

Summer Rec 2011

Brandon Burlsworth Youth Center

2011 Policies & Procedures Parent/Student Handbook

Welcome to the Summer Recreation Program. We are happy that you have decided to spend your summer with us. This handbook should answer any questions you may have about this year's program and what is expected of you *and* your child.

PHILOSOPHY

Our philosophy is to accept each child for who they are as an individual and to be aware that factors in their environment help to shape their attitude, behavior, and personality. We believe that in order to properly care for children we must encourage a mutual trust that will allow us to better know each child. The cornerstone of developing that trust is to treat every child with respect and understanding. We believe in enhancing a child's self-esteem through positive, caring attention and communication.

PROGRAM LAYOUT

The program is filled with activities and games which are specifically designed for the different age levels. Enrollment age is entering kindergarten to sixth grade. Each week will have a different theme and all games, activities and crafts will be centered on that week's theme. ***Camp officially starts MONDAY, JUNE 6th, 2011 and runs for nine weeks, ending Friday, August 5th.***

DROP-OFF/PICK-UP TIMES

The youth center will open Monday - Friday mornings at 7:30 a.m. for drop-off and not a minute earlier. By 9:00 a.m. all campers are to be present for the days schedule to begin. All campers are to be picked up **each afternoon no later than 5:30 p.m. For every minute after 5:30 that a camper isn't picked up, there will be \$1.00 charge.** We ask that you please drop-off and pick-up your child or children accordingly. **All campers must be signed in and out by an adult who physically comes in and signs the child's group sheet. No drop offs are allowed, no exception.**

SIGN-IN/OUT INFORMATION

Parents or guardians must sign in and sign out on the sign-in/out form daily to check their child in/out for the day. Only those names submitted on the application are authorized to pick up a child unless prior permission is given to us by the parent or guardian. If an unauthorized person attempts to pick up your child, the staff will contact you by telephone if possible. If a staff person cannot reach you then the child will remain at BBYC until an authorized person calls or comes to pick them up. ****For the children's protection, we will require a photo id of anyone the staff does not recognize. Please be aware of this when you send someone else to pick up your child****

Please provide updated information for anything that changes over the summer (example: work phone #, pick up information etc.) If is very important that our staff have current information on each child.

PAYMENT

Payment is expected for each child **every** Friday BEFORE the following Monday of the current week, with no exceptions. The cost of the camp is \$85 per week per child (includes swimming only), \$20 per day per child plus the cost of activities for that day or \$10 per morning or afternoon session per child **plus the cost of activities for that particular session. Field trips ARE NOT included.** The morning session is from 7:30am-12:30pm and the afternoon session is from 12:30-5:30. Swimming fees are \$2 per day unless you child has a swim pass.

Payment is accepted in the form of cash or check and a receipt will be written for every payment. A copy will be given to you, one will be kept for our records. State vouchers and scholarships are **not** available or accepted for any child/family. All payments must be placed in the lock box on the front table. Please put the child's first and last name and the week the payment is for in the memo area of your check or enclose cash payment in a sealed envelope with the child's name and week written on front. Payments will not be accepted by any staff counselors and must be placed in the payment box. If your child's tuition is not up to date by Tuesday of each week they will not be allowed to come back until it is paid in full. A deposit is required to reserve your child's spot in our program. It will be applied to the first week of their attendance. No deposit refunds will be issued after June 1st.

RETURNED CHECK POLICY

You will be notified by telephone or letter when we receive a check returned on your account. The following procedure will be followed: must be picked up with cash if paid in 10 days or less there will be \$5 charge, if taken care of in eleven to twenty days there will be a \$15.00 charge, after twenty days the check will be turned over to the prosecutor's office.

ABSENCES

It is not necessary to call if your child will be absent for the day. There will be **no** refunds or credits for absences.

SICKNESS

Children with a contagious sickness will not be allowed to attend until they are well. Children suffering from vomiting or fever should not attend within 24 hours of their last episode of vomiting or fever. Children who develop a fever or illness during the day will need to be taken home, for the health and safety of all the children who attend.

MEDICINE

We will not be responsible for any medication, or the administration of medication. **No exceptions of any kind will be made.**

BREAKFAST/LUNCH/SNACKS

We are able to participate in the Harrison Jr. High School Cafeteria's free breakfast and lunch program. A menu will be provided, if campers do not wish to eat the free lunch for that day they will be required to bring their own lunch. Campers are also required to bring **2 snacks every single day.** A healthy lunch consists of 1 fruit, a sandwich or other filling food item, some sort of vegetable, chips or fruit snack, a drink as one will not be provided and a dessert if desired. Healthy snacks are recommended as children will be playing hard and need that nutrition. Please do not send anything that needs to be refrigerated or microwaved.

Campers will have a break to eat one snack in the morning and one in the afternoon. Breakfast will be at 8:45 a.m. and lunch will be between the hours of 11:30 a.m. and 12:30 p.m. every day at the youth center. Trading of lunch items among campers is **strongly discouraged.** Notice will be given during the weeks we are not able to utilize the free lunch program, at those times campers must bring their own lunch.

T-SHIRTS

T-shirts will be available for campers to purchase at the beginning of the summer and ***are required for field trips***. The deadline to order your child's shirt is Friday, June 10th. Each shirt will cost \$10.00. All proceeds will benefit new equipment for the summer recreation program. It is ***not*** required that your child purchase one if they will not be participating on Wednesday field trips.

APPROPRIATE CAMPER CLOTHING

It is necessary for all campers to wear tennis shoes or other closed toes shoes to ensure the safety of their toes and feet ***every day***. It is also appropriate to dress for the weather. If it is extremely hot, children will need to dress in cool clothes that enable them to play outside comfortably. Please use common sense when dressing your child. It will make the day that much more enjoyable.

EXPECTATIONS

The summer recreation program is meant to be a fun and exciting experience for the campers and the staff. We hope that you as parents will help to ensure that your child behaves in a manner that will allow him or her to have a great summer and continue attending camp on a regular basis.

Each camper is expected to follow **all** of the rules that are given. **All** campers should conduct themselves in a respectful manner and treat fellow campers, counselors and staff with respect at all times in order to be treated with the same respect in return. Fighting, spitting, cursing, bullying, antagonizing, vandalizing property of the program or any other participant and stealing are ***strictly forbidden*** at **all** times as a participant of the camp. **No exceptions.**

DISCIPLINARY ACTION PLAN

Although we hope to refrain from using it, there is a disciplinary action plan in place. Campers should know what behaviors are acceptable. Campers choosing not to abide by the rules will be taken out of a particular activity or sent directly to the camp directors. We do not expect our counselors to handle serious disciplinary problems all day as it takes away from their time with the other campers.

Camp counselors are expected to handle all matters in a mature and calm fashion. To ensure accuracy of this expectation, the following disciplinary action plan will be used for any and all participants, in this order.

Note: All incidents will be reported in writing and filed in the camper's folder for record.

First offense: Warning, temporary removal from current activity, number of minutes out is at the discretion of the counselor, not to exceed double the campers age.

Second offense: Removal from remaining activities for the day, no privileges.

Third offense: Child will spend the rest of the day with the director, not participating in any activities, until the parent is able to pick the child up. Upon arrival the parent/guardian, counselor, camper, and director will discuss the day's events and come to an agreement as to what plan of action will be suitable.

(Each day is a new day and starts with a clean slate for all campers. Repetitive misbehavior will lead to a meeting with the director and parent to come to an agreement regarding a plan of action addressing the child's behavior. Any offense at any point in time is at the discretion of the director for immediate dismissal on any day or for the summer.)

PERSONAL ITEMS

Please check each day to see that your child has everything you dropped them off with, as at the end of each week, all unclaimed belongings will be taken to Share and Care. Counselors will do their best to keep campers belongings together-but **it is not** the responsibility of the counselor to watch over everyone's belongings. It is, however, the camper's responsibility to be aware of where his/her belongings are. Please do **NOT** send more than what the child **NEEDS** to make it through the day.

Items of significant value and importance need to stay at home. Do not allow them to bring trading cards, video games, cell phones, ipods, toys, excessive amounts of money, or other items that are a distraction to participation in the program. We are not responsible for lost or stolen items.

FIELD TRIPS

Field trips are not included in your weekly fee. A calendar of events will be provided. Sign up is required for each field trip. All field trip fees and permission slips must be returned by the specified date on the calendar. Field trip fees must be paid placed in an envelope with your child's name and what trip it is for on the outside. Those payments are also to be placed in the lock box. Please do not combine weekly tuition payments and field trip payments on the same check.

It is your responsibility to mark all of your child's belongings with a permanent marker. The youth center and its staff are not responsible for ANY lost items.

Campers will swim in the youth center pool on Monday, Tuesday, Thursday, and Friday mornings of each week. Part-time campers are expected to pay \$2.00 each swim day.

Campers are expected to bring their *own* swimsuits and their *own* towels on the appropriate days and return home with them every day. Each child must bring a bottle of sunscreen with their name on it to keep at the youth center. If they do not have sunscreen, they will not swim! If your child is a non-swimmer please indicate that on the application.

(Activities will be provided at the youth center for those campers who choose not to participate in any field trips.)

BUS RULES

Campers will be riding a bus to and from field trip destinations. Counselors will be present on these trips to ensure safety. Campers must follow the same rules and use the same etiquette as in the youth center when at field trip locations. Those who do not follow the guidelines will be disciplined according to the above "Disciplinary Action Plan," as explained. Misbehavior may result in loss of field trip privileges for the day and total loss of privileges are at the discretion of the director at any time.

We welcome and encourage an open door policy with parents/guardians to ensure that we are meeting the needs of the children we serve. We want to provide the best care possible for your child. In an effort to do this, we ask that you notify us of significant changes or traumas in your child's life. This enables us to help children on an individual basis and to avoid negative behaviors that may occur as the result of a child going through difficulty. We want to work with you to make your child's time here pleasant and productive.

We hope that this information will answer any questions that you may have had. If you have further questions, please see or call Amanda Casey @ 741-0307.

We're excited to have your child in our program & are looking forward to having a great time! Please fill out the next page to enroll your child in this summer's program. Have a great summer!