



Northminster Learning Center

Summer Camp Handbook

2017

Northminster Learning Center
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INTRODUCTION

Welcome to Northminster Learning Center at Northminster Presbyterian Church! We are looking forward to having your child join our summer camp program. This handbook provides information regarding policies and procedures of summer camp. Please use this as a reference but remember that you may call upon the director or camp staff for information at any time.

Our summer program has been organized to provide supervision for children who are age 5 through completion of fifth grade. The program is a ministry of Northminster Presbyterian Church and is administered by the Children's Outreach Ministry and the Northminster Learning Center summer director. This handbook is a valid part of the enrollment agreement between Northminster Presbyterian Church, Northminster Learning Center, and the parents or guardians of children who are enrolled in the program.

Daily Schedule

The program will offer a variety of activities which includes recreation and games, arts and crafts, reading, music, and "free time" for the children to pursue their own interests in a safe, friendly, Christian environment. Weekly themes will guide the curriculum for planned activities. The schedule is flexible to meet the needs and interests of the children and the weather conditions.

Parents are expected to park in the parking lot and accompany the children into the program each morning. Often teachers will have information about the day that they will want to share with parents before the day begins. Parents need to sign their children in and make notes of any concerns or special circumstances (ex. dentist appointments, child brought cold lunch, grandparent will pick up child, etc.)

Typical Daily Schdule:

7:30	Learning centers during extended care
8:30	Children divide into age groups
8:45	Classroom learning centers and morning meeting time
9:45	Snack
10:00	Project work related to our theme
11:30-1:00	Lunch/ Independent Reading/Outside time
1:00	Free choice recreation time
1:30	Project work related to our theme
3:00	Snack
3:15	Media/Art activity/Project Wrap Up
4:00	Learning centers during extended care
5:30	End of program day Daily Scheule:

Children will be divided into two or three age groups so the schdule may vary slightly to accommodate each group.

* Children swim on Wednesday afternoons at Princeville Pool (weather permitting) and are back at Northminster by 4:00.

** Children will take field trip or have an expert come in weekly (except during Vacation Bible School) usually on Tuesday or Thursday.

*** Please send a book with your child for independent reading each day.

Field Trips

Each week we will be taking a field trip or have an expert come in which relates to the theme of the session. Field trips generally occur in Peoria. Parents will be informed each week of the upcoming field trip. Field trips are usually taken on Tuesdays or Thursdays. Children will be given a wrist band when we go on field trips to easily identify our group. All field trip fees are covered by your weekly tuition. Children will be transported to field trips by contracted school buses from First Student Transportation in Bartonville.

Swimming

Each Wednesday afternoon children will be swimming at Princeville Pool. Children will return to Northminster by 4:00 p.m. Princeville Pool is an outdoor facility. Each pool is staffed by 2-3 lifeguards. Typically five to six Northminster Learning Center staff members will

supervise the swimming trips. Wrist bands will be distributed to students to wear during swimming to distinguish that they are from the Northminster Learning Center. Please advise staff of any special concerns or needs your child might have regarding swimming. Children are allowed to wear floatation equipment and goggles in the swimming pool. You will want to include sunscreen in your child's swim bag. **All** children will apply sunscreen before leaving for the pool.

Closing

The program closes at 5:30 pm and the doors will be locked at that time. Parents whose children remain past 5:30 pm must pay overtime fees as follows:

- 1 - 5 minutes overtime: \$5.00
- 6-10 minutes overtime: \$10.00
- 11-15 minutes overtime: \$15.00

Late fees will be reflected in your statement from the program accountant.

If pick up will be over 30 minutes, the parent is required to call the center at (309) 691-6322 no later than 25 minutes after the regular program closing time. If the parent does not call, it is the center's policy to call the local police department. Child care services may be withdrawn if three overtime charges occur.

Fees & Payments

The program salaries, supplies, and administrative expenses are supported entirely by tuition fees. Northminster is a not-for-profit program.

Fees are as follows:

A. Weekly Session (9am-4pm)	\$125.00
B. Weekly Session w/ Extended Care (7:30-5:30)	\$140.00
C. Registration Fee	\$50.00
D. Daily Rate	\$35.00

*If you are approved to "drop-in" on a day that you did not sign up for, then you will be charged an extra \$5 drop-in fee and be asked to bring your own lunch.

*We also reserve the right to charge a \$5 change fee if you make changes to your schedule within the two-week time period.

Registration Fees

\$50 per family for the summer if you did not attend in the school year

No registration for 1-2 weeks of camp

Due to increased enrollment in our programs, we will offer two types of payments for our families. **Payments by check or cash will not be accepted unless you are paying for the entire summer in advance**

The two payment options are:

1. Electronic Funds Transfer (EFT) through your bank account
2. Credit Card payment + 5% credit card fee

The amount deducted will be the amount you owe for the entire month. Please make sure you give us a **two-week** notice of any changes in your schedule. If it becomes necessary for adjustments to be made to your account, these will take place in the following month.

Tuition payments reserve an entire week of child care irrespective of the actual number of days and/hours the child attends unless arrangements for a daily schedule have been made. Changes in schedules need to be made at least two weeks in advance with the office manager in order for changes in billing to be made. **Changes must be made in writing.**

Parents wishing to withdraw their child from the program must give two weeks written notice to the director in order to make provisions for staff, activities, and materials. Children attending any portion of a session will be required to complete payment for that session. If a child is dismissed from the program due to behavior, tuition is not refunded.

Registration

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, religion, national origin or ethnic background. Registration is complete when parents submit the enrollment forms and registration fee. A child may be registered for the program at any time during the summer if space is available. Children may **not** have been in sixth grade during the school year.

The program expects the enrollment forms to be kept current. The parent must provide new information to the director regarding information on forms such as: emergency persons, names, employers, phone numbers, arrival/departure changes.

Release of Children

Children will arrive and leave the program according to the information provided by parents. Children will be allowed to leave with persons other than the parent **only** if permission has been given to the director, on the enrollment form or in writing by the parent in a signed and dated note. In cases of emergency, a phone call can be made to the program staff to allow a person not on the approved pick up list to take the child.

Medication

As a general rule the program staff will not dispense medication to the students. If your child has a special medical condition requiring medication, you need to speak to the director to determine arrangements. A medication release form must be on file to administer medication.

Health & Safety (Guidelines required by DCFS)

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child.

- 1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101 degrees Fahrenheit or higher or under the arm temperature of 100 degrees Fahrenheit or higher) shall not be admitted to the center while those symptoms persist and shall be removed as soon as possible should these symptoms develop while the child is in care.

- 2) Children need to be excluded if any of the following exist:
 - A) Illness which prevents the child from participating comfortably in program activities;
 - B) Illness which calls for greater care than the staff can provide without compromising the health and safety of other children;
 - C) Rash combined with fever over 101 degrees Fahrenheit (oral);
 - D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
 - E) Diarrhea;
 - F) Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non communicable condition and the child is not in danger of dehydration;
 - G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health departments states that the child is noninfectious;

- H) Rash with fever or behavior change, unless a physician has determined the illness to be non communicable;
- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;
- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the morning after the first treatment;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least six days after onset of rash;
- O) Whooping cough (pertussis), until five days of antibiotic treatment have been completed;
- P) Mumps, until nine days after onset of parotid gland swelling;
- Q) Measles, until four days after disappearance of the rash; or
- R) Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

If a child becomes ill or has an accident at the program, he or she will be provided a place to rest. Parents will be called to come get the child. If a parent cannot be reached, emergency contacts will be called. Major and minor accidents or illnesses which happen to a child at the center will be recorded in the file, and parents will be notified. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor recreation/Safety

Children will play outside daily. Outdoor play is scheduled daily except:

- ❖when temperature is over 90 degrees
- ❖there is threatening weather (ex. Lightning)
- ❖it is raining
- ❖hazardous conditions exist

Snack & Lunch

We serve snacks in the morning and afternoon. Any and all food brought from home by a camper will be eaten at lunch. Commercially prepared foods may be brought in by parents as part of holiday or birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer or it cannot be accepted per DCFS. The center staff recommends non-food items for birthday sharing.

Menus are available for the month. If your child does not like what we are serving, you may provide a nutritious, cold lunch. Parents choosing to send a cold lunch need to follow the guidelines established by D.C.F.S. We do not have a refrigerator available so bring an ice pack if the lunch needs to be kept cold.

Behavior Expectations

Children are entitled to a pleasant and harmonious environment at the Northminster Learning Center program. Northminster Learning Center cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Because we strive to provide a Christian atmosphere for children, parents, and staff, we have high expectations for our campers! Each day we expect children to be responsible for their actions, listen to their teachers, and respect the rules that guide them during the day while at the program. For their safety children must remain with the group and staff at all times. During the day children need to take care of materials and equipment properly and return them to their place when done or before taking out new ones. Children will refrain from using profanity or discussing inappropriate subject matter as deemed by the teaching staff. By following these rules, parents can feel good about where their child is spending their time and child can feel safe and secure in a structured environment.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- a. brief cool down periods
- b. behavior report/talk with parent
- c. visit to director's office, conversation with parent
- d. child faces removal from the program

Insurance

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies. Public school students may sign up for accident insurance in the fall of each year.

Items Your Child Should Bring During the Program



Tennis shoes (please avoid sandals and flip flops!)

Water Bottle

Sunscreen(Preferably spray)

Swimsuit & towel on Wednesday

Book for reading

Sweater/sweatshirt if your child gets cold in air conditioning

Bookbag to hold materials and take projects home

Electronics such as Gamesboys and other similar handheld games are **not** allowed to be brought to or played at camp. If these materials arrive at camp, they will be safely stored until a parents returns. Children will keep materials in their bookbags when not in use. Please be aware that the program cannot be responsible for broken, misplaced, or stolen items.