

# SUMMER CAMP PARENT HANDBOOK



**Susanna Wesley**  
United Methodist Church



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gabby@swumc.org**

## Welcome

The 2019 Susanna Wesley Summer Camp Program runs for 11 weeks, May 28th through August 9th, and is a day camp which provides opportunities for youth to enjoy recreational activities, learn new skills, and make new friends. Campers take part in arts and crafts, sports, special projects, games and educational field trips under the close supervision of the summer camp program staff.

If you have any questions or concerns after reviewing the handbook please call or e-mail Gabby Harris, Summer Camp Director at [gabby@swumc.org](mailto:gabby@swumc.org) or 785-478-3703.

## Philosophy and Purpose

Susanna Wesley Summer Camp is sponsored by the Susanna Wesley United Methodist Church as an outreach ministry of the church. It is licensed by the Kansas State Department of Health and Environment and is administered by the Director, the Faith and Formation Director, the Pastor of SWUMC, and an advisory committee.

The purpose of our summer camp is to provide a safe and secure environment. We offer a stimulating atmosphere in which campers can grow socially, emotionally, physically and spiritually through developmentally age-appropriate practices. We recognize that children learn through play, and we strive to create a climate that will encourage exploration, experimentation, and creativity. Special attention is given to fostering a positive self-concept in each camper through creative and structured learning opportunities.

## Hours of Operation

Monday through Friday  
7:00a.m.-6:00p.m.

## Enrollment

Enrollment is open to any camper who has completed kindergarten through the completion of the fifth grade. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, national origin or ancestry.

## Confidentiality

All Camper information files are kept confidential. Information regarding your child will not be shared with any other parent and only with staff on a need to know basis. Discussions involving issues or incidents about your child will be done in private.

## Paper Work

The enrollment form and contract must accompany your camper's registration fee. Remember, we enroll on a first come first-served basis. **All forms must be completed (correctly and fully) and turned in by Wednesday, May 22, 2019 by 6:00 pm. Failure to do so can cause a delay in the start of your child's care.**

The following forms **must** be completed and on file with the director **before** your camper may attend.

- Enrollment Form (all info must be complete with numbers and full physical addresses)
- Health History Form
- Emergency Medical Release Form (must be notarized for summer camp and free from mark outs)
- Field Trip Form
- Medication Authorization if needed

Parents are requested to update Susanna Wesley Summer Camp of any changes in address, phone numbers, or emergency contacts/phone numbers.

## Fees

**Activity Fee** (must accompany enrollment form and contract): **\$150.00 Non-Refundable**

This fee pays for field trips and gas for the bus.

### **Summer Tuition Full Time: \$140.00 per week, per child**

Tuition is due the Friday of the upcoming week for which care will be given unless other arrangements have been made. All families must have a zero balance from last year's summer camp and the current school term of before-and-after school care before they are eligible to register their children. Susanna Wesley Summer Camp offers a multi-child discount. The first child is full-fee, and then each child after that is a 10% discount. The children must be siblings.

**Part-Time Tuition:** We do not offer any part-time summer camp spots.

**Vacation Dates:** We do not offer vacation dates this year. For more information please contact us at 785-478-3703.

**Late Departure Fee:** It is Susanna Wesley Summer Camp policy to charge an additional fee for late pick-up. You will receive one written notice, and then charges are \$3.00 per minute, per child with no grace period. This fee is payable the night of the occurrence or the following morning. If the fee is not paid the camper will not be allowed to return until it is paid.

**Refund of Fees:** Fees **will not** be refunded when a camper is absent. Our costs remain constant, therefore refunds, credit for days missed, or make-up days cannot be offered. In case of an extended illness or absence, arrangements may be considered on an individual basis.

**Returned Check Fee:** The fee for a returned check is \$40.00 per check. If a returned check has been received, a cashier's check or money order payments will be required for future fees.

## Holiday Closings

Susanna Wesley's Summer Camp will be closed for Memorial Day on May 27th, and Thursday, July 4th.

## Arrival and Departure

State licensing requires that a parent/guardian accompany their camper in and out of the building. Parents are required to initial a sign in/out form each day. Parents must authorize other adults to pick-up or drop-off their camper. Please inform staff of these arrangements. No child will be allowed to leave with an unauthorized adult. If the person picking up has not done so before, we will ask to see their driver's license. **On field trip days if you are not present at time of departure we will not wait. If child is not dressed in his/her camp shirt, they will not be able to attend the field trip and alternative care will need to be arranged by the parent/guardian.** We have an electronic security door which operates by key card and two cards per family will be issued. (Due to numbers, replacement keys may not be immediately available). You do not have to have a key and can use the buzzer, but staff may not be near the buzzer to immediately let you in, but will do so as soon as possible.

## Absent From Program

Parents are asked to call and notify our staff if their camper will be absent from the camp on any given day.

## Withdrawal from Program

If you should decide to withdraw your camper from camp for any reason, **written notice must be given**, and our advisory board will review any request for refund of fees. Please give up two weeks for a decision to be made on all advisory board decisions.

## Food

We will provide breakfast, a hot lunch (with a few exceptions), and an afternoon snack each day. We will provide sack lunches on those days that require one, such as field trip days. If your camper is allergic to any types of food please notify the office when you enroll. We provide the required serving amounts required by the state, and at times seconds are not available. **If your child is a big eater, a heavy snack or sacked lunch can be provided.** A menu will be

available for the week and children are welcome to bring their lunches, however, no fast food is allowed for any meals. **NOTE: We are a peanut butter, tree nut, and peanut- free facility— items containing these ingredients will not be allowed to be opened or consumed.**

## Emergency Drills

Fire drills will be conducted once a month in compliance with state regulations. Tornado drills are conducted once a month during the tornado season. A complete emergency response plan is posted on the east bulletin board.

## Medication

Prescription medications and over the counter medicines can be administered by Summer Camp Staff who have passed the administering medication class and only when a written authorization form is signed by the parent and/or doctor. Medications must be clearly labeled and in the original container with good standing expiration date. If medication is expired it will be returned to the family for their disposal. A medication authorization form can be obtained from any summer camp staff member.

## Illness/Exclusion Policy

If a child complains of illness, we will bring the child into the office for a 30-minute rest period. If the child is still feeling sick, a parent/guardian will be notified to pick the child up for the rest of the day. It is also recommended that a child should not return for 24 hours after being sick. The summer camp program does not have the facility or the staffing to accommodate sick children for a lengthy period of time. Your cooperation and understanding is highly appreciated. This policy is in the best interest of the sick child as well as the other campers. Please do not send your child to Summer Camp if they have any of the following:

<b>Conditions for Exclusion from Child Care</b>	<b>Conditions for Returning to Child Care</b>
1. Oral temperature of 101°F or higher; Auxiliary (armpit) temperature of 100°F or higher with a behavior change.	1. Free of fever for 24 hours without use of fever-reducing medication.
2. Symptoms and signs of possible severe illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.	2. Symptom free or physician's written approval to return.
3. Diarrhea (two watery stools in a 4-hour period or one large volume watery stool mixed with blood).	3. Free of diarrhea (watery stools) for 24 hours and able to take food.
4. Vomiting, upset stomach with more than just "spitting up".	4. Free of upset stomach and vomiting for 24 hours and able to take food.
5. Yellowish tint to skin or eyes and/or unusually dark, tea-colored urine.	5. Symptom free or physician's written approval to return.
6. Red, watery or draining eye(s).	6. All discharge from the eye(s) has stopped or physician's approval to return.
7. Severe itching of the body or scalp and/or constantly scratching the head (i.e. lice, scabies).	7. After treatment, including free of lice and nits.
8. Infected areas of the skin with crusty, yellow, gummy, dry area or rash, (i.e.: Impetigo, Chicken Pox or Ring Worm).	8. Skin sores are healed or 24 hours after treatment has started or physician's written approval to return.
9. Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck.	9. Symptom free or physician's written approval to return.
10. Mouth sores with excessive drooling.	10. Physician's written approval to return.
11. Rash with fever or behavior change.	11. Physician's written approval to return.
12. Known contagious disease while in communicable stage.	12. Physician's written approval to return.

## Behavior Agreement

The success of our before-and-after school program rests on the Susanna Wesley School-Age Program Parent-Child relationship. To formalize that relationship as well as to highlight the personal responsibility of each person involved, we ask everyone to make themselves available when arriving to Susanna Wesley to pick up your child, so that SW staff can share any information to the parent without any outside interruptions.

Rules for School-Age Program:

1. Treat staff and other children with respect at all times.
2. Follow all directions when given by a staff member.
3. Keep hands, feet and other objects to themselves.
4. Use appropriate language.

### Consequences

First Step: Re-direct the child to another activity.

Second Step: Discuss the behavior problem with the child and fill out an individual behavior plan.

Third Step: Counselor will make documentation of behavior and discuss with parent at pick-up time.

Fourth Step: Director or Administrator will discuss with parent if behavior continues and steps 1-3 are not working.  
**At this time the appropriate action will be taken to address the unacceptable behavior.**

Corporal punishment, in any form, is expressly contrary to the philosophy and purpose of the Susanna Wesley School-Age Program and will in no instance be administered.

**A child may be suspended from the camp at any time due to inappropriate behavior.**

## Visiting and Volunteering

Parents/guardians are encouraged to visit or volunteer at any time. All regular volunteers are required to pass a KBI Background Check.

## Toys

Campers are asked to leave toys and valuables at home. Toys are not allowed to be brought to the camp except when we go on out of town field trips or any non-field trip Friday. Susanna Wesley Summer Camp is not responsible for any stolen or damaged items brought from home. Susanna Wesley Summer Camp has a no weapons policy including pretend ones. Imaginary guns, swords, weapons made from construction blocks, or any other manipulative will be redirected into other non-violent creations. No shoes with wheels will be allowed at any time due to safety reasons. If your child brings a DS, Gameboy, etc., the games they play have to be rated G. NO violent games. **Please make sure all games are labeled with your child's initials.**

## Cell Phone and tablet Policy

Children are not allowed to have cell phones at Susanna Wesley Summer Camp. If you need to contact your child while they are here you may call and ask to speak to them. If we see your child's cell phone we will take it away and place in the office until you pick up your child. Tablets are welcomed at SW only on long distance field trips and non-field trip Fridays, but we ask that you deactivate air card/internet options before arriving. Also, we would appreciate it if parents would not be on their cell phones when you drop off or pick up your child. We would like to be able to talk with you without interrupting your phone call if needed.

## Clothes

Campers should wear play clothes with sneaker/gym shoes and socks. Sandals, flip-flops, crocs, etc., are allowed to be brought in a backpack and worn at appropriate times. If a camper shows up in sandals, flip-flops, crocs, etc., staff will double check to make sure campers have sneakers and socks before the parent leaves. One summer camp t-shirt will be given to each participant the first day of camp. Summer camp t-shirts are **required** on field trips except on swimming days. If a child shows up on a field trip day and does not have the t-shirt the child will not be allowed to stay without the t-shirt. If you would like to purchase an extra t-shirt, the cost is \$10.00 per shirt.

## Swimming

We will go swimming once or twice a week throughout summer camp. Campers will need to bring their swimming suit, towel, and flip flops. Sunscreen (spray containers) will need to be provided by parents and will be kept at SW. Please make sure your child's name is clearly marked on the container. Parents will be asked to sign their camper up for what area they want their camper to swim in. Those campers who want to be in the above 3 feet depth or go off the diving board must take a swim test given by a lifeguard at the pool.

This year Susanna Wesley will not be transporting kids to swimming lessons. With summer school in June and the Fourth of July falling on a Thursday, we could not see a good two weeks to block off without interrupting the flow of camp. We apologize for any inconvenience this may cause.

## Parent Responsibilities

It is our top priority to ensure the health and welfare of every camper in our care. The following is a list of guidelines that parents must follow:

1. We require that all parents conduct themselves appropriately when dropping off or picking up their camper.
2. All discussions regarding Susanna Wesley Summer Camp or any camper in our care shall occur outside of the presence and hearing of the campers.
3. Inappropriate or disruptive behavior on the part of either parent or any other authorized pick-up adult may, at the discretion of Susanna Wesley Summer Camp, be grounds for the immediate termination of summer camp services.
4. If Susanna Wesley Summer Camp staff suspect that someone picking up a camper is under the influence of alcohol and/or drugs, the adult will be asked by staff to not take the camper, and staff will contact parents or other emergency contacts listed in the file to pick-up the camper. If the adult insists on taking the camper, staff will get the license plate number, make, model and color of the vehicle, and the police will be notified.

Susanna Wesley Summer Camp also supports campers of divorced parents. It is important to list both the mother and the father on paper work including current residency, employer and phone numbers, if both parties will be authorized for pick-up. Step-parents should also be listed if they will be authorized to pick up or drop off a camper as well. It is also important that pick-up and drop-off arrangements be made in advance and written documentation is on file in the office. State law is very clear that both parents of a camper shall have equal rights. We have no authority to withhold a camper from either parent, or to prohibit either parent from visiting their camper at our camp. In the event that sole legal custody has been granted, or other orders have been entered by the court limiting a parent's right to pick-up or drop-off their camper, we must be provided with a copy of any such court order or decree. **In an emergency situation limiting either parent from picking up or dropping off their camper, all paperwork must be on file in the office.**

## Program Director

We are so excited to have your child join us this summer! If you have any questions about the 2018 Susanna Wesley Summer Camp, please do not hesitate to contact me at [gabby@swumc.org](mailto:gabby@swumc.org) or 785-478-3703.

SWUMC Summer Camp  
Gabby Harris, Program Director