

Lake Shore Public Schools
SACC Summer Camp Fun
2017



Masonic Heights
22100 Masonic Blvd. St. Clair Shores, MI 48082
Patricia Huyghe: 586-285-8618
Director Sharon Malinowski: 586-285-8570

Parent Handbook

Summer Camp is sponsored by Lake Shore S.A.C.C.

Camp serves:

Children who have completed Kindergarten by summer of 2017 through 12
Years of Age.

Licensed by the State of Michigan

REVISED 5-12-17

School Age Child Care Summer Camp 2017

22100 Masonic Blvd.

St. Clair Shores, Michigan 48082

Patricia Huyghe (586) 285-8618

Sharon Malinowski (586) 285-8570

Thank you for your interest in the School Age Child Care summer camp program at Lake Shore Public Schools which will be Monday, June 19, 2017. This year's camp is opened up to children who have completed Kindergarten by the summer 2017. All children participating in camp must be fully potty trained and able to tend to his/her own needs. Your child will be considered registered and can be scheduled for camp when the required paperwork (*this packet*) is completed and turned into the SACC office along with the \$50.00 non-refundable registration fee per child.

In addition to the registration forms, there will be weekly activity packets that must be completed and turned in by the dates specified on the form. The first activity packet will be distributed by the end of May and must be turned in by June 2, 2017. For the safety of staff and children, activity packets and field trip information is only distributed to the families registered for camp. Weekly field trips ranging from \$3-\$15 will include: Metro Beach splash pad, Memorial splash pad, Sky Zone, Chuck E. Cheese, bowling, putt-putt golf, Marquis Theater, etc. Field trip information will not be published on the website or given out over the telephone.

In closing, camp fills up each year so don't wait to register. If you have any questions please feel free to contact me at 586-285-8618, by email smalinowski@lsps.org. Again, thank you for your interest in the Summer Camp program at Lake Shore Public Schools.

Sincerely,

Sharon Malinowski

School-age Child Care Director

Lake Shore Public Schools

This parent brochure for summer camp contains the policies and procedures for summer camp as well as valuable information regarding the field trips, daily schedules, fees, and the discipline policy in addition to other useful information. **ALL FORMS MUST BE COMPLETED AND RETURNED TO YOUR CHILD'S CURRENT SITE OR THE SACC OFFICE WITHIN RODGERS ELEMENTARY ALONG WITH THE FEES DUE.**

DAILY SCHEDULE

Camp operates Monday through Friday from 6:30 am to 6:00 pm **from June 19, 2017 through week of August 14, 2017.** The daily schedule will be posted. It allows time for a mid-morning snack, lunch, and mid-afternoon snack. Please give consideration to the schedule so that you do not arrive in the middle of arts and crafts or leave during a special activity.

WHAT TO BRING TO CAMP

The following is a list of suggested items that you provide for your child while in attendance at camp. If there is something that is not on the list that you feel your child would benefit from and question its appropriateness please ask staff before sending.

- A complete change of clothing including underwear. Accidents happen.
- Swimwear and a towel on Swim and water play days
- Athletic type shoes are needed for gym play and playground. No gym shoe means no gym. No high heeled shoes (1" or higher) will be permitted.
- Clothing to adapt to the weather.
- A nutritious lunch including a drink every day. There will be no hot lunch program in the summer.
- No chewing gum, it is a safety hazard.
- Toys from home are ONLY permitted on designated days.
- Sunscreen or sun block, is highly recommended but can only be applied with written permission from parents. A form is provided in the parent form packet.

TUITION AND SCHEDULING

Tuition, activity fees and schedules are due in advance. Camp activity packets will be made available closer to camp and will contain a schedule form along with any other forms needed for camp. A deadline will be attached for schedules. Children are not required to attend each week of camp. If your child will not be attending a week please turn in the schedule form indicating that you will not need camp for that week. Failure to abide by the deadlines may result in no camp services.

Lake Shore Public Schools accepts cash, check, and money orders as forms of payment for tuition and activity fees. A charge of \$12.00 will be added to your account for any returned (NFS) checks. If more than two checks are returned per calendar year, you will be required to pay in cash or money order for the next 12 months.

DUE TO FIXED OPERATING EXPENSES, THERE WILL BE NO ADJUSTMENT OF TUITION DUE TO ABSENCES, REFUNDS, OR CREDITS. MAKE-UP DAYS WILL NOT BE GRANTED.

Occasionally special events or clubs are offered and may require additional payment that is the responsibility of the parent/guardian. These programs are voluntary and a child will only participate if the parent/guardian enrolls the child in the program.

All accounts must be in good standing in order for children to participate in the summer camp program. Families with outstanding school year balances are not eligible to participate in camp until all account balances are paid in full.

FEE SCHEDULE

5 days = \$155.00

4 days = \$138.00

3 days = \$113.00

2 days = \$72.00

1 day = \$45.00

As a courtesy a 10% sibling discount will be given to families with more than one child enrolled in the program. The discount will be applied to the child with lesser tuition.

ENROLLMENT FEE

A non-refundable enrollment fee of \$50.00 per child is required at the time of registration. The enrollment fee is an administrative fee that covers the cost of summer camp programming.

LATE PICK-UP: THE CAMP CLOSSES AT 6:00 P.M.

A fee of \$10.00 will be charged for the first ten minutes or fraction thereof, and a \$1.00 per minute every minute thereafter. The camp is not licensed to operate past 6:00 p.m. the parents/guardians must make the appropriate accommodations to ensure their child/children will be pick up prior to 6:00 p.m. If a child/children are left at the center 30 minutes past closing without notification from parents/guardians and/or staff is unable to locate an emergency contact to pick up the child/children, the police and protective services will be notified.

FIELD TRIPS

Field trips are scheduled for children throughout the 11 weeks of summer camp for an additional fee to cover the cost of the trip and the bus. All trips are dependent on weather and availability. Parents are notified in advance of the field trip destinations. All transportation is provided by Lake Shore Public Schools transportation department. Field trip changes will be communicated with as much advanced notice as possible. The Lake Shore School Board reserves the rights to cancel field trips at anytime. **ALL CHILDREN WHO PARTICIPATE IN A FIELD TRIP MUST WEAR THEIR SUMMER CAMP T-SHIRT. NO EXCEPTIONS.**

On field trip days parents are encouraged to have their child to camp by 9:00 am or earlier if required for the trip.

Children are always welcome to have some sort of jacket, sweatshirt, or other long sleeved garment with them on field trips. This is to guard against sunburns as well as to protect children against chilly weather. It is up to the parent/guardian to ensure their child is dressed appropriated for camp.

CHILDREN WHO DO NOT COOPERATE WILL BE SUBJECT TO EXLUSION FROM FIELD TRIPS AND/OR THE CETNER ON THE DAY OF THE TRIP OR FOR THE FOLLOWING FIELD TRIP.

LUNCH AND SNACK

ALL children will receive a free breakfast and lunch Monday through Thursday. A menu will be given for each month.

Children will need to bring a nutritional lunch daily to camp unless otherwise stated. Children may also need to bring a sack lunch including beverages on field trip days, parents will be notified in advance. No glass containers please. Please label your child's lunch and pack non-perishable foods. Refrigeration and heating services are not available for lunch's lunch.

A mid-afternoon snack will be served to the children daily. A snack menu will be posted. Children with food allergies will need to provide their own foods and a medical action plan will need to be completed by the child's doctor.

BEHAVIOR EXPECTATIONS

All children participating in summer camp are expected to conduct themselves in a cooperative, safe and respectable manner at all times and in accordance with the behavior guidelines established by the Lake Shore School Board. Every child must be fully potty trained and able to tend to his/her own needs. The summer camp has a 3 step discipline procedure that includes opportunities at every step for the child to correct his/her behavior. Failure to correct behavior issues may result in a termination of services. The discipline procedure steps may be waived if a participant's behavior requires immediate separation of the student from the program.

EMERGENCY AND EVACUATION PLANS

- In case of a child's illness or injury, parents are notified immediately. The parent then makes the decision as to immediate care.
- If a parent cannot be reached or the situation warrants, the St. Clair Shores Fire/Police/Ambulance Service is called. **This single number, 911, calls the emergency vehicle.** The Caregiver takes the child's emergency card and health form to the hospital. The hospital will then continue to try to reach the parents.
- In case of severe weather or tornado warning, students take shelter in a previously designated area. Emergency cards are taken to that area also. Drills are held regularly.
- In case of fire, students leave the building and the Caregiver takes the emergency cards. Fire drills are held regularly.

→ In case of inclement weather, every effort will be made to keep the SACC program open to meet the childcare needs of our families. However, Lake Shore reserves the right to close the program at its discretion.

ILLNESS/ACCIDENT

Sick children who come to camp **will be sent home. There are no facilities for the care of sick children.** For the protection of all children, no child will be accepted if he/she has the following symptoms:

- Oral temperature of 100.1 F degrees or higher. Children must be **fever free** for 24 hours before returning to the program.
- Intestinal problems with diarrhea or vomiting.
- ANY undiagnosed rash.
- Any communicable disease such as chicken pox, measles, impetigo, conjunctivitis or any other disease deemed contagious.
- Any other condition or symptom including general listlessness that makes participation and inclusion in group activities impractical.

If your child becomes while at camp, we will call you to come for him/her. We will isolate the child and provide the best care we can but the camp is not the place for a sick child. Someone must come for the child when you are called. **If you send someone to pick up your child not listed on the emergency card, you must give permission to a caregiver in order for your child to be released.**

Accidents do happen. We will call you to let you know about any accident we feel is serious. Minor cuts and abrasions will be washed and bandaged; you will hear about these when you pick up your child.

We will only administer medication that has been **prescribed** by a physician to children well enough to be in camp. We have a form that must be signed **BEFORE** we can administer any medication. All prescription medication must be in its **original** container and labeled by your pharmacist. Over the counter medications **must** be accompanied by a note from the doctor indicating dose & frequency. *Refrigeration is available for medicine when needed.* **It is especially important that we know of any and all allergies.**

RELEASING CHILDREN TO ADULTS UNDER SUSPECTED INTOXICATION

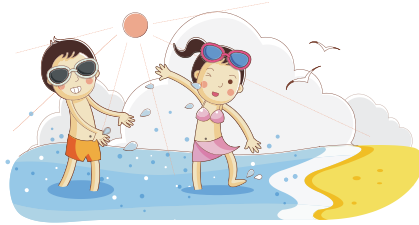
If releasing a child to a parent suspected to be under the influence of alcohol or impaired by other drugs, the following course of action may be taken:

- 👤 The parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
- 👤 We may offer to call someone else to come for the child.

We may notify police when the adult and child leave the building.

The Lake Shore Summer camp strives to provide the children attending camp with a positive and fun camp experience. If you have concerns regarding camp please feel free to contact the camp director, Patti Huyghe at 586-285-8618.

SUMMER CAMP REGISTRATION CHECKLIST



- 🇺🇸 Completed Parent Forms
- 🇺🇸 Enrollment fee of \$50.00 per child, cash, check or money order made payable To: Lake Shore Public Schools (LSPS)
- 🇺🇸 Activity packets for the first week of camp which includes child schedules will be available the week of May 22, 2017 activity packets will only be distributed to families with completed enrollment.
- 🇺🇸 Activity packets, for the first two weeks are due by June 2, 2017 along with tuition. Incomplete packets will *not* be accepted.

**CAMP FILLS EVERY YEAR SO DO NOT WAIT
TO ENROLL, YOU MAY MISS OUT!**