

Our Savior Lutheran Pre-School

Summer Elementary Camp 2018

a ministry of
Our Savior Lutheran Church



Parent Handbook

2800 Elm Street
St. Charles, MO 63301
636-947-8010

www.oursaviorlutheranchurch.org

Our Savior Lutheran Summer Elementary Camp 2018 Parent Handbook

Please read this Summer Camp Parent Handbook thoroughly. It includes general information as well as the policies and procedures of Our Savior Lutheran Church and Pre-School. The policies are in addition to the policies of the Our Savior Lutheran Pre-School Parent Handbook and are intended to best serve the needs and safety of your child while at camp. Any questions can be addressed to Linda Huning, Preschool Director, at 636-947-8010 or oslc.preschool@sbcglobal.net.

Admission and Registration

Camp is open to children completing kindergarten through 12 years of age. Registration packets are available from the church lobby, preschool office, or at www.oursaviorlutheranchurch.org and then click on "Our Savior Preschool".

Arrival and Departure

Summer Camp starts on Tuesday, May 29 and runs through Friday, August 3. We are open 7:00 am-6:00 pm daily except for Memorial Day and Independence Day and the day after Independence Day.

All campers need to be signed in daily in the classroom. Every day before leaving camp, all campers must be signed out. If someone else is to pick up your child, please notify the teachers. Only a person authorized by the parent or guardian may pick up a child.

Summer Camp Rates

A full week of camp (5 days) is \$145. You may choose to send your child 2, 3, 4, or 5 days a week. All fees and tuition rates are all-inclusive and are not prorated by day, no exceptions. There is no discount for Memorial Day or Independence Day. Refunds are not given for any sick days or family fun days.

Do you have more than one camper? Good news! There is a 10% discount for the 2nd or 3rd camper or child in our Pre-School program.

Your child will not be admitted if there is any prior unpaid balance. That balance must be paid in full before your child is placed on the class list.

Summer Camp Rates (con't)

The weekly tuition rates are:

2 days = \$ 70 per week

3 days = \$100 per week

4 days = \$130 per week

5 days = \$145 per week

Tuition rates include a hot lunch and 2 snacks each day.

Activity Fee

There is a nonrefundable activity fee of \$35 per child if paid by March 13. The nonrefundable activity fee will then be \$45 per child if paid after March 14.

Weeks of Camp & Weekly Camp Structure---***Back by Popular Demand!***

Summer Camp runs for ten (10) weeks. The official dates are May 28-August 3. You select the weeks your child will attend. We understand schedules can change; however please notify the director, Linda Huning, if you need to change your child's weeks with us.

Summer Camp Payment and Billing Procedures

Our Savior utilizes the FACTS Tuition Management online system. All camp payments are made through FACTS. You will find a link on our website (www.oursaviorlutheranchurch.org and click on "Our Savior Preschool") to create a username and password and then you will create your payment plan. Your total tuition will be equally divided and you will pay your balance over the course of the ten (10) weeks Camp is in session. You will have the opportunity to pay weekly, biweekly, or monthly for those 10 weeks.

Vacation Bible School

VBS is June 11-15 and all Campers will attend as part of our Camp program. VBS is held in our church's sanctuary and church building during this week from 9:00 am-12:00 pm. All campers will need a separate registration form completed for VBS. As soon as the form is made available, parents will need to complete it.

Communication

We want parents to be informed. Our lead Camp teacher, Mrs. Kipp, will keep you informed of activities/special events and class requests/needs via email. Also look on the Camp white board outside the classroom door and/or by the sign in sheet for important information. You are always welcome to email Mrs. Kipp at oslc.cardinals@gmail.com or the preschool director at oslc.preschool@sbcglobal.net. You may also call the preschool office at 636-947-8010.

Behavior Plan

A positive behavior plan focusing on good choices works well during Camp. Our plan is a “Clip Chart”. This is an excellent behavior plan since the kids have a fresh start each and every day. Everyone starts on “Green” ready to learn. During the day, the kids get an opportunity to move up the chart by making good choices or they could choose to move down the chart by making poor choices. The children can choose to turn their day around ANY TIME! No day is ever “ruined.” The children have the opportunity to make their own choices and set goals on where they want to be at the end of the day!

- When a child has their clip on “Pink” (Outstanding), they get a sticker on their clip and a MVP Award to take home. Once they get 5 stickers they get to earn a prize.
- When a child has their clip on “Red” (Parent Contact), a note will go home explaining their poor choices.

Our goal is for the children to take ownership of their behavior and set goals to make their day successful. Last year the children liked it because they could earn their way back to “Green” or “Blue” and up to “Pink” just by making better choices.

Heat Policy

Camp kids will be going outdoors throughout the summer. All teachers take necessary precautions in heat including shortening outside play and game time, following sunscreen procedures, taking advantage of shade areas, and providing adequate water breaks throughout the day. We monitor excessive heat warnings and adjust activities accordingly.

Illnesses

Parents are asked not to bring their child to summer camp until he or she is free of symptoms for at least 24 hours. Please notify the preschool director and teacher as soon as possible of your child’s absence. If a camper develops symptoms of an illness (especially fever, diarrhea or rashes) while at camp, the camper will be separated from the group and the parents will be asked to pick him or her up immediately. If a camper has a communicable disease, it may be

necessary to obtain written permission from a physician and/or proof of treatment before the child returns to camp.

Emergencies

If a camper has an accident at Camp that produces a major injury calling for professional medical care, the parent or guardian will be contacted. If the injury requires emergency care, the local EMS will be called for service, and a staff member will accompany the camper to the hospital.

Medication

Never send medication of any kind (prescription or over the counter) to Camp without following the Student Medication Policy below. This includes such things as chapstick and cough drops. By law, we cannot administer these things without proper documentation and if left in children's cubbies or bookbags, they could pose a threat to other campers. Whenever possible, parents should administer medication at home.

Sunscreen: Campers must arrive with sunscreen applied. Staff will apply sunscreen mid-day or as needed. Please let Camp staff know about special sun protection needs. Parents will supply their child's sunscreen.

STUDENT MEDICATION POLICY

Prescription Medication: Parents are requested, whenever possible, to schedule medications to be given at home. Only those medications specifically prescribed to be given during school hours will be given at school.

Procedure:

1. The physician will provide a written request that the medication be given during school hours. This will include name of drug, time of dosage, reason for medication, route of administration, adverse effects, and emergency instructions that might be applicable.
2. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.
3. Signed permission must be provided by the parent requesting that the school staff administer the medication.
4. A log shall be kept of all medications administered at school. It shall include the student's name, the date and time the medication is given and the signature or initials of the staff member giving the medication.
5. All prescription medications shall be kept in a locked cabinet or drawer.

6. The school staff will not administer the first dose of any medication nor may the student return to school until one half-hour has elapsed after the first initial dose has been administered.

Non-Prescription Medication

1. The parent must supply this type of medication. A permission slip must be signed by the parent for each current illness documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects must be provided.
2. The medication must be furnished in the original container with the student's name on the container.

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