

**QUINCY ELEMENTARY SCHOOL
10155 QUINCY STREET
ZEELAND, MI 49464
(616) 748-4711
Multi-Purpose Room
Transportation (Field Trip Days) # 748-3425**

ADMISSION

Zeeland Public School Summer Camp is open to any child (ren) who is 5 years of age by June 14, 2017, through children entering the seventh for 2017. Registration for the Zeeland Public School Summer Camp Program begins March 16, 2017. ZPS Summer Camp operates on a first come, first serve basis.

A non-refundable \$50.00 registration fee, for each child, is due at the time of registration, as well as the completed registration packet.

Each child enrolled in Zeeland Public School Summer Camp must have the following completed and on file before attending:

- * Child registration form
- * Child medical information
- * General permission form
- * Schedule of attendance
- * Immunization records must be on file with school

HOURS OF OPERATION

Quincy Elementary School will be the only site for Zeeland Public School Summer Camp. We will operate five days a week, Monday through Friday. **Camp will begin Wednesday, June 14, 2017. We will be closed starting August 25, 2017.** Our center is open 6:30 a.m. to 6:00 p.m. daily

BREAKFAST AND SNACKS

- Breakfast and snack menus (subject to change) will be posted weekly in the multi-purpose room. A sack lunch (including morning snack) must be provided from home each day. The children are outside a lot in the sun. It is best to pack juice or water to help prevent dehydration, as well as a hat. Please be sure to pack lunches in a paper, disposable bag with their name on it. Lunches are kept in a cooler, therefore they do not need to bring thermal lunch bags. Using paper bags helps make more room in the coolers for everyone's lunch.
- If your child has any dietary restrictions or allergies, be sure to specify this on the registration forms. We need to plan menus accordingly.

ARRIVING AND LEAVING EACH DAY

Parent/guardians are responsible for "signing in and out" your child on the attendance sheet each day using their full name. Parent/guardians are also responsible for bringing their identification with them at all times. Our staff reserves the right to check identification at any time for the safety of your child(ren). Children will not be allowed to leave ZPS Summer Camp at any time on their own. This applies to all children, even those within walking distance. Please check parent bulletin boards daily for information.

AUTHORIZATION TO PICK UP

Only the persons whose name appears on the release form will be allowed to remove a child from the center. This is for the child's protection. Inform the ZPS Summer Camp in writing, of any changes or additions to this list.

Parents/guardians are urged to pick up their child on time. Also please see section concerning early and late fees. If pick up has not occurred at closing, ZPS Summer Camp staff will:

*Call parent/guardian at home

*Call other identified persons listed

*Hold child 30 minutes before calling Protective Services

PARENTAL INVOLVEMENT

ZPS Summer Camp believes that parental involvement is crucial to the success of our program. Please take time to talk with staff about your child whenever possible. Parents are invited to visit our program any time. You are also welcome on any field trips that we take, please let us know in advance.

STAFFING

Due to the large number of children involved in Summer Camp, children will be divided into age groups. Each grade will have a group leader. This will be your child's homeroom for the summer. Each time the children take part in an activity as a whole group, the children will have their homeroom group to identify with. If you have any questions or concerns please stop in and speak with your child's group leader.

ZPS Summer Camp is staffed by certified staff and paraprofessionals who have training and/or experience in school age childcare. Most staff members are certified in CPR and First Aid. As the number of children grows at ZPS Summer Camp, the staff will also increase to maintain our 1:18 staff/child ratio.

STAFF SCREENING POLICY AND REQUIREMENTS

They also must have a criminal background check, be fingerprinted, go through Right Start Orientation, and fill out a sheet stating that they have never been investigated for any child abuse and neglect cases.

BILLING INFORMATION

Payments for ZPS Summer Camp are due on Monday every other week. Payments are to be made in the form of checks or money orders only. Cash is not an acceptable form of payment. Checks need to have the weeks listed in the memo area that the payment is for and the child's name written on them. Families will be billed for the days they signed up for during registration. This amount will remain consistent throughout the summer. Families are required to pay the weekly fee regardless of sick days or unexpected schedule changes. A three-week written notification is required for any schedule changes.

If your child (ren) is/are on DHS, all forms must be turned in before your child can start summer camp and we must have a confirmation letter from your child's caseworker.

TUITION

\$50.00 Registration Fee (per child) – due at time of registration

Weekly Payment

Four or more days per week: \$130.00 per week

Second Child Rates

Four or more days per week: \$110.00 per week

Third Child Rates

Four or more days per week: \$100.00 per week

Part Time Rates

3 or less days per week: \$35.00 per day, per child

Multi-child rates do not apply to daily rates

**Parents, please indicate whom you are paying for on your check in the memo area. If your last name is different than your child's, please write that down for us on the memo as well. If you are divorced or paying ½, please let us know so that we can get it straight in our billing books. The more information you can provide for us, the easier it is.

Statements: ZPS Summer Camp will be provided monthly.

SCHEDULE CHANGES

A written withdrawal notice is expected three weeks in advance if your child will be withdrawn from the program. You will be responsible to pay for those three weeks regardless if your child continues to attend or not.

ZPS Summer Camp reserves the right to dismiss a child if any of the following situations exist:

1. Tuition becomes past due
2. Child is not following the guidelines of the program
3. Any other problem/issue that would be seen as detrimental to the program or to other children

ASSISTANCE PROGRAM

Our goal is to make child care available to all children regardless of the family income. If you think you may qualify for assistance please call the Ottawa County FIA.

If your child is on DHS, all paper work must be turned in before your child will be allowed to attend summer camp.

MEDICATION

When ZPS Summer Camp administers medication, the following provisions shall apply:

1. Medication can be administered only with the written permission. (We follow the ZPS Medication Policy). All medical forms must be filled out, before any meds can be administered. Prescription medication shall have the pharmacy label in tact. This label should include the physician's name, child's name, instructions, name of medications, and amount of medication. The medication will be given in accordance of those instructions. Over the counter medication must have the child's name clearly written on it.
2. The medication shall be stored out of the reach of children, and will be returned to the parent or destroyed when it is no longer needed.
3. The ZPS Summer Camp will maintain a record of any medication given or applied. This record will reflect two witnesses, amount, and time.
4. Please see a staff member if you need a medication distribution form at any time.
5. At no time with your child(ren) be allowed to carry their own medication.

HEALTH AND SAFETY

Upon enrollment, we require that each child have an updated standard immunization record on file with the school district.

In the case of an illness occurring during the day, your child will be isolated from the remainder of the group. At this time, a parent or other designated person will be contacted to pick up the child. Please inform ZPS Summer Camp staff if your child has, or had, any signs of a communicable disease.

FIRST AID

ZPS Summer Camp staff will notify parents of any bumps or bruises that may occur during the day but do not require any medical attention. Incident reports will be filled out by the ZPS Summer Camp staff describing any substantial injuries.

In case of a serious injury, ZPS Summer Camp staff will immediately contact the parents or another designated person. If we cannot reach you, the Program Coordinator, or her designee, will take the necessary action. All emergency phone numbers should be current.

EMERGENCY WEATHER

When official notice of emergency weather occurs, all children will be evacuated from the ZPS Summer Camp rooms.

Tornado warning means that a tornado has been sighted. In case of such a warning, all students will relocate to the designated area until the "all clear" signal is given. Adults will be aware of all weather conditions.

In case of a fire, all children will be removed from the building. Fire routes are posted in each classroom. All staff members are aware of the proper procedures. Children will remain outside of the building until the "all clear" signal is given. Parents will be contracted if necessary.

WHAT TO WEAR

We do ask that children dress appropriately for the day's activities while also dressing comfortable. We will have days posted that we will ask that your child wear his/her ZPS Summer Camp T-Shirt. Your child will be unable to attend the field trip if he/she is not wearing his/her T-Shirt on the assigned day. Please have your child's name posted on all "outer wear". If you are missing an item, check the lost and found.

WHAT NOT TO WEAR

Girls should not come in spaghetti strap shirts. Shorts must be as long as your arms are when resting at your sides. Any clothing that has suggestive or violent language will also not be accepted. We reserve the right to send any child home if the dress code is not followed.

ARTICLES FROM HOME

Any toy or other item brought from home is not the responsibility of ZPS Summer Camp. It should have your child's name on it. No weapons are allowed. Weapons will be taken away immediately and not returned. Games Boys will be allowed only on designated field trip days. Bring them at your own risk. ZPS Summer Camp is not responsible for lost or stolen items.

DISCIPLINE POLICY

The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their action. Classroom rules will be discussed at length with students... Generally, it is expected that the rule for school and playground is one of sharing and cooperation. If inappropriate behavior occurs, the child will be dealt with in a positive manner. Parent contact will be made if necessary. If the behavior persists, continued placement will be discussed with the parent, and director.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group – one minute for each year of age.
4. Counseling children individually about their behavior.
5. Making parents aware of disciplinary concerns.

Behavior Levels

Level 1: No intentional harm: examples include

- Disrespects people and materials.
- Not following direction from staff
- Repeated soiling of clothing
- Using Inappropriate language

These Level 1 behaviors will result in the student completing a Time to Think form with a staff member. Continued Level 1 behaviors may result in a dismissal from the program

Level 2: Could harm or hurt: examples include

- Verbal aggression – yelling, profanity, etc.
- Physical aggression – pushing, hitting, kicking, etc.

These Level 2 behaviors will result in Time to Think form, parent contact, and conference. Continued Level 2 behaviors may result in a dismissal from the program.

Level 3: Deliberate aggression: examples include

- Harming self or others – excessive physical behavior to others or property.

These Level 3 behaviors result in parent contact and immediate dismissal from the program.

Any of the above behaviors which require parent contact may require pick up early from the program. Parents are required to pick up their child 30 minutes after contact has been made. Dismissal from the program may occur, if the child is not picked up within 30 minutes.

