

**SOUTH HAVEN CHILD DEVELOPMENT CENTER
SUMMER CAMP**



PARENT HANDBOOK

**SOUTH HAVEN BAPTIST CHURCH
16800 BEL-RAY BLVD
BELTON, MO 64012**

**CAMP DIRECTOR
Katelyn Sundin
816-405-5920**

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MISSION STATEMENT

Our goal is to introduce Jesus to children by meeting the emotional, physical, social and spiritual needs of the children and their families. We are committed to providing a safe, loving, Jesus-centered environment where children are provided with a spiritual foundation upon which future knowledge can be built.

PARKING

Convenient parking may be found outside our South Haven gym entrance. While we realize that it is not always convenient to bring other children into the church building while leaving or meeting your child, **never leave children in the parking lot unattended.**

SECURITY

All doors to South Haven remain locked at all times. For entry, a staff person will open the door for you at the South gym doors. For the safety of all of our student and teachers, please do not hold the door open for any person. All arrival and pick-up will take place in the gym. If you are arriving after 9 am or picking up before 4 pm, please push the button at the South entrance (church office entrance).

ARRIVAL/PICK-UP PROCEDURES

At Arrival and Pick-up, you will be required to show your drivers license and complete the daily sign-in/sign-out form for your child. The arrival/pick-up person must be 18 years old or older. Only those indicate on your enrollment forms will be allowed to sign-in/sign-out your child. Do not allow your child to run ahead of you and please escort the child out of the building. **Written notification of any known person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.**

ABSENCES

If your child is ill or going to miss camp for any reason, please let us know. You may call or text the camp director at 816-775-9321. This helps us to better prepare for the day.

VACATIONS

Our wish is that every child will be in attendance every day, but if there is an unavoidable need for your child to be out for several days due to family plans, please let the camp director know as soon as possible. This will help as we plan and prepare for upcoming activities. No refunds can be given for days missed.

TARDINESS

It is very important that the children be in class on time each day so that they do not miss any of the classroom activities.

LATE PICK-UP

Your child needs to be picked up no later than 6 pm. Any parent arriving late will be charged \$5.00 for each 15 minutes she/he is late. If no contact is made with a responsible party after 30 minutes the Belton Police Department will be contacted. You will receive an email of the final amount to be paid with your next monthly payment. This pick-up policy must be enforced to allow the teacher time to complete their clean-up responsibilities before leaving for the day. If you know that you have run into an issue with pick-up, please call the Camp Director so that we can reassure the child, aid the teacher, and better be able to help the parents. **ALL FEES MUST BE PAID PRIOR TO THE NEXT MONTH OR CAMPERS WILL NOT BE ALLOWED TO RETURN TO CAMP UNTIL THE FEE IS PAID.**

LUNCH AND PEANUT-FREE POLICY

Each family is responsible for their child's lunches and drinks each day. The lunches may be brought in a lunch box or paper sack that is clearly marked with your child's name. Please send food that can be eaten by your child with minimal assistance. Please do not send soda or any carbonated beverages with your child. Water will be available for children who do not bring a drink. Please keep a cup in the lunch box for this purpose.

Please include any required eating utensils, such as a fork or spoon. Please be sure that your child's name is on their lunch box, thermos and all containers.

We are unable to serve lunches that need to be heated. Because of food allergies, NO peanut butter or any other peanut products should be included in a child's lunch.

Unrefrigerated Lunches

In order to prevent disease among the children; unrefrigerated lunches should not contain potentially hazardous foods. Below are some of the foods that meet Federal, State, and local health guidelines for non-potentially hazardous foods. Please keep these in mind when packing your child's lunch.

Whole fruits and vegetables
Commercially canned fruits
Juices
Dried fruits
Crackers, cookies, etc

DRESS CODE

Children should come to school dressed in comfortable play clothes. Children should be as independent as possible dressing after using the restroom. A change of underwear, socks, pants and shirt should be in your child's backpack at all times to be used in case of spills or other accidents. Please be sure that your child's jacket, etc. are clearly labeled with your child's name.

FAMILY COMMUNICATIONS

The Camp Director will text out weekly reminders and also email the same. Please make sure to check your spam folders to ensure that your system is allowing our communications to enter. After doing so, please let the Camp Director know if you are still not receiving emails. Please be sure to check your child's backpack for other information from camp.

You can also access our direct website. This site offers the basic information about our camp. It has links to the weekly theme and calendar, enrollment packet, Facebook page, fees and tuition schedule and online payment link. Share it with your friends!
www.southhavenchurch.org/summercamp

Another way to keep up to date with information is through our Facebook page. Our Facebook page is South Haven Summer Camp.

DISCIPLINE

South Haven Child Development Center is of the mindset that discipline should be effectively managed proactively.

Our teachers implement a positive approach to discipline and the ultimate goal is to help the child to achieve "self discipline." Activities are varied in order to maintain the proper amount of stimulation to keep busy. Both the environment and activities are appropriate to the developmental abilities of the children in the class.

Through positive reinforcement, intentional listening, redirection and behavior modification, our students are provided an environment where they are exposed to the means of acquiring developmentally appropriate behaviors.

When a need arises to address an issue, it is handled by each teacher. Most teachers incorporate a "Safe Spot" for a child to retreat and collect themselves. If the child is unable to collect themselves within the classroom, the Camp Director will be called for assistance and the child will be removed. No student will have the right to disrupt the continuity of the classroom or take away the others right to learn in a friendly, controlled environment. The camp is not staffed to care for those children who are removed from their class due to their disruptive behaviors. A parent must be available for contact and must make arrangements to pick them up.

AGGRESSIVE/DISRUPTIVE BEHAVIOR DISMISSAL POLICY

Children who exhibit disruptive and/or threatening behavior interfere with the educational and social atmosphere of the classroom. Parents will be informed of the behavior modification strategies for children who repeatedly exhibit this type of behavior. If this plan does not bring about an acceptable behavior within a month's time, the disruptive child will be dismissed in order to maintain the safe and pleasant learning environment for all staff and students.

HEALTH AND WELLNESS GUIDELINES

Only well children can attend camp. We require that a child be free of fever, vomiting and/or diarrhea for at least 24 hours before returning to preschool.

As specified by the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists: Upon recommendation of the Committee on the Control of Infectious Diseases, a child will not be accepted at SH Summer Camp with:

- Fever
- Vomiting and /or diarrhea (no matter the cause, even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as Scarlet fever, measles, chicken pox, strep throat, flu, covid-19, etc. or any infectious, contagious diseases
- Sore throat
- Croup
- Fifth disease
- Any unexplained rash
- Any skin infection, boils, ringworm, or impetigo
- Pinkeye or other eye infections (All eye infections are considered contagious. The child will be sent home and must be on medication for 24 hours before returning to camp.)
- Any communicable diseases
- Cloudy or green runny noses, persistent cough (even associated with allergies)

If your child becomes ill at camp, or one of the previous conditions are noticed, the child will be removed from the class and a parent will be contacted to pick up your child immediately.

Please call the Camp Director to let us know on days that your child will be out due to illness.

MEDICATIONS POLICY

Only the Camp Director will administer medication. The only exceptions to this policy are those children who must keep an asthma inhaler or EPI pin with them for allergic emergencies. If your child requires either of these, please notify the Camp Director with a doctor's instructions to complete a permission form and to demonstrate proper usage of the needed item.

WITHDRAWAL

If it becomes necessary to withdraw your child from SH Summer Camp, a written notice must be given to the Camp Director two weeks before the withdrawal. No refunds will be given, as SH Summer Camp is self-supporting and receives no financial assistance from South Haven Baptist Church, or any other source. Tuition is used to pay teachers' salaries and other expenses, as well as replace and update misc supplies, games, and other equipment.

TUITION PAYMENTS

Tuition will be paid on a monthly basis and must be made by close of business one week prior to the 1st of each month. A \$15 late fee will be charged if payment is not made by the 10th and the child will not be allowed to attend camp until a satisfactory financial arrangement is made with the Camp Director. Tuition covers a child's place at camp, not the child's attendance. Monthly payment can be made online or by a check made payable to South Haven Child Development Center.

For your convenience, you may pay online at southhavenchurch.org/summercamp. If a check or online payment is rejected due to insufficient fund, the account will incur a charge of \$30.

For tax purposes, please note the Federal Tax ID for South Haven Baptist Church is 43-1371974.

CAMP SUPPLIES/TOYS

All camp supplies will be provided by the fee that is paid at the time of enrollment. Personal toys should be left at home unless otherwise requested by the teacher. We cannot be responsible for personal toys or irreplaceable items. Play guns and weapons of any kind are not allowed at SH Summer Camp.

FIELD TRIPS

There will be field trips and pool days each month. SH Summer Camp will provide transportation for all campers and staff. All campers are required to attend these trips as we do not have staffing for children that do not attend the field trips. A current Hold Harmless/Medical Release form must be completed and submitted with your enrollment packet in order to attend the trips. This form is included in the enrollment form.

STATE GUIDELINES/MANDATES

SH Summer Camp facility is exempt as a religious organization from state licensing and therefore not inspected or supervised by the Department of Health.

Background checks have been conducted on each individual caregiver and all other personnel at the facility. The background check is conducted upon employment and every two years thereafter.

SH Summer Camp is state-mandated to report any reasonable suspicions of child abuse or neglect concerning any of our students to the Department of Family Services.

Thank you for taking the time to read our Parent Handbook. If you have any further questions, please email the Camp Director. We are excited about summer camp and look forward to loving on your child and sharing Jesus with them each day!