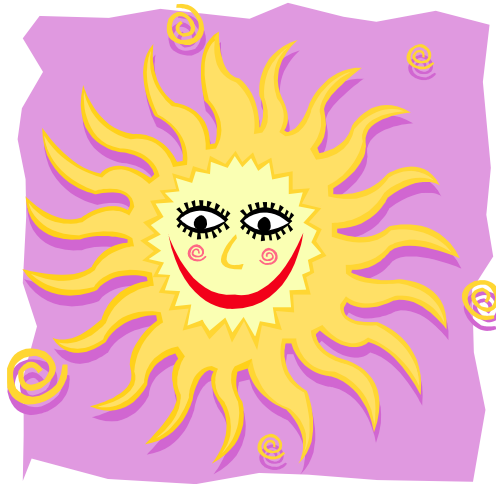


# St. Aloysius SUMMER CAMP

## Parent Handbook

2017



1957 Stuart Avenue  
Baton Rouge, LA 70808  
(225) 343-1338  
E-Mail: [kblair@aloyusccc.org](mailto:kblair@aloyusccc.org)  
Website: <http://www.aloyusccc.org/childcare>  
Fed Tax ID # 72-1078794

## **WELCOME TO SUMMER CAMP**

Welcome to St. Aloysius Summer Camp! We hope you enjoy our program. Our goal is to give your children a relaxed and stress free summer, with lots of opportunities to explore through science, art and other age appropriate games and activities. We plan to play – to “go out and play” and to “stay in and play”. Play is a child’s work. Children learn about their world and their place in it through both interactive play with friends and quiet play alone.

Thank you for trusting St. Aloysius Summer Camp with the care of your child. We look forward to getting to know your family better and sharing the experiences and excitement of the summer with you. We have an open door policy here at St. Aloysius and welcome your feedback, so please do not hesitate to let us know if we can do anything to make your child’s experience a positive one.

Sincerely,

Kim Blair  
Director  
St. Aloysius Child Care Summer Camp

## **CALENDAR**

St. Aloysius Summer Camp is open May30 through July 28, 2017, with the exception of July 4th. We will be closed in observance of Independence Day.

You will be notified by phone and/or email if Summer Camp is closed due to bad weather or other emergency conditions.

## **CANCELLATIONS AND SCHEDULE CHANGES**

Cancellations or date changes will be accepted up to two weeks prior to the requested sessions. Camp fees will still be required if changes occur less than two weeks prior to the session. The Registration fee and the first week advance payment are NON- REFUNDABLE.

## FEES & FINANCIAL POLICIES

A **\$ 30.00 non-refundable registration and non-refundable one week's tuition** per child is due with the registration form. All checks are to be made out to St. Aloysius Child Care Center OR SACCC.

Tuition for the weeks registered in the month of June will be due on the campers first day in June. Tuition for the weeks registered in the month of July will be due on the campers first day in July. Tuition payments should be given to the Camp Counselors when you sign your child in for camp. Checks should be made payable to St. Aloysius Child Care Center (SACCC). Summer Camp **Tax ID number is 72-1078794.**

Dates and fees for summer camp sessions are as follows:

Passport Around the World –	May30-2	5 days	\$140.00
Passport Around the World –	June 5-9	4 - ½ days & 1 full day	\$110.00/175.00 non VBS
Sports Camp	– June 12-16	5 days	\$175.00
Sports Camp	– June 19-23	5 days	\$175.00
Camping Across America	– June 26-30	5 days	\$175.00
Camping Across America	– July 3-7	4 days	\$140.00 (closed 7/4)
Space	-- July 10-14	5 days	\$175.00
Space	-- July 17-21	5 days	\$175.00
Little Chefs	-- July 24-28	5 days	\$175.00

## WHAT TO BRING ON YOUR CHILD'S FIRST DAY AT CAMP

1. Tuition payment for the weeks registered for in June and/or July.
2. An extra set of clothing including socks and underwear in a zip lock bag. Mark all clothing with your child's name.
3. If your child will be entering Pre-k they will need to bring a nap mat and blanket to use at rest time. You may also bring a small" snuggly" for your child to have at rest time.
4. Child's immunization record. If your child attended camp last year or your child was enrolled in my preschool and the copy we have is up to date you do not need to bring another copy.

## POLICY ON WHO CAN AND CANNOT PICK YOUR CHILD UP FROM THE CENTER

1. Only those persons listed on the Application as ***"Persons authorized to pick up my child from camp"*** can pick a child up from Summer Camp. If anyone other than those authorized on the Application is to pick up a child, written permission must be given to Summer Camp Staff by the registering parent/guardian. Written permission must include the person's full name, date, contact information, and name of child to be picked up and signature of authorized parent or guardian.

2. Every child enrolled in Summer Camp must have an Application on file. It is the parent/guardian's responsibility to inform Summer Camp of any changes on this form.

3. Parents or authorized persons picking children up from the Camp must sign the child out of Summer Camp with the staff on duty at the time.

## SUMMER ENRICHMENT PROGRAM

Happy Feet, a professionally developed child fitness soccer program based on 25 years of youth coaching experience, Tumble Time, a developmental movement and music class, special art and tennis classes along with other qualified people will be available to your child throughout our Summer Camp. The costs of these programs are included in your child's tuition.

### LATE PICK-UP FEE

There is a **late fee of \$1.00 per minute** for children left at the Summer Camp after 5:30pm. Parents who insist on being tardy may be asked to withdraw their children from Summer Camp.

## MISCELLANEOUS POLICIES AND PROCEDURES

1. Summer Camp prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in Summer Camp classrooms, on the playground, or on the Campus of St.Aloysius Parish.
2. Summer Camp prohibits the use of tobacco in any form in indoor areas of Summer Camp, on the playground, or on the Campus of St.Aloysius Parish.
3. All children should be transported to and from Summer Camp in a safe and legal manner.
4. All parents who drop off their children should check in with the staff member in charge by putting the time the child arrives at Summer Camp on the sign in sheet. Parents and/or authorized adults must sign a child out of Summer Camp. Parents and/or authorized adults must sign their full name and the time the child leaves Summer Camp on the sign out sheet.
5. Parents or authorized adults should check by the daily sign out sheets for art work, notes going home, and soiled clothes. Soiled clothing should be replaced the next day with clean ones. Blankets go home on Friday to be washed and returned on Monday.
6. If your child is not having a wonderful day at Summer Camp or if his day is not just right, we may give you a call. Not every call from Summer Camp should be taken as an emergency situation. We like to keep in close contact with our families so that we might better understand the children enrolled at Camp.
7. Children are allowed to bring books, tapes, or other special belongings only if these items are put away until the proper time for them to be shown to the class. We **DO NOT** allow whistles," squish" pillows, ropes, balloons, guns, or knives.
8. Children should wear clothing and shoes (no flip flops) that are appropriate for play and creative exploration. If the weather permits (no severe weather warnings, and no air quality warnings) *WE WILL TAKE THE CHILDREN OUTSIDE TO PLAY*. Label all clothing and belongings (including shoes and socks) with your child's name. Each child should have at least one set of weather appropriate extra clothing at Summer Camp. This clothing should be brought on the first day of summer camp and after sent home dirty. We will mark any unmarked clothing.
9. We will have a splash day at least every other week for each class. Waterslides are used on these days, but no pools over the depth of 2 feet shall be used on splash days. Swim suits and towels should be brought to Summer Camp on splash day.
10. A mid-morning, mid afternoon snack, and mid day meal will be served to the children. All children will be offered meals and snacks from our kitchen.

11. Refreshments for special occasions such as birthday parties and holidays may be brought to Summer Camp with prior approval from the Director. No other food may be brought to Summer Camp.
12. No peanuts or peanut product may be brought to Summer Camp. Summer Camp is an “**Allergy Aware Zone**”.
13. Parents or guardians are encouraged to be a part of their child's Summer Camp experience. If you have a special talent or interest which you would like to share with the children, please contact the Camp Supervisor or your child's teacher.
14. We will show only “G” rated movies at the Summer Camp. If your child brings a movie to share with his/her friends, it must be rated “G”.
15. At Summer Camp, our rule is that “Only teachers and adults open gates and doors”. Children are not allowed to open gates and doors.
16. Plans for the upcoming week and any announcements for parents will be posted in the hallway at the entrance to the classroom.

## **COMPLAINT PROCEDURE**

St. Aloysius Summer Camp is licensed to operate by the State of Louisiana through the Department of Social Services – Child Care Licensing and Regulatory Section. Parents with any significant unresolved licensing complaints may call or write:

Department of Education  
Bureau of Licensing  
P.O.Box 3078  
Baton Rouge, LA 70821-3078

Phone: 225-342-9905  
Fax: 225-342-9690  
Web address: [www.dss.state.la.us](http://www.dss.state.la.us)

## **OPEN DOOR POLICY**

Parents or guardians are welcome to visit Summer Camp at anytime during regular hours of operation as long as their child is enrolled at Summer Camp. However, staff cannot visit or hold a conference with a parent or guardian while caring for the children. If you wish to schedule a conference with the Director or other staff person, please call the office (343-1338) to arrange a meeting.

## **DISCIPLINE POLICY**

We will use a firm positive approach to discipline, stressing consistency. Each child shall be shown love, fairness, and honesty. We will make suggestions more often than commands in redirecting a youngster's energies. We will let the child know that we disapprove of the action, not the child. Wherever possible, redirection of a child's attention or playtime will be used to encourage cooperation and positive relationship among children. Time out, one minute per year of age of the child, will also be used to discourage inappropriate behavior. A child put into time out will be within sight of a staff member at all times. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline or bully another child. No cruel, severe, unusual or unnecessary punishment will be used for disciplinary reasons. No child may be restrained by devices such as high chairs or feeding tables for disciplinary purposes. Active playtime will not be withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime. No corporal punishment, which includes but is not limited to yelling,

slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position will be used. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children will not be allowed. The threat of a prohibited action even if there is no intent to follow through with the threat or threats will not be used. Discussions about families or specific children will be held in the proper place and time. These discussions will not be held in front of children. If a child is having excessive problems with behavior, he/she will be taken aside, talked with, and given a quiet time to think out the problem. If the inappropriate behavior persists, a parent-staff conference will be scheduled to discuss the situation. A conference will be held with the parents of the child to develop a behavior management plan. Communication will be maintained with the parents about the child’s behaviors. Our staff is prepared to work with children whose behavior or development is not within what is considered normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from the Center. We ask that parents inform our staff of any changes in your child’s routine. This will enable our staff to better understand your little one.

Any suspected abuse and/or neglect of a child enrolled in our Summer Camp will be reported in accordance with Louisiana Revised Statute 14:403. Abuse or neglect can be reported by calling Child Protection – 855-452-5437

## **NON-DISCRIMINATION POLICY**

St. Aloysius Summer Camp admits children of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at Summer Camp. Summer Camp does not discriminate on the basis of race, color, creed, sex, national, or ethnic origin, handicapping condition, or ancestry in the administration of the Summer Camp program.

## **ELIGIBILITY/ ADMISSION**

Summer camp serves children entering pre-k through 3rd grade. Application forms can be obtained online at <http://ccc.aloysius.org/summer-camp>.

Completed application forms should be returned to the Child Care Center located at 1957 Stuart Ave-70808. Each child must have a current immunization record on file with the Summer Camp staff.

## **DIS-ENROLLMENT OF A CHILD FROM THE CENTER**

The following situations may cause a child to be dis-enrolled from the Summer Camp:

- Unusual and/or extreme behavior on the part of a child or family of the child may result in dis-enrollment of a child from the Summer Camp (see Discipline Statement).
- Failure by the child or the child’s family to follow the policies and procedures found in the Summer Camp Handbook may result in dis-enrollment of a child from Summer Camp.
- Parents who insist on being tardy at pick up time may be asked to withdraw their children from Summer Camp.
- Failure to keep tuition current may result in a child being asked to leave the Summer Camp. (See Fees and Financial Policies)

## **FIELD TRIPS AND TRANSPORTATION**

St. Aloysius Summer Camp does not provide transportation to or from Summer Camp for children. Summer Camp does not take field trips away from the campus of St. Aloysius Catholic Parish. Children may be taken on walks around the St. Aloysius Church, School, or Child Care Center campus by Camp staff during the course of a child’s day at Summer Camp.

## HEALTH/ IMMUNIZATION POLICIES

1. The state requires that each child enrolled at Summer Camp have an immunization record signed by a physician or designee. This form is due on the first day of camp.

2. Occasionally a child will become ill while at camp. Staff and parents understand the risk of contracting an illness from other children in a group situation is common. If your child becomes ill during camp hours, you will be contacted and will be expected to come for your child. Your child may be sent home if he/she:

- a .Is running a fever above 101 oral or 100 auxiliary,
- b .Has two or more loose bowel movements,
- c .Has a contagious disease,
- d .Is vomiting,
- e. Has a persistent cough (one that disturbs sleep or does not seem to be controlled by medication),

3. If a child is sent home from Summer Camp with one of the above conditions, he/she must be free from symptoms of illness including fever without Tylenol, for 24 hours or must have a doctor's note stating that the child is not contagious before returning to the Center. Without a doctor's note the child must be away from Summer Camp for 24 hours free of symptoms and without Tylenol.

4. In some cases of illness, an evaluation by a physician may be necessary before a child may return to Summer Camp. If an antibiotic is prescribed for your child, he/she must be on the antibiotic for at least twenty four hours before returning to Summer Camp.

5. If you are called to pick up your sick child during the day, we will not accept the child back until the twenty four hour waiting period or with a doctor's note.

6. Tuition refunds will not be given for those days when the child is ill.

7. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, Summer Camp staff will try to reach the persons listed on the child's emergency information sheet as emergency contacts. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

8. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:

- Blood not contained in an adhesive strip
- Head injury
- Human bite that breaks the skin
- Any animal bite
- An impaled object
- Broken or dislodged teeth
- Allergic reaction
- Skin changes e.g. rash, spots, swelling etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 101 oral, 102 rectal, or 100 auxiliary
- Any injury or illness requiring professional medical attention.

9. All parents, guardians, children and staff are asked to wash their hands when arriving at Summer Camp.

## MEDICATION POLICY

1. No medication will be given to your child while he/she is in attendance at Summer Camp. The only exception to this rule will be breathing treatments, some asthma medications, EpiPens, and/or Benadryl or steroids prescribed in the case of severe allergies.

2. Emergency medications shall be accompanied by a clear written explanation defining when the medication is to be administered. A plan of action for children with special health care needs (i.e. allergic reactions, breathing treatments) describing how to use the emergency medication or procedure and the signs and symptoms of when to use the medication shall be maintained and on file at Summer Camp. An "action plan" signed by the prescribing

physician along with the emergency medication should be kept by the classroom teacher at Summer Camp. A onetime signature by the parent or guardian is required to authorize use of emergency medication. Emergency Medication shall be kept in the Sick room.

3. Parents must provide a written statement when the child requires a special diet.

4. Parents must provide a statement from a licensed health care provider (physician, dentist, nurse practitioner) informing the Camp staff of a child's food allergy. Summer Camp will make accommodations for the child's allergy whenever possible.

## **EVACUATION PLANS**

Fire drills are practiced monthly at the Summer Camp. When the alarm sounds, children are walked from the classrooms as quickly as possible. Children are to leave with their teachers through the nearest door and away from the building. Children are accompanied by their teacher at all times. Roll is taken as quickly as possible after the building is evacuated. The fire alarm system is monitored and fire department will be notified immediately.

For other emergencies which do not require evacuation of the building but instead required that we "shelter in place" the children will be brought into the hallways. If we are advised to evacuate instead of shelter-in-place, we will follow the evacuation route and designation assigned by the Parish, City or State authorities.

If Summer Camp closes for an emergency or weather related reason, you will be notified by phone, email, radio and/ or television. Summer Camp will close when St. Aloysius Child Care Center closes. When the announcement is made that St. Aloysius Child Care is closing, Summer Camp will be closed.

## **CONFIDENTIALITY OF CHILDREN'S RECORDS**

Children's record shall be the property of Summer Camp and shall be kept in the Child Care Center office. The director shall supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized use. Children's record shall be held in confidence. No employee shall disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person. Summer Camp staff will obtain written, informed consent from the authorized parent or guardian prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

St. Aloysius Child Care Center  
1957 Stuart Ave.  
Baton Rouge, LA. 70808  
225-343-1338  
kblair@aloysiusccc.org