

St Francis of Assisi Parish

“Fun in The Sun”

Parent Handbook

Summer 2020

## Contents

Dates of Operation .....	3
Hours of Operation.....	3
Age Requirements .....	3
Documents Required for Registration.....	3
Payment Information.....	3
Payment Schedule: .....	4
Cancellations .....	4
Medications .....	4
Emergency Care Policy .....	4
Illness of the Child .....	4
Drop Off/Pick Up.....	4
Snacks and Drinks.....	5
Ice Cream .....	5
Lunch.....	5
What to Bring to Camp .....	5
What NOT to Bring to Camp .....	5
Electronics.....	5
Lost and Found.....	5
Behavior .....	5
Discipline Policy .....	6

**Dates of Operation:** June 11, 2020 thru August 21, 2020. In observance of the July 4<sup>th</sup> holiday, we will be closed on July 3<sup>rd</sup>.

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

**Age Requirements:** Children 3 to 13 years old. (Campers must be toilet trained in order to attend camp.)

**Documents Required for Registration:**

1. Enrollment Form, Registration fee and first week's tuition payment
2. Emergency Contact Form
3. Health Profile
4. Copy of child's most recent physical (physical must be dated after August 25, 2018)
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)
8. First Aid Authorization Form
9. Signed Handbook Form (last page of parent handbook)

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

**Payment Information:**

1. The 2020 registration fee for Fun in the Sun is \$50.00 per family.
2. Tuition is \$140 per child per week, or \$35 per day. Sibling Fee is \$120 per week per \$35 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. Checks must be made out to St. Francis of Assisi Parish. Please submit payments to Mrs. Isabelle.  
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.
6. Invoices can be found in your family folder located on the sign in/out table.

### Payment Schedule:

Week	Start Date	End Date	Payment Due Date
Week 1	6-11-20	6-12-20	6-1-20
Week 2	6-15-20	6-19-20	6-8-20
Week 3	6-22-20	6-26-20	6-15-20
Week 4	6-29-20	7-3-20	6-22-20
Week 5	7-6-20	7-10-20	6-29-20
Week 6	7-13-20	7-17-20	7-6-20
Week 7	7-20-20	7-24-20	7-13-20
Week 8	7-27-20	7-31-20	7-20-20
Week 9	8-3-20	8-7-20	7-27-20
Week 10	8-10-20	8-14-20	8-3-20
Week 11	8-17-20	8-21-20	8-10-20

### 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, 2020. No refunds will be provided for cancellations after May 15, 2020. After the May 15, 2020 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, staff members who are certified in First Aid with CPR and Wilderness Training will be available during camp hours. 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.)

**Beginning this year, Fun in the Sun will be operating in a secured building.** Parents/guardians are asked to sign their child/children in and out at the table located inside the first set of doors of the school entrance.

**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 (continuous spray if staff is applying to camper)
- 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
- Electronic games and cell phones

#### **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 educational 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 camp.

#### **Lost and Found**

Our lost and found table can be found when entering the building. Please check our lost and found weekly as we have had many personal items left at camp and unclaimed. Any items left unclaimed by the last day of camp will be cleaned and donated to St. Vincent de Paul.

Unclaimed items of significant financial value will be held in the director's office until October 1<sup>st</sup>.

#### **Behavior**

We expect that campers will be respectful of other campers and camp property at all times. If a camper can't meet the expectations while attending Fun in the Sun, a parent/guardian will be notified to discuss a corrective plan of behavior. If a camper continues to violate our camp policies, they will be dismissed from the program. Campers who exhibit harmful or destructive behaviors (hitting, kicking, biting or damaging property) will not be allowed to remain at camp and will be dismissed from the program.

#### Discipline Policy:

- A staff member will speak to the camper to discuss what happened and provide some quiet time if needed before continuing with camp activities.
- The Director will speak with the camper to discuss what happened and ways that the director and camper can work together to avoid this behavior in the future.
- A parent will be notified to discuss a corrective plan of action.

**ST FRANCIS OF ASSISI PARISH**  
**FUN IN THE SUN SUMMER PROGRAM 2020**

I, \_\_\_\_\_, have read completely the St. Francis of Assisi Parish Fun in the Sun Summer Camp 2020 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

\_\_\_\_\_  
Parent Name Printed