**SUMMER CAMP PROGRAM GUIDE FOR PARENTS**

Parent Roles & Responsibilities

1. It is the parents' responsibility to escort the child to and from the classroom. Technically, guardianship of the child is transferred to the school once the parent makes known the child's presence to the teacher, and *signs his/her child in on the official sign-in* sheet, and returned to the parent at dismissal *once the parent has signed the official pick-up sheet*. The school is not officially responsible until parent/teacher contact is made and forms are signed.
2. It is the parents' responsibility to provide names, relationships and phone number of persons authorized to pick a child up from the center. Authorized persons should bring picture ID when picking up a child. Parents should notify the school if there is a court order which prohibits a person from contact with the child.
3. It is the parents’ responsibility to pay fees on time. Registration fees are due in order to reserve a child’s spot in the program. Tuition is due 30 days prior to child attending the program (payments will be accepted later if the program is not full and upon enrollment if parent enrolls after the 30 day mark). Payment is due in order to reserve your child’s spot.
4. It is the parents’ responsibility to drop-off & pick up children on time. Our program is not licensed to care for children for more than 4 hours per day, so it is illegal for us to keep children past pickup times. If you are unable to pick up your child on time, it is very important that you arrange for an alternative party to pick up your child.
5. It is the parents’ responsibility to provide a healthy snack (& lunch, if applicable) for their child each day. Please do not send sugary foods to camp with your child.
6. It is the parents’ responsibility to let the director know if your child will not be attending on a regularly scheduled day. \*Please note that refunds are not available for missed days\*
7. It is the parents’ responsibility to let the staff know if a child has a known medical condition (asthma, diabetes, seizure disorder, etc.), parents will inform the Director of the steps to be taken if a problem occurs during school hours. Please make sure that medication is available and that the "Medical Authorization Form" for its use has been requested and completed. If a child has any one of the following conditions, it is the parents’ responsibility to keep the child home from camp. If the child develops any one of the following conditions while attending camp, the parent will be notified to pick up the child immediately:
* Contagious disease
* Fever over 100 degrees
* Vomiting or diarrhea
* Accident requiring medical attention
* A rash, until diagnosed and determined to be non-contagious
* Draining sores or burns

In case of accident or illness, parents of the child will be called immediately. Staff will administer minor first aid, i.e., cleansing, bandages. The child will be moved to a quiet spot in the office area until the parent/guardian arrives. **If your child is sent home from camp due to an illness, he/she** **may not return the following day.** Children must remain fever/symptom free for 24 hours prior to returning to camp. Accident reports will be sent home in duplicate explaining what happened and what treatment was administered. Parents should sign one copy and return it to the school while keeping the second for their records. 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. If the child's parents cannot be reached, the individuals designated by the parents as emergency contacts will be called.

1. It is the parents’ responsibility to administer medications and sunscreen (and any other topical creams) prior to drop-off.
2. It is the parents’ responsibility to dress children appropriately. Children should wear washable, comfortable play clothes. The staff recommends that an extra set of clothing be kept at school in case clothes become wet or muddy. All items should be marked with the child's name. Staff is not responsible for lost items.
3. Every child needs to have a "camp bag." This is a convenient container for notes from home, change of clothes, diapers, sunscreen, etc. Children will bring their work home in their bag.  A child should bring the bag every day.
4. It is the parents’ responsibility to provide each child with items on the provided “Camp Supply List.”

DISCIPLINE POLICY

The Garden has a positive approach using redirection, communication, and conflict resolution. The peace rose ceremony is demonstrated and facilitated for the children to empower them to develop skills to resolve their own differences. Children are entitled to a pleasant and harmonious environment at The Garden. The program cannot serve children who display chronically disruptive behavior that is not responding to our efforts to help the child overcome the behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

* requires constant attention from the staff;
* inflicts physical or emotional harm on other children;
* ignores or disobeys the rules which guide behavior during the school day.
* Does not consistently respond to staff efforts to help the child overcome the behavior
* Is not recognized by the parent(s) as negative behavior, is not met with parental concern and desire to assist staff in helping the child overcome the behavior by providing consistent discipline both at home and in the classroom

STAFF POLICIES

* All staff will obtain and maintain current First Aid certification, and a CPR certificate (Adult, Child, and Infant). All staff and volunteers will undergo background checks.
* All lead teachers will hold a 4-year degree as well as prior professional experience in a related field and must hold or be working towards obtaining NC Early Childhood Credentials I & II. All assistant teachers will have at least 2years prior professional experience in a related field.
* All staff will go through initial orientation to our policies and requirements. Included in this training will be instruction regarding emergency procedures policies.

OTHER POLICIES

1. Hand Washing: Hand washing is probably the most critical element in reducing the spread of germs. Hands should always be washed upon arrival at the school, whenever contact is made with bodily discharges, immediately before and after eating, after using the restroom, and upon leaving the school.
2. Smoking and the use of tobacco products shall be prohibited in or around the center.
3. Outdoor activities: Outdoor activities are planned if the weather permits. Outdoor play will not be allowed in thunderstorms. Every child should be properly dressed for the weather.
4. Personal Property: Although we will attempt to help children stay organized, the school cannot be responsible for lost personal property. Items lost at school will be collected and stored in a lost and found box. Children should not bring money, toys, food, or other items unnecessary for school activities to school without checking with the teacher. If a child takes any school equipment home, it should be returned.

Children’s Rights & Responsibilities

* To have a safe, supportive, and consistent environment;
* To use all the program equipment, materials, and facilities on an equal basis;
* To have respectful treatment;
* To have discipline that is fair and non-punitive;
* To receive nurturing care from staff members who are actively involved with them

***2015 Camp Fees***Camp Registration Fee: $40.00 per child (once per summer)
**Weekly/Monthly Camp Rates:**Parent’s Morning Out (Mon 9-12; Ages 15m-2yr): $45/wk
Toddler Community (Tues-Thurs 9-12; Ages 18m-3yr): $70/wk
Children’s House (Mon-Thurs 8:30-12; Ages 3-5yrs): $95/wk
*PLEASE NOTE THAT 2014-2015 STUDENTS WILL RECEIVE A DISCOUNT ON ALL CAMP FEES*

JUNE: Nature Camps
JULY: Healthy Kids Camps
August: Art Camps
\*See Camp Flyer for specific dates and other details\*