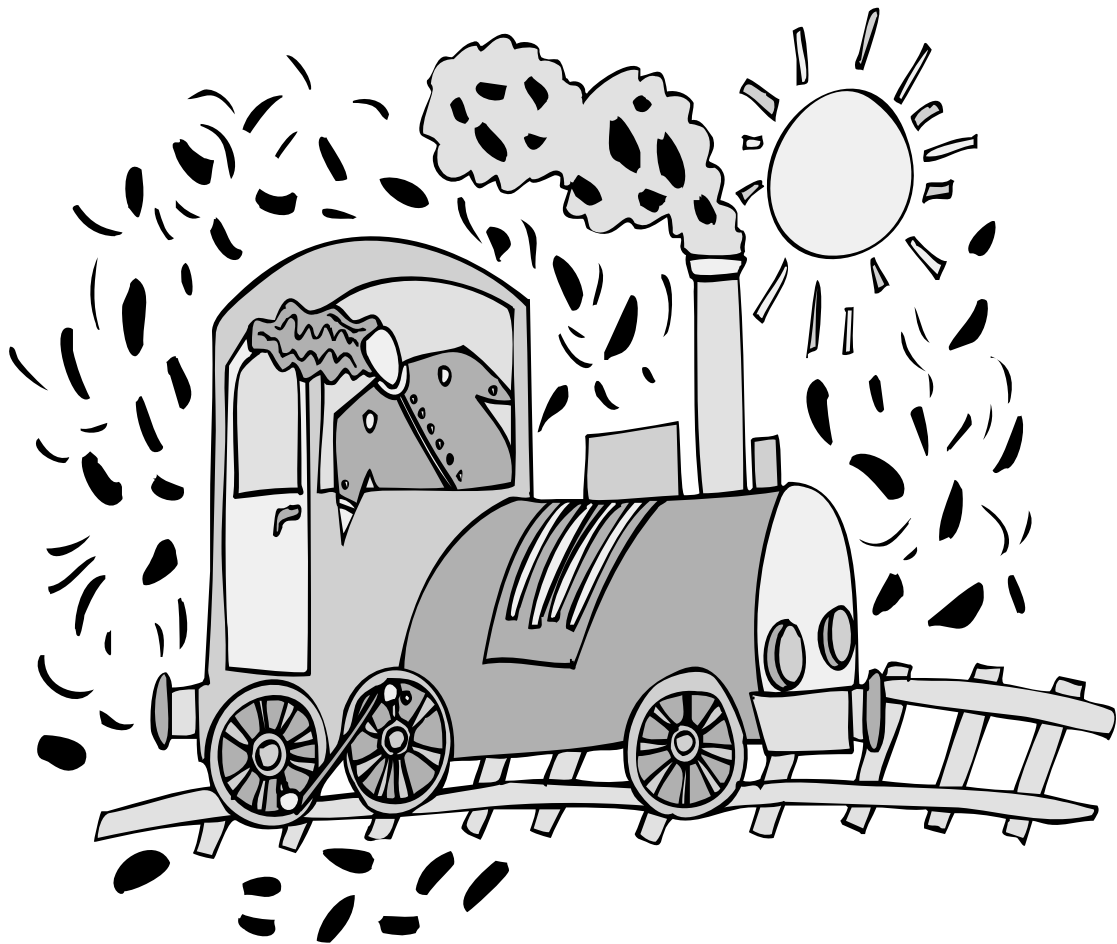


SONSHINE STATION SUMMER CAMP

Ages: 1yr old --- 6th grade



PARENT HANDBOOK

Summer 2009

Trinity Lutheran School Child Care Department

MISSION STATEMENT

Trinity Lutheran Child Care program exists as a community-based mission of Trinity Lutheran Church, designed to provide developmentally appropriate childcare in a church setting where children of all faiths, cultures, and socioeconomic backgrounds are embraced, taught, and cared for, as a reflection of Christ's love for all people.

We are committed to:

- ❖ Respecting individuality, while helping the child benefit from the group experience;
- ❖ Promoting the growth of the whole child;
- ❖ Employing teachers who demonstrate Christian values;
- ❖ Supporting families as they meet the challenges of daily life;
- ❖ Following fair hiring practices without regard to race, gender, ethnicity, or religious beliefs;
- ❖ Providing childcare facilities that are clean, well maintained and programs that are reasonably priced.

We are thrilled to welcome you to Sonshine Station Summer Camp, "Adventures", at Trinity Lutheran Church. All aboard for an exciting summer of adventure!

Our program has been developed to meet the needs of children from ages 1 yr. old through 6th grade. Because of the large age span difference, we have planned our program into two different age group schedules.

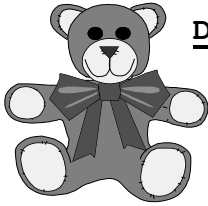
- ❖ (Romperers) 1 yr. olds through 6 yr. olds (not including anyone completing 1st grade)
- (Campers) 1st grade through 6th grade (must have completed 1st grade)

RATES			
Enrollment Fee: \$25.00 per child (rompers)			
\$75.00 per child (campers)			
(T-shirt included in this fee)			
Group	Time	Days	Rate
Rompers	9:00-3:00	M-T-W-TH and/or F	\$19.25 per day includes lunch
Extended Care (Rompers only)	M/T/W/TH/F	7:30-9:00 3:00-6:00	\$5.25 Before \$7.75 After
Rompers Full Time	M-F	7:30-6:00	\$132.00 a week / includes lunch
Campers	7:30-6:00	M-F	\$132.00 a week / includes lunch & fieldtrips
Campers Daily Rate	7:30-6:00	M-T-W-TH and/or F	\$30.00 a day
			<small>Newrates09/10</small>

PAYMENT POLICY:

Payments are due on the 1st of each month and considered late after the 10th of the month. If your payment is not paid by the 10th, there will be a late charge of 10% of the balance due. If you miss one month's payment, and two months are due, you will be contacted by the Child Care Director. Your child may be released from the program on the 10th of the second month. If you are experiencing short-term financial problems or need other payment arrangements, please speak to the Director so that arrangements may be made.

- ❖ All fees are non-refundable.
- ❖ Returned check fee is \$20.00



Daily Schedule:

Child Care requires a set # of days commitment per month. You will be charged for each month's commitment - but if your needs change, you may change your days the following month. You will need to notify the office no later than the 3rd week of the month prior to the needed change. If you are unable to notify the office and need an immediate change in your child's schedule, you will be charged for the current month and the new schedule.

HOURS AND OTHER INSTRUCTIONS:

Camp opens at 7:30 am for campers and 9:00 am for (rompers not enrolled in extended care). Please do not arrive earlier than 7:30 am - staff won't be able to open the doors until then. Please sign your romper(s) and camper(s) in as you drop them off. This is the time to let the camp personnel know if anyone, other than those indicated on your registration, is going to be picking up your romper/camper. Anyone else picking them up will be asked for a photo ID and, if you have not informed the staff of a change, they will not be allowed to remove the child. Sonshine Station is open until 6:00 pm for campers and rompers enrolled in extended day. We love your children but we really need to have all children off with their parents no later than 6:00 pm. Please note that there will be a \$1.00 per minute charge beginning at 6:05 pm.

DROP IN POLICY:

Drop-in space is available to currently enrolled children upon availability.

MORNING DEPARTURE TIME:

We ask that you make arrival time as easy as possible for all the children and staff. In order to do this, we do not allow parents to remain in the classroom. Please give your child a hug and say good-bye. You are welcome to remain in the building as long as your child cannot see you.

PICK UP TIME:

Please be prompt in picking up your children. REPEATED LATENESS in picking up your child will result in a charge of \$1.00 for every 5 minutes. These charges are at the discretion of the director.

RELEASING CHILDREN:

Children will be released to the legal guardian or an authorized adult only. You must inform the office if you want your child picked up by anyone else. If at all possible, please bring a photo of the person who will be picking up your child. That individual will be required to stop by the office and show a form of identification.

MEALS:



A nutritionally balanced meal will be provided for your child each day. There is no extra charge for our childcare lunch program. If your child cannot eat what is being served, due to a special dietary need, including health or religious restrictions, you will be responsible to supplement your child's lunch.

DIAPERS: (1 & 2 yr. olds only)

Every family is required to bring one large bag of diapers and one large box of wet wipes, per child, at the beginning of their enrollment. You will be notified when your child's supply is running low. We will supply diapers for you at a rate of \$2.50 per diaper if your child's supply runs out.

POTTY TRAINING: (2 yr. olds only)

When a child is able to communicate that he or she needs to go potty, we consider them potty trained. When a child is not able to communicate that they need to go potty and they must be taken to the restroom frequently so there are no accidents, we do not consider them potty trained. We are more than happy to help you in the potty training process, but we do ask that you respect our point of view.

CHANGE OF CLOTHES: (1, 2, 3, & 4 yr. olds)

We require that you leave a change of season appropriate clothes for your child in their classroom. You will be notified when more clothing is needed.

LABELING ITEMS:

We require that you label all of your child's items, i.e.... cups, diapers, clothing, blankets; EVERYTHING you leave here for your child.

SPECIAL ATTIRE:

We have a lot of messy activities for our kids to enjoy. Please send your child in clothes suitable for the messy activities. If it rains and the ground is soft and gooey, we may get in it and have a sloppy, fun time.

TOY POLICY:

Children are not allowed to bring toys from home. If your child is in our school and brings a toy for show-n-tell, they will need to put the toy in their backpacks while they are in extended care.

NO - NO'S:

We ask that you leave electronic devices, trading cards, and other toys at home. If these items are brought, they will be taken by a staff member and given to parents when the child is picked up.

MEDICATION:

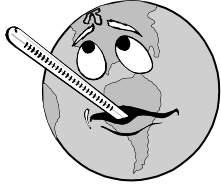


All medications must be clearly marked as to ownership and content. Sign the medication release form and hand it directly to a counselor / teacher. No child will be administered medication unless the medicine is brought in its original container, and the child's guardian fills out a consent form.

HEALTH FORMS:

State law requires a medical statement showing proof of your child's up-to-date inoculations. Your child will not be allowed to attend without this proof.

ILLNESS POLICY:



Children should not be brought when they have signs of any illness. Your child will be sent home if any of the following conditions exist:

- Undiagnosed rash (bring note from doctor if it has been diagnosed)
- Discharge from eyes or ears
- Sore throat or persistent cough
- Fresh cold with nasal discharge
- Vomiting
- Continuous diarrhea
- Head lice

This condition is prevalent in Oklahoma and is easily passed from student to student, especially in the lower grades, preschool, and childcare. Students suspected of having head lice shall be sent home and must be treated before readmission to school. If the condition persists, parents will need to submit documentation of a physician's visit, as well as proof of physician-advised treatment. When head lice are reported, their teachers will check all children.

- Any contagious disease
- Child is not well enough to play outside
- Fever

Do not bring your child unless they have been without these conditions for 24 hours. If your child should become ill at Trinity, you will be called and asked to pick your child up as soon as possible. Your child will be removed from the other children until you arrive.

For the following symptoms children may return as listed:

- Head lice, morning after the first treatment
- Scabies, morning after the first treatment
- Chicken pox, until six days after onset of rash
- Whooping cough, until five days of antibiotic treatment
- Mumps, until nine days after onset of parotid gland swelling
- Measles, until four days after disappearance of the rash

Emergency planning is a must. Please have a plan ready on the chance your child should become ill at camp. For the safety and health of staff and other children, we cannot allow a sick child to remain at the center. Credit will only be given to those children with a prolonged illness of five days or more. NO CREDIT WILL BE GIVEN ON A DAILY BASIS.

ABSENCES:

Please call the office and let us know if your child is going to be absent. If your child is absent, we do not refund any money for the days missed. If your child is absent two consecutive weeks without notification, we have the right to release your child. All monies owed will be due upon release.

INJURY:

In case of injury, an accident form is filled out by the teacher, and the director, and parents are notified. If medical treatment is needed, we follow the instructions as to which doctor and hospital to use, as indicated on the enrollment form.

CHILD ABUSE:

Suspected child abuse is required by law to be reported to D.H.S. Teachers will fill out a form, which will be given to the director and filed; and the call made to the agency.

FIELDTRIPS: (campers only)

For safety reasons, all campers must have a Sonshine Station t-shirt to wear on fieldtrip days. This allows for greater visibility when traveling in a group. Late arrivals: If you are dropping your camper off later than 9:00 am on a fieldtrip day, (please see the summer calendar enclosed) you may arrange to meet the other campers at their fieldtrip to drop off your camper.

Fieldtrip fees:

Most fieldtrip costs are included in the tuition, but, occasionally, additional costs may be incurred.

Pack 'Em Up

To ensure that your camper has as positive an experience as possible, please pack the following items into a large backpack (one per child) each day. It is very helpful to mark all these things with their names to prevent loss or mix-ups.

1. Tennis Shoes and socks (no sandals or high platform shoes) campers only
2. Sunscreen
3. Swimsuit
4. Towel
5. Extra snacks (campers only)
6. Something to drink, especially if your child is not a good water-drinker.
7. Water Bottle with water, juice, or some other liquid (NOT POP) that will help to keep them hydrated.
Campers only

The food and water is very important. We really keep these children physically busy. They require nutritious fuel and liquids to keep them going. Please pack the drinks in insulated containers - there may not be refrigeration, depending on the day's activity.

We spend a lot of time outside in the sun. It is very important that each child arrives at camp each day with sunscreen on. During the course of the day, we will reapply sunscreen, but, sometimes, by the time we get around to this, the child may have already burned. Please make sure your child is covered each and every morning.

VACATIONS:

Sonshine Station will allow each child to have 1 week (5 consecutive days) of no payment if the child is on vacation. If a child needs to be absent more than 1 week, payment is required for the missed time. You must inform the office when your child will be absent for vacation.

DISCIPLINE POLICY:

Our number one priority is to insure your children are in a safe environment. The only rule we ask is that our campers are safety conscious of themselves and those around them. A busy child does not have time to get into mischief. We will do our best to keep them busy and have a great time.

Sometimes even the best kids forget. At Sonshine Station we use three steps to discipline.

"First Warning"

Children will be asked if they are being safe and following our rules. "Tell me how you were being safe and following our rules?"

"Second Warning"

If they continue the inappropriate action, they will be excluded from the activity for a short time.

"Third Warning"

Parents will be notified, when the child is picked up at the end of the day, of the problem or concern.

"Fourth Warning"

A conference with the parents, child, and director will take place.

We reserve the right to send children home when we feel they are not acting in a safe or healthy manner and are not making an effort to change their behavior. NO CREDIT WILL BE GIVEN WHEN THIS OCCURS. We reserve the right to expel children from Sonshine Station any time we feel it is necessary.

DISCRIMINATION POLICY:

Trinity Lutheran Sonshine Station admits children of any race, color, nationality or ethnic origin to all rights, privileges, program, and activities generally accorded or made available to children of the Sonshine Station Summer Camp program,

DISMISSAL POLICY:

Trinity Child Care reserves the right to release any child from the program. If your child's physical or emotional needs are disruptive, it may be necessary to release the child from the program until later. We are not equipped to handle some special needs. A child may be discharged from the Center if:

- It is determined that the child's needs are not being met at the Center.
- If the parent does not comply with the policies of the Center.
- If it is determined that a child is disruptive, uncooperative, or, in any other way, disturbs the other children or the program.

SUMMER FIELD TRIPS: (For Campers Only)

Summer activities may include the following field trips, upon availability:

If an activity is not available, we reserve the right to add another activity of equal interest.

- Swimming
- Bowling
- Zoo
- Park
- Skating (Ice & Roller)
- Nature Park
- Omniplex
- O.U. Duck Pond
- Recreational Center (Basketball)
- Outdoor Plays (OU Theater)
- Dinosaur Museum
- Movies
- Perfect Swing
- Library
- Garage Sales
- Train Ride to Pauls Valley

