



ST. ALOYSIUS SUMMER CAMP

Parent Handbook

2011

1957 Stuart Avenue
Baton Rouge, LA 70808
(225) 343-1338
E-Mail: SACC1957@staloyusius.brcoxmail.com
Website: <http://www.aloyusiusbr.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. 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. We plan to give your children many opportunities to play this summer. We want your children to be “at home” with us and with our program.

We welcome your feedback about our program. We would like to know what works for your children and what does not work. We would like to know their “favorite” and their “not so favorite” activities. Talk with us. We would like this camp to be one of the best camps your child has ever attended. We ask you to help us put it on their “best” list.

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.

Sincerely,

Bonnie B. Hyfield
Director
St. Aloysius Child Care Center

Erin Bailey
Camp Supervisor
St .Aloysius Child Care Summer Camp

INTRODUCTION

St. Aloysius Summer Camp offers a full time summer program to children ages four through ten years of age. Summer Camp is open from 7:30 am to 5:30 pm Monday - Friday. Summer Camp is housed in the Primary School Building on the St. Aloysius Campus. Campers remaining in the Summer Camp program after 5:15 pm must be picked up at the Child Care Center.

The operation of St. Aloysius Summer Camp is under the supervision of the Director of Administration of St. Aloysius Parish, Cathy Dardenne; is administered by the Director of the Child Care Center, Bonnie B. Hyfield; and is supervised on site by Erin Bailey. Communication about this program is maintained between the Director of Administration, the Child Care Center Director, the Child Care Center Advisory Council, and the Parish Education Commission.

CALENDAR

St. Aloysius Summer Camp is open May 31 through July 22. Summer Camp will be closed the week of June 13 -17 and Monday July 4, 2011.

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 fee** (applicable for all children not enrolled in the Child Care Center) **and non refundable one weeks tuition** per child is due with the registration form.

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 placed in the tuition envelope in your child's classroom. Checks should be made payable to St. Aloysius Child Care Center. Summer Camp **Tax ID number is 72-1078794.**

Dates and fees for summer camp sessions are as follows:

Session #1 – May 31 – June 3	4 days	\$140.00
Session #2 – June 6-10	5 days	\$175.00
NO CAMP – June 13-17		
Session #3 – June 20-24	5 days	\$175.00
Session #4 – June 27 - July 1	5 days	\$175.00
Session #5 – July 5-8	4 days	\$140.00
Session #6 – July 11-15	5 days	\$175.00
Session #7 – July 18-22	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. A blanket for your child to use at rest time. You may also bring a small" snuggly" for your child to have at rest time

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

1. Only those persons listed on the Application as ***"Persons having permission 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, 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

At no extra cost to campers, Happy Feet a professionally developed child fitness soccer program based on 25 years of youth coaching experience, is coming to our Summer Camp program. Happy Feet programs are GREAT FUN and age-appropriate. The coaches come to our Summer Camp once a week to introduce the children to the sport and experience of soccer and other fitness activities.

LATE PICK-UP FEE

There is a **late fee of \$1.00 per minute** for children left at the Summer Camp after 5:30 pm. Parents who insist on being tardy may be asked to withdraw their children from Summer Camp. Campers remaining in the summer camp program after 5:15 pm should be picked up at the Child Care Center.

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. Parking is provided in the parking lot in the front – convent side of the campus. Children should enter and leave Summer Camp by the Primary Building entrance nearest the school library.
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 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 Summer Camp 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 once a week for each class. Only sprinklers, buckets, and sand and water tables are used on splash day. 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. No other food may be brought to Summer Camp. No peanuts, peanut product may be brought to Summer Camp. Summer Camp is an “**Allergy Aware Zone**”.
12. 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.
13. 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”.
14. Blankets should be taken home every Friday, to be washed. Blankets should be returned on Monday
15. “*Germ Notes*” are posted on classroom bulletin board. These notes will keep you updated on any illnesses in the classroom.
16. At Summer Camp, our rule is that “Only teachers and adults open gates and doors”. Children are not allowed to open gates and doors.
17. Plans for the upcoming week and any announcements for parents will be posted in the hallway at the main entrance to the primary building.

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 Social Services
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

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 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 co-operation and positive relationship among children.

Time out (one minute per age of child) will also be used to discourage inappropriate behavior. A child put into time out will be within sight of a staff member. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline another child. No cruel, severe, unusual or unnecessary punishment will be used for disciplinary reasons. No corporal punishment will 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. Our staff is prepared to work with children whose behavior or development is not within normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from Summer Camp.

We ask that you inform our staff of any changes in your child's routine. This will enable our staff to better understand your child.

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 - 925-4571.

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 4th grade. Application forms can be obtained online at our web site at www.aloysius.org. Completed application forms should be returned to the Child Care Center at: 1957 Stuart Ave., Baton Rouge, LA 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 Church, 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 and 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 48 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 with a doctor's note or forty eight hours without a doctor's note, has expired.
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 Primary Building in a locked box.
3. Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).
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
sacc1957@staloysius.brcoxmail.com
www.aloysius.org

_____ I have reviewed Summer Camp policies and procedures as found in the 2011
Parent Handbook.

_____ I have turned in a current immunization record to the Camp Director.

Child's Name

Signature of Parent or Guardian

Date