives you will receive an invitation via text/email to join our summer camp group! If you have any changes to your schedule, are running late, or have any questions/concerns you can call the childcare office at (586)-772-4527. You can also email our office staff if you have any questions about your bill at childcare@wwchristianschool.org.

Pick up/Drop off: Each child MUST be picked up and dropped off by a parent or guardian. You will need to sign your child in and out on the iPad in our summer camp room. The code you will use to sign in/out will be the last four digits of your phone number and then your initials.

Sunscreen/Bug spray: You must fill out a topical form that we will provide for any type of sunscreen or bug spray. We highly recommend bringing sunscreen for your child and leaving it with our summer camp staff. Our staff will apply sunscreen every time they go outside. We want to prevent sunburn as much as possible! Bug spray is also an option if you would like to send that with your child as well. Some of our nature field trips we strongly encourage and ask that you send bug spray with your child.

Medicine/EpiPen: If your child has an EpiPen or medication that they need to take you will have to fill out a medication form. All medicine must have the prescription label on it and be in its original packaging.

Late Fees Charges: You will be charged \$1.00 per minute after 6:00 pm that your child is in our care. Continual late pick ups may result in disenrollment.

Payments/Billing: You will be billed every Friday for the following week. Payments are due Monday of the week attending. If your child is scheduled and we are not notified in advance that they will not be attending you may still be charged for care. You can make payments online at parentportal.runsandbox.com. You will receive a registration email at the beginning of the summer. Late payments or lack of payments may result in a \$10 late fee, or disenrollment until your account is brought up to date.

Vacation: If you have a scheduled vacation please make sure you let our office know at least one week in advance so we can allow for another student to fill their spot on a field trip.

Failure to appear: If your child is registered and they fail to appear on scheduled days without proper communication they will be disenrolled.

Pizza Day: Pizza Day is every Wednesday unless otherwise communicated to you. You can purchase pizza for your child for \$1.00 a slice that morning. You can give the money directly to the summer camp staff.

Nut-free Center: We are a nut-free center so your child will not be allowed to bring any food that contains nuts. Please be conscious of this while packing your child's lunch and snack items.

Lunches: All lunches MUST come in a disposable bag with your child's name written on it. It will be placed in a cooler with ice packs to keep it cold so you will not have to include your own ice pack with your child's lunch.

Snacks: We will not be providing snack so your child will need to bring a morning and afternoon snack with them to camp everyday. We will have designated bins that they can place their snacks in as they arrive; please write your child's name on their snacks. Keep in mind we are a nut-free center so all snacks must be nut-free.

Summer Camp Shirts: Each child will receive their own Summer Camp shirt with their name written in it that will remain at the school until the end of the summer. We will wash the shirts weekly. The children will change into their Summer Camp shirt every Monday, Thursday and Friday (field trip days) when they arrive to camp.

Toy Policy: We ask that all toys from home not be brought to summer camp. We provide toys, games and activities for the children to do all day. If toys from home are brought they may be taken by our staff and given to parents at pick up.

Phone policy/ Electronics: Electronics or phones are NOT allowed for the students in summer camp. They will be asked to put them away if they are brought or taken away by our staff if they are brought to camp.

Photo Release: We use pictures for Facebook and our Instagram page. We will have a photo release form that you can sign. If you would not like your child to be photographed at all that is completely fine. Please just let our staff know so they can be conscious of it.

Behavior/ Discipline: Your child is our first priority while in Summer Camp. In order to provide a safe, nurturing, and fun experience for your child(ren) everyone must know and follow the rules. We have a wide age range in Summer Camp and we need to look out for the safety of every child. We ask that all students be respectful of the teachers, other students, and the materials that are provided and the space that is afforded to us by the school. If your child(ren) chooses not to obey these rules, their behavior may result in consequences. If you have any questions or concerns, please see the extended care staff or stop by the childcare office.

Field trips: We use Fraser busing system for all of our field trips. Please have your child at camp at least 30 minutes prior field trip departure time. They will be picked up and dropped off from WWCC&P only. Parents are NOT able to pick up their children from a field trip.

Money: Your child does not need money for any of the field trips unless they would like it. Only the field trips where the money icon is present will they be allowed to bring money. They also will be in charge of their own money. Our staff will not hold onto your child's money.

Parent Notification of the Licensing Notebook

All childcare centers must maintain a licensing notebook which includes licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and CAPS developed on and after May 27th, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.

Licensing inspection and investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

By signing below, I understand and agree to the policies listed on this page.

Parent Signature: _____ Date: _____

Good Health Statement

This statement is to verify that _____ is in over all good health. I verify that all of my child's immunizations and/or waivers are up to date and on file at _____.

Parent Name: _____ Signature: _____ Date: _____

Photo Release

I give WWCC&P permission to take pictures & video to use in Social Media including but not limited to WWCC&P website and Facebook page.

Parent Signature: _____ Date: _____