

St Francis of Assisi Parish

“Fun in The Sun”

Parent Handbook

Summer 2019

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Dates of Operation: June 13, 2019 thru August 21, 2019. In observance of the holiday, we will be closed on July 4th and July 5th, 2019.

Hours of Operation: Program hours are Monday through Friday from 7:00am to 5:45 pm.

Age Requirements: Children 3 to 12 years old. (Campers must be toilet trained in order to attend camp.)

Documents Required for Registration:

1. Enrollment Form, Registration fee and first weeks tuition payment
2. Emergency Contact Form
3. Health Profile
4. Copy of child's most recent physical (physical must be dated after August 25, 2017)
5. Copy of child's most recent immunization record
6. Medication Release Form with doctor's orders (if needed) must be provided in order for all prescription and non-prescription medications to be administered during camp hours.
7. Copy of your child's health insurance card (front & back)

Children may not attend Fun in the Sun until all of the required forms are on file.

Payment Information:

1. The 2019 registration fee for Fun in the Sun is \$50.00 per family.
2. Tuition is \$130 per child per week, or \$30 per day. Sibling Fee is \$110 per week per \$30 per day.
3. The \$50.00 registration fee and payment for one week (per child) must be enclosed with your registration. All other payments are due by the Monday prior to the week your child is attending. (See schedule below) If your child is registered to attend less than a full week, payment for the amount of days attending is required. Thus, if your child is registered to attend 3 days in a week, payment for three days is required. Please note: the days/weeks that you have registered for are non-transferrable.
4. Payment is accepted in the form of cash or check. Please make checks payable to St. Francis of Assisi Parish. Payments may be dropped off in the payment box outside the director's office. Note: There will be a \$20.00 charge for checks returned by the bank.

If you are not current on tuition payments at the end of each week, your child will not be able to attend until your account is current.

5. There are no added fees for on-site field trips, all on-site field trips are included with tuition.

Week	Start Date	End Date	Payment Due Date
Week 1	6-13-19	6-14-19	6-3-19
Week 2	6-17-19	6-21-19	6-10-19
Week 3	6-24-19	6-28-19	6-17-19
Week 4	7-1-19	7-3-19	6-24-19
Week 5	7-8-19	7-12-19	7-1-19
Week 6	7-15-19	7-19-19	7-8-19
Week 7	7-22-19	7-26-19	7-15-19
Week 8	7-29-19	8-2-19	7-22-19
Week 9	8-5-19	8-9-19	7-29-19
Week 10	8-12-19	8-16-19	8-5-19
Week 11	8-19-19	8-21-19	8-12-19

Cancellations:

In order to obtain a refund of any tuition paid, you must provide written notification of cancellation to the Program Director on or before May 15, 2019, No refunds will be provided for cancellations after May 15, 2019. After the May 15, 2019 deadline, you are responsible for the weeks/days that you have reserved.

Medications:

All medications must be delivered in the original prescription container to the Program Director. Prescription label must be attached to the original container. A Medical Release Form, provided to the director, must be given at that time. This includes inhalers and both prescription and non-prescription medications. Please **DO NOT** ever pack medications or insect repellent in your child's lunch or backpack.

Emergency Care Policy:

During operating hours, there are staff members who are First Aid with CPR and Wilderness Training certified will be available at all times. Staff members are informed of the policies and procedures to be followed in case of an emergency. The following steps will be taken in an emergency:

- We will attempt to contact the parent or guardian using the information provided on the Emergency Contact form.
- We will attempt to contact an emergency contact listed on your Emergency Contact Form.
- If a parent or emergency contact cannot be reached in a life-threatening emergency, an ambulance will be requested and the child will be transported to the hospital accompanied by a director.

Illness of the Child:

If your child is not feeling well, please do not send them to camp. If your child is not feeling well and is unable to participate in activities, we will contact you to pick up your child. Please notify us immediately if your child has a communicable disease.

Drop Off/Pick Up: The drop off/pick-up entrance area is on the south side of the church, the school entrance. (Left side as you come down the hill.) All parents must sign in their child in the sign in book located outside the director's office.

Snacks and Drinks: A morning and afternoon snack time will be provided daily at 8:30 am and 2:30 pm/ Snacks and drinks are NOT provided by the program.

Ice Cream: Ice cream and popsicles are available to purchase at 2:30 pm each day.

Lunch: Please pack your child's lunch, along with the proper utensils and a drink in a labeled bag or lunchbox. Microwaves are available for heat ups only. Please do not send in a lunch requiring more than a quick heat up. Glass containers are not allowed.

What to Bring to Camp:

Children should bring the following items to camp:

- Lunch (lunch bag with ice packs)
- Snacks
- Reusable (non-glass) water bottle
- Sunscreen spray
- Bathing suit & towel
- Backpack

What NOT to Bring to Camp:

Children should NOT bring the following items to camp:

- Glass bottles
- Spray aerosols
- Bug Spray

Electronics

Movies will NOT be available to children unless it is raining or approved by the Director. Our school age classrooms are "media free" zones. By limiting screen time and offering education media and non-electronic formats such as cards and board games we can guide the media experience of the children while attending our program. We ask parents to support our efforts by not sending electronic games and cell phones to the camp.

Discipline Policy:

- We will talk to the camper.
- We will provide quiet time to calm down.
- The Director will speak with the camper.
- Parent will be called to pick up the camper.

ST FRANCIS OF ASSISI PARISH
FUN IN THE SUN SUMMER PROGRAM

I, _____, have read completely the St. Francis of Assisi Parish Fun in the Sun Summer Camp Parent Handbook. I also have had an opportunity to clarify any questions I may have had. This sheet serves as receipt of/and acknowledgement of the rules and regulations specifically pertaining to the Fun in the Sun Summer Camp and its operations.

Parent Signature

Date