



Summer Camp Handbook

Galena Art & Recreation Center (ARC)
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Classrooms:

The ARC will take into consideration parental requests as to what group their child (ren) will be in. The ARC reserves the right to place children in the group that best meets the needs of the individual child as well as the entire group.

- Preschool
- PreK
- Grades K-1st
- Grades 2nd-3rd

A Typical Day in Summer Camp

AM

7:00: Good Morning

7:00-9:00: Free play

9:00-9:30 AM Snack

9:30-11:00 Themed unit / art & craft activity / Recess

11:00-11:30: Lunch

Tue/Thur PM- ARC

12:00-1:00 Free play

1-2:30 Themed unit/art activity/recess

2:30-3:00 PM snack

3:00-5:30 Free Play / Recess

M/W/F Swim Day PM – Pool/ Rec Park Activities

12:00-12:30 Load Bus to go to pool

1:00-5:30 Pool

Program Enrollment Policies:

1. Children must be age 3 and completely potty trained to attend the ARC summer Camp.
2. A registration/information form must be completed and registration fee paid prior to acceptance. First week and fees will be billed and due by the end of the first week of Camp.
3. An ARC contract for services and all other forms will due before child may attend camp
4. Family accounts must be in good standing with the ARC before enrollment in program.
5. Due to the individual freedom and large group dynamic of the summer camp program it may be found not to be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled or granted enrollment on a temporary basis.

· Enrollment policy for children with special needs:

The Galena Art & Recreation Center may use the following criteria to enroll children on a trial basis to determine if the ARC Summer Camp program can fully meet the child's needs. The center will not use eligibility criteria which screens out children with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all children.

1. If a child has been assigned a one on one aide in the regular school classroom to meet his/her needs it may be determined that a one on one aide be required in the ARC's programs. This aide must be furnished at the parent/guardian expense.
2. A child's progress will be closely monitored and the plan may need to be modified and an aide may be eliminated and/or added with changes in the child's IEP, individual needs, behavior, or other circumstances.

3. Due to the individual freedom and large group dynamic of the summer camp program it may be found not to be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled.

Behavior Management Policy

The Galena Art & Recreation Center has adopted the following policy to deal with aggressive behavior. This policy was established to protect all children, including the child exhibiting aggressive behavior. If a child has three aggressive behaviors in one calendar year the child may be removed from the program. If a student is asked to leave early for the day, or suspended for a period of time parents will continue to be billed for tuition. An incident report will be sent home and parents will be notified each time a child displays negative physical aggressive behavior such as hitting, shoving, punching, biting, verbal aggression, such as swearing, and/or name calling or inappropriate sexual behavior will also be addressed in the same manner.

Staff and parents will discuss situations that arise that may trigger a child to react in this manner. A plan will be agreed upon by staff and parents to monitor the child to prevent that child from being in situations that can result in this aggressive behavior. The staff will also help to show the child a way to deal with the situation in a positive manner while here at the ARC. Parents are expected to discuss the matter at home with their child and discuss different choices for behavior. Discussion will include any changes or situations that may be going on in the child's regular schedule.

If after 15 minutes, a parent/guardian has not been reached, emergency contact people will be called to pick up the child.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director.

Schedules:

Weekly schedule: When a parent registers their child for this program they are required to choose a SET weekly schedule for their child. This will be their committed schedule for the summer. Weekly fees will be based on this contract. Fees will be charged regardless of the child's attendance.

Vacations: Each family is eligible for one week (contracted days) of vacation at no charge. All vacations must be scheduled with the ARC **two** weeks in advance of the date. **If a two-week written notice is not given, parents will be responsible for the contracted weekly fee.**

Sick days: If your child will not be attending because of illness, we would like you to phone in this absence to the Summer Camp number; 815-777-2248. No tuition refunds will be given for days missed because of illness.

Non-Camp Days: The Galena ARC will be closed to observe holidays: **Memorial Day, May 27th. July 4 + 5th.**

Withdrawal from the program: If it becomes necessary to permanently withdraw your child, a **two-week** written notice is required. **If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment.**

Drop Off:

At the ARC: The ARC will be open from 7am-5:30pm. Parents enter the building with child (ren), contact staff to notify them that their child (ren) in. We ask that all children be dropped off by 9:00am.

At the Pool (half day option only M/W/F): An ARC staff member will be on duty from 12-5:30pm on Mon., Wed., & Fri.

Children must be dropped off at the pool pavilion from 12-12:30. p m. In front of the large play structure to an ARC staff member. Look for the ARC staff member on duty in the t-shirt, which says (STAFF)

Pick up

At the ARC: Children must be picked up by 5:30 pm or late fees will begin. On non-swim days all children and staff will be back at the ARC building by 4:00pm (unless otherwise notified).

At the Pool: Children must be picked up by 5:30pm or late fees will begin. On swim days children must be picked up at the Galena swimming pool/Recreation park pavilion. If staff/children are still in the pool area, parents must enter, contact staff and sign children out.

Children will be released only to the parent or person authorized in writing by the parent to pick up the child. Be sure to include on the authorization form any relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pick-up form may be asked to provide identification to the staff.* Please be patient with staff who may not recognize everyone, this is done for your child's protection.

All children must be picked up by 5:30 pm. If a child has not been picked up by 5:30 we will begin calling all names listed on his/her emergency list. If after half an hour parents and/or other authorized emergency persons have not been contacted and the child has not been picked up we will contact the authorities. Late pick-up fee of \$50 may be imposed.

- **Inclement Weather:**

The ARC reserves the right to evaluate the temperature, heat index & general conditions on a daily basis. If the ARC Child Care Director feels it is unsafe for the children to participate in the scheduled activity, it will be canceled. Activity fees/field trip fees will not be refunded due to weather.

- For students enrolled in the PM pool option, if the weather is questionable, check the Website (galenaarc.org) or call the ARC (815-777-2248) to determine the group's location. The ARC will determine pool attendance by 11am. If swimming is canceled all children are welcome to come to the ARC for the afternoon and participate in planned activities. **Fees are not credited/refunded due to weather, sick days/non-attendance.**

Student Needs:

- **Indoor Dress:** Children should be dressed in comfortable clothing so that he/she is able to participate in all activities from games in the gym/outside to painting at the easels. Children will be required to wear an art shirt and every effort will be made to protect your child's clothing. Accidents WILL happen so please select your child's clothing accordingly.
- **Outdoor Dress:** We will be playing outside as often as the weather permits, so please send your child with a light coat, comfortable shoes & hat.
- **Pool Dress:** Every day we attend the pool all children will need a swimsuit, towel, sandals & dry clothes to change into after swimming. Floaties, if your child needs them, should also be sent every pool day. Floaties should not need to be inflated. The ARC recommends a life vest or puddle jumper.
- **Candy & Food:** Children are **not allowed** to bring food into the classroom. Candy, soda and gum are not allowed.

- **Pool Groups:** The ARC has four swim groups. The children will be placed in a group according to parent request, based on children's swim abilities and water safety comfort level. Each parent must fill out and sign a swimming consent form at registration. The ARC reserves the right to make the final decision on swim group placement.
- **Pool Money:** Parents may provide money for the concession stand if they choose. The staff will hold all money for students and monitor that each child is eating a reasonable amount of food. If there are items at the snack bar that parents do not want their children purchasing (example: pop) please relay this to the staff, otherwise the student is responsible for their selections. All students will have an afternoon snack (provided by the ARC after swimming) so a snack from the concession stand is not a necessity. However. We do have a concession break and an afternoon snack break separately.
- **Swim Lessons:** The ARC has a block reserved each summer for summer camp participants. During these two weeks all children must be dropped off at the Recreation Park pavilion in the morning by 9am. The children will be walked to the pool and staff will ensure the children attend the correct swim class. Children will eat lunch in the park and will remain at the pool on M/W/F swim weeks, T/TH we will come back to the ARC.

Students are expected to maintain their regular committed schedule during these two weeks. If the ARC has openings students may be allowed to attend every day for these two weeks. Openings will be filled on a first come first serve basis.

If the weather is questionable in the morning of lessons, we will send out a mass text it will show up under a (815)367-3377 number, or please check the website if in question or call the ARC (815-777-2248) to determine the group's location and the plan for the remainder of the day.

All children are expected to behave appropriately during swim lessons.

- **Lunch:** All children in attendance will need to bring a sack lunch. A choice of drink (water, lemonade or milk) will be provided for all children. Please be aware that we do not allow soda in our programs (even soda packed from home in lunches). If soda is packed your child will be offered one of the other choices listed above. (see program fees for forgotten lunch)
- **Toys/Personal Belongings/Electronic Devices:** These items should **not** be brought to the ARC. We have found it causes problems with sharing and other issues if these were to become broken or lost.
- **Photography:** Photos and videos are periodically taken of participants during programs at special events, trips or at the ARC. These photos/videos may be used for ARC website,

publications and/or local newspapers. **If for any reason you do not want your child's picture used please contact the director.**

- **Illness:** Children should not be sent to the ARC when ill. Children with diarrhea and/or vomiting and/or rash and/or fever (oral temperature of 100 F or higher) ***shall not*** be allowed to stay at the ARC. **Children are able to return to the ARC when they have been symptom free for 24 hours without medication.**
- **Parent Folders:** Please check your child's ARC folder on a daily basis. All parent communications will be put in your parent folder in your child's backpack. Please check folders daily.
- **Emergency Procedures:** The ARC will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornadoes. We will maintain records of the dates and times drills were conducted. A floor plan is posted in our classrooms indicating primary and secondary exit routes.
- **Emergency Medical Care:** In the event that your child may need emergency medical care our staff will obtain prompt medical services first and then notify parents.
- **Pest Management:** Chemicals for insect and rodent control will be applied in minimum amounts and will not be used when children are present in the facility. Over the counter products will be used only according to the package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

Any extensive extermination of pests or rodents will be conducted by a licensed pest control operator under the direct observation of a staff member to ensure that residue is not left in areas accessible to children.

Parent Responsibilities:

- **Participation:** Parental support and participation are the keys to a successful summer camp program. We welcome and encourage communication between parents and staff. Please feel free to talk to our staff/administration about any concerns you may have about your child (ren) and/or the program. We will work with you to find a solution. In return we expect parents to conduct themselves in a professional manner when dealing with staff and administration. The ARC will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The ARC reserves the right to terminate services due to improper parental behavior.

Withdrawal for the program: If it becomes necessary to withdraw your child, a two -week WRITTEN notice is required. If a written withdrawal is received with less than two weeks' notice parents will remain responsible for two weeks payment. In order to re-enter the program, the family account must be in good standing with the ARC. This includes all ARC activities, sports & session classes. Parents may be required to pre-pay for services.

- **Suspension from the program:** If it becomes necessary for your child to be suspended from the program, parents will remain responsible for payment during their child's suspension.
- **Open Door policy:** The ARC has an open-door policy for all its programs and activities. Parents/guardians are welcome to drop in to see their children or phone them at any time. There are cameras in all the classrooms and parents may view their children from the office monitor. If parents want to observe their child for any reason (even if you're just curious) please feel free to ask the ARC Childcare Director to assist you.
- **Field Trips/Special Lunches:** Children may be attending various field trips throughout the year. Permission slips will be passed out and we are asking that parents return them in a timely manner so we are sure to include everyone. All other field trips will require a permission slip and parents will be notified ahead of time. All fees associated with field trips are in addition to the daily tuition fees. Every effort is made to attend all scheduled events, if for some reason the ARC Summer Camp does not attend a trip fees will not be refunded. Families will be billed once a month for these additional fees.
- **Supplies:** Parents may be asked to provide specific supplies for their child if we are trying to complete a particular project.
- **Medications:** ARC staff does not administer medication of any kind for any reason without a medication authorization form. This form must be filled out prior to any medication given to your child. The medication must be in its original container, with your child's name on it

The ARC staff does not administer injections to any child enrolled in our programs (except epipen). If injected medication is required during ARC programs, a parent may 1) bring the injection in the original container with the child's name on it for the child to administer to him/herself, or 2) join the child at the program in order to administer the medication.

- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the ARC that your child may need in case of an allergic reaction. A medication authorization form will need to be filled out prior to starting the program.

- **Phone numbers/Emergency contacts:** Please keep us up to date on any changes in phone numbers, either of the parents or other emergency contact people.
- **Bus Rules** All students are expected to follow the same rules during the summer camp program field trips as they do during the school year. We will work with parents & the bus driver to ensure a safe bus experience.

Program Fees

- **Tuition:** Weekly tuition fees are then due every FRIDAY- The ARC reserves the right to not accept children for care on Monday if fees are outstanding. The final 2 weeks of summer camp will be billed the week prior with all fees being due before the beginning of the final week of camp.

All tuition payments must be placed in the parent payment box located in the ARC lobby outside the entrance to the Infant/Toddler wing. No payments will be accepted by the staff in any program. Credit/Debit cards are accepted in the ARC office.

Please see the ARC Child Care Director/Office Manager with any payment questions.

- **Late payment:** A \$10.00 per day fee will be charged for each day after the original payment due date. If payments are outstanding, the ARC reserves the right to require monthly pre-payment of services and/or terminate services.
- **Late pick up/Early drop off:** If your child is routinely picked up late or dropped off early, additional fees may be charged. A late fee of a \$50.00 may be charged after 5:30pm.
- **Swim Lessons fee:** If registered by April 19th, parents may sign their child up for the ARC block of swim lessons- \$40.00 fee.
- **Pool Pass:** If registered by April 19th, parents may sign up for pool passes for their child attending pool days. This fee is \$40/ person.
- **Sunscreen fee:** \$30/child. All children will use ARC sunscreen, with the exception of a medical note from your child's physician.
- **Return check:** There will be a \$25.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre-payments only.
- **Forgotten Lunch Fee:** There will be a \$10 lunch fee if your child's lunch is provided by and prepared by ARC staff.