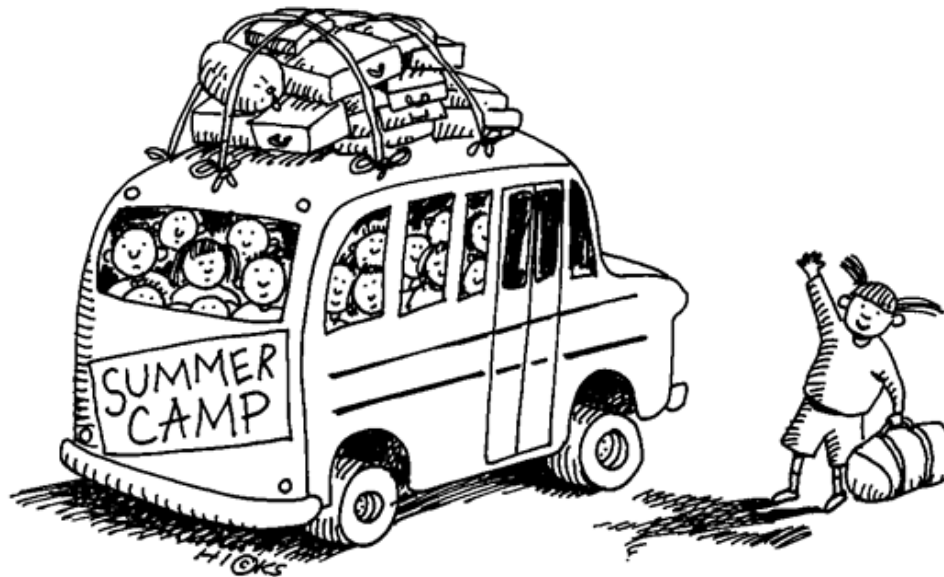


2018 S.A.F.E. SUMMER FUN CAMP HANDBOOK

“Summer Fun!”

Open 10 weeks - June 18 - August 24, 2018

Closed 1 Week Before The Start of School
For children who have completed Kindergarten- 2nd grade



Located at Gilkey Elementary
707 S. Woodhams
Plainwell, MI 49080
Gilkey SAFE & Summer Camp: 269-685-5887

SAFE Billing Office
Phone: 269-685-3103 Fax: 269-685-8127

Director- Jane Perry: Jperry@plainwellschools.org
Billing Coordinator- Kelli Stuijbergen: Kstuijbergen@plainwellschools.org

www.plainwellschools.org (click Services)

Michigan Department of Human Services (DHS) offers financial assistance for working parents. Call Allegan DHS at (269) 673-7700 or the Kalamazoo DHS At (269) 337-4900.

This program qualifies for a Child Care Tax Credit

TABLE OF CONTENTS

Welcome, History, Philosophy, & Enrollment Policy.....3
Eligibility

Schedules & Health/Safety.....4
Enrichment & Recreational Activities
Injuries
Medication
Illness

Health Care Plans & Procedures.....5

Health Care Plans & Procedures Continued, Nutrition Policy, & Other Details.....6
Hours
Clothing & Personal Belongings
Transportation

Rules/Discipline & Registration.....7

Billing/Financial Matters.....8
Rates
Additional Add on Time
NSF Checks
Late Pick Ups

Family registration form, individual form, and the summer schedule sheet must be completed and sent in along with the registration fee to complete enrollment.

Welcome to Plainwell Community Schools 2018 SAFE Summer Fun Camp

Dear Summer SAFE Families,

Welcome to the 2018 SAFE Summer Fun Camp where your child will enjoy many new summer activities and adventures while making new friends. Once again we offer a summer full of recreational activities that are both enriching and educational. Camp will be held at Gilkey Elementary School. We will enjoy some field trips, in-house specials, "wheel days", cooking, and other exciting activities. Our summer camp is a parent funded program providing your child with a safe, fun, and educational environment. Each year we try to offer different activities. Familiarize yourself with our program by reading this registration packet. A table of contents is provided for easy reference.

HISTORY AND PHILOSOPHY

HISTORY

SAFE started in the Fall of 1986 and the Summer camp component was added in 1989 at Hick's gym. The location has changed from time to time. We are continually assessing the program so we can provide quality care and programming that meets your child's needs.

PHILOSOPHY

It is our belief that children should have fun during the summer months, but that they should also be challenged to think and learn. Each child has their own special talents. When children are encouraged to share their talents, we ALL learn and grow together. It is our belief that our "Summer Fun Camp" offers an opportunity to do just that.

GOALS

It is our goal to:

- * Offer quality care during the summer months.
- * Recognize and encourage individual interest and talents.
- * Build self esteem and promote personal growth.
- * Provide physical exercise that is healthy and fun.
- * Give children an opportunity to laugh and enjoy their summer.

CHANGES TO HANDBOOK

SAFE reserves the right to add, delete, or amend the policies and procedures provided for in this handbook. Written notice will be provided.

ENROLLMENT POLICY

ELIGIBILITY

To be eligible for enrollment, a child must **be entering first through sixth grade in the 2018-2019 school year.** Returning campers **must have their account in good standing to begin summer camp.** Children from other school districts are welcome to apply. Every child must be pre-registered before they can attend.

SIGN-UP PROCEDURES

Send the completed registration form with your summer schedule and registration fee to: S.A.F.E., 307 E. Plainwell St., Plainwell, MI 49080

SCHEDULES

ENRICHMENT & RECREATIONAL ACTIVITIES

This summer we will be providing many fun and challenging activities for your child. Field trips, computers and books are available, as well as, club time, art projects, reading time, music, biking, organized games, group challenges and other opportunities for creative play and community service throughout the summer. Free choice computer or home electronics time will be offered only in the early morning or late in the day.

Our daily schedule will vary, but is *somewhat* the following:

6:30 - 7:45 Quiet activities (Free Choice, Board Games, Legos, K'Nex, Nintendo DS'S, Etc.)

8:00 - 8:15 Breakfast

(Those children not getting breakfast may still participate in the quiet activities)

8:15 - 9:00 Gym or Indoor Play

9:00 - 10:00 Outside

10:00-10:15 Snack

10:15 - 11:15 Club Time - choices of planned activities

11:15 - 12:00 Outside

12:00 - 12:30 Lunch

12:30 - 1:00 Reading/Relaxation Time (Get ready for swimming)

1:15 - 2:30 Group Activities/Outside Time

2:30 - 3:15 Snack

3:30 - 4:45 Outside Play

4:45 - 6:00 Inside Activities (Free Choice, Board Games, Nintendo DS'S, Etc.)

Field trip times will be posted on the Summer Camp Calendar.

Notice: Special activities may change slightly as we progress throughout the summer. A note will be posted by the door of any changes made.

HEALTH & SAFETY

1. **Please sign the health note stating that your child's immunizations are complete and that your child is in good health.**

2. **Children who are ill** should not be sent to camp. Parents are requested to notify staff on the days a child is sick. You will be charged for the number of days, weeks, hours signed up for irregardless of attendance. If a child becomes ill while at summer camp the parent will be notified.

3. **In case of injury**, there will be an attempt to contact the parent. First aid will be given. A written accident report will be submitted.

4. **Medication** - If your child needs to take medication, we must have a dated and signed note from the parents with the medication name and dosage, and times to be taken. Please keep the medicine in the original container and hand the medicine to staff in person.

5. **Medical information** - It is **very important** that we know if your child has an **allergy or a special medical need.** Medical insurance is recommended. School Insurance purchased in the Fall covers the Summer.

6. **Hygiene** - Children and staff must wash their hands before handling food and after using the restroom at all times. Tables are sanitized before food is set out.

Health care plan - Community resources

Allegan Mental Health - 1 800 673-6617

Allegan Health Services includes immunizations (269) 673-5413

Pipp Hospital (269) 685-6811

Poison Control 1 800-222-1222

Gun Plain Township Drug & Lab Disposal (269) 685-9824

Child Protective Services 269 673-7724

Hand washing procedure

Have clean towel available.

Turn on the water to a comfortable temperature between 60 F to 120 F.

Moisten hands with water and apply soap.

Rub hands together until a soapy lather appears and continue for at least 10 seconds.

Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.

Rinse hands under running water until they are free of soap and dirt. Turn water off with the back of your hands.

Dry hands with a clean, disposable paper towel.

Dispose of paper towel in a lined trash container.

Hands of children and staff shall be thoroughly washed prior to handling food and before eating. Hands must also be washed after restroom facilities use.

Handling of children's bodily fluids

We use precautions when handling potential exposure to blood, including blood - containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents:

Cleaning and sanitizing of all equipment, toys, and other surfaces

The following steps are to be followed for cleaning and sanitizing:

Wash the surface or article with warm water and detergent.

Rinse the surface with clean water.

Submerge, wipe or spray the surface or the article with a sanitizing solution.

Let the article or surface air dry.

Toys are cleaned seasonally.

Sleeping mats are cleaned daily.

Table tops are cleaned after each use.

Controlling infection, including universal precautions

Children need to be able to blow and wipe their own nose, cover their mouth and nose when coughing or sneezing, and able to use the bathroom without help. They must be toilet trained.

We ask that parents use discretion when your child isn't feeling well and needs to be kept home from school, i.e.: fever, diarrhea, vomiting, lice, etc. The teacher is the one from school who will call the parent(s) when the child indicates that he/she isn't feeling well. Medication may be given to a child by school staff only when parents follow school medication procedure(s).

Medical Emergency procedure

*Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aid(s) applied and/or parent emergency contact called.

Serious injury

*Check child for needed medical care and call 911 if emergency care is needed

*Ice pack, band aids when needed

*Call custodial parent or emergency contact

*Fill out incident/injury report

NUTRITION POLICY

SNACKS

A morning and afternoon snack with a drink will be provided. You're welcome to provide a treat for snack or special occasions.

LUNCH

Your child will need a cold lunch everyday. **All lunches must include your child's first and last name.** Please check the parent board for any lunch specials that we may have.

FOOD ALLERGIES

Please let us know if your child has food allergies. Sometimes it may work out best if you provide your own treats which are safe for your child.

OTHER DETAILS

HOURS

Summer S.A.F.E. is open from 6:30 AM to 6:00 PM, Monday through Friday. **We will be closed on July 4th, 2018.**

CLOTHING AND PERSONAL BELONGINGS

Put your camper's name on all clothing and toys. It's easier to return something found if we know who lost it! If a child brings a toy or other items from home it is ***brought at your own risk***, we are not responsible for lost or damaged items.

TRANSPORTATION

Parents are responsible for transporting their child(ren) to and from the Summer Fun Camp.

PARENT ADVISORY

Parents are more than welcome to make comments or suggestions at any time to improve the program. We value your input and want you to share your thoughts. Please fill out our annual survey!

VOLUNTEERS

Volunteers are always welcome; however, they must be cleared via a central registry clearance. Volunteers will never have unsupervised contact with the children.

STAFF

All staff have had criminal background checks and have been given a clearance to work with children.

RULES AND DISCIPLINE

GENERAL RULES

1. Children are required to remain with their supervisors during program hours.
2. School rules will be followed at all times.
3. Children are expected to take care of equipment and supplies used in the program.
4. So that accurate billing records can be kept, staff will sign children in and out. Parents are responsible to ensure that staff are aware that their children are arriving or departing from the program.

DISCIPLINE

Behavior problems will not be tolerated.

1. Should the child misbehave, a verbal warning will be given.
 2. If misbehavior continues, the child will be given time out to think of alternative ways to behave.
 3. If the misbehavior is still a problem, we will have a conference with the child and the child's parent(s).
 4. If misbehavior persists, the child will be removed from the program.
- *Violent or extremely inappropriate behavior will result in immediate expulsion.**

We realize that we do not and cannot meet the needs of every single child. Children are special to us and we are concerned about them. Please let us know if we may help.

REGISTRATION

There is an early bird registration rate of \$25 per child before May 15th, 2018. After May 15th, the rate increases to \$75 per child. At the time of registration you will need to provide S.A.F.E with a signed copy of the "Summer Fun Camp Schedule," indicating days/weeks needed for the entire summer. Your child may not attend camp until your schedule has been received. Changes to your schedule need to be turned into our office 2 weeks prior to change. **Schedules may be changed 1 time (up to 1 week) without charge. Thereafter, you will be responsible for half of the weekly rate for each additional week dropped. You will need to pay for the amount of time requested regardless of absenteeism.** This schedule allows us to plan activities accordingly and make sure we are staffed appropriately!

BILLING AND FINANCIAL MATTERS

Full Time- A signed agreement for 5 days each week regardless of absenteeism, vacation or holiday. **Number of days attended are billed at the same weekly rate of \$150.** Field trips are included in your full time rate.

Part Time 3 days- A signed agreement for a **minimum of 3 days** each week regardless of absenteeism, vacation or holiday. **These days will be billed at a daily rate of \$40.** Additional days (more than 3 weekly) will be billed at the weekly rate of \$150.

Field Trips- Full time campers are automatically registered for Field Trips (at no additional charge). Part time campers are **ONLY** allowed to attend if they are scheduled for that day, per their registration schedule. **Part time campers will have an additional fee of \$20 per trip, regardless of attendance.**

*****If your child is a weekly camper, enrolled for 10 weeks or more, and you pay your tuition in full before the start of summer camp, you will receive 10% off your entire summer bill*****

BILLING PROCEDURES

You will receive an actual statement twice a month to show your charges and payments received. Personal checks or money orders should be made payable to SAFE. You may also pay online through RevTrak, please see the attached document for additional information. **NO CASH!!** Checks can be mailed to : Early Childhood Education Center, 307 E. Plainwell St., Plainwell, MI 49080. **A \$25 fee will be charged for checks with insufficient funds.**

1. **LATE PAYMENT** - If payment has not been received and **paid in full** each month, you will be charged a **\$25.00 late fee**. If your bill is not paid in full without making special arrangements, your child will be asked to find other care.
2. **WITHDRAWALS** - A two week notice must be given for withdrawal. You are responsible for payment during those 2 weeks, regardless of attendance.
3. **EARLY DROP OFF OR LATE PICK UP** - We open at 6:30 am and close at 6:00 pm. If you arrive before 6:30 you will receive a early drop off fee of \$15. If you pick up your child after 6:00 pm a late charge of \$15 will apply. Past 6:15 you will be charged an additional \$1 per minute.

If you have any questions regarding your bill, please contact Kelli at: 685-3103 or by email at: Kstuijbergen@plainwellschools.org

Your previous S.A.F.E. bill must be paid in FULL in order to use the Summer Fun Camp!!!

You can now Pay online using Rev Trak

Here's How:

1. Go to www.plainwellschools.org
2. Click on Services tab
3. Click on Community Education/ Recreation and select Community Education
4. Then Click on the Rev Trak button



5. You will see our Account Button



6. Once you click on this follow the directions and voila online payment!

PLAINWELL COMMUNITY SCHOOLS S.A.F.E./ PLAINWELL CORNERS PRESCHOOL

FAMILY REGISTRATION FORM

Admission Date:

Custodial Father's Name: _____

Phone: _____

Cell #: _____

Address: _____

Zip: _____

Custodial Mother's Name: _____

Phone: _____

Cell #: _____

Address: _____

Zip: _____

(If different from above)

Email Address for Billing Purposes: _____

Guardian/Father's Work Location When Child Is At SAFE/PLAINWELL CORNERS:

Phone: _____

Cell #: _____

Address: _____

Zip: _____

Guardian/Mother's Work Location When Child Is At SAFE/PLAINWELL CORNERS:

Phone: _____

Cell #: _____

Address: _____

Person(s) other than parent to be notified in case of emergency or may pick up the child:

1.Name: _____

Phone: _____

Relation: _____

Cell #: _____

2.Name: _____

Phone: _____

Relation: _____

Cell #: _____

Child's Physician or Health Clinic _____ Phone _____

I hereby give permission to the SAFE/Plainwell Corners Preschool to secure emergency medical and /or emergency surgical treatment for the names of the minor child listed on this form while in the program. Yes____ No____

I/We have read the SAFE/Plainwell Corners Handbook and understand my/our responsibilities with regards to the program. I/We hereby enroll my/our child(ren) in the SAFE/Plainwell Corners program. Yes ____ No ____

My child(ren) has permission to attend and receive transportation for field trips. Yes ____ No ____

My child(ren) has permission to swim with the SAFE program. Yes____ No ____

I will provide food for my child's lunch or I will purchase lunch if available. Yes ____ No ____

I hereby give permission to the SAFE program to apply non-prescription/topical lotion (sunscreen and bug spray)

Yes____ No____

Signature _____

Forms must be filled out completely & a registration check needs to be attached!

S.A.F.E. SUMMER FUN CAMP SCHEDULE 2018
Individual Child Information

Please list any allergies or behaviors that we need to be aware of:

Child's Name	Birthdate	Current Grade	T-Shirt Size!
--------------	-----------	---------------	---------------

Hospital Preferred for Emergency Treatment: _____

Please list Insurance Provider and Identification Number: _____

Below is the list of weeks that Plainwell SAFE Summer Fun Camp is open. Please fill in the chart below indicating your campers schedule for the entire summer.

Check	Weeks of Camp	Dates	Schedule
	Week 1	June 18th -22nd	M T W TH F
	Week 2	June 25th - 29th	M T W TH F
	Week 3	July 2nd - 6th **CLOSED THE 4TH**	M T TH F
	Week 4	July 9th - 13th	M T W TH F
	Week 5	July 16th – 20th	M T W TH F
	Week 6	July 23rd – 27th	M T W TH F
	Week 7	July 30th – August 3rd	M T W TH F
	Week 8	August 6th - 10th	M T W TH F
	Week 9	August 13th - 17th	M T W TH F
	Week 10	August 20th - 24th	M T W TH F

This acknowledges that my child _____ D.O.B _____ who attends the Plainwell SAFE Program, which is a program licensed/approved by the Division of Child Day Care Licensing, is in good health. Current Immunizations are up to date. Further, any health restrictions, allergies, medications taken by the child, or any other needs are noted above:

Parent/Guardian Name	Signature	Date
----------------------	-----------	------

S.A.F.E Contract

This agreement is made by and between the Plainwell S.A.F.E Program and _____, Parent/Guardian of _____.

I have read and agree to full contents of the Parent Handbook. I understand that disregarding these policies can result in termination from S.A.F.E enrollment.

I understand that my account must stay current and in good standing in order for S.A.F.E to continue to offer service to my family.

I agree to pay a registration fee at the beginning of enrollment, which is nonrefundable.

I agree to complete all forms required by the Plainwell S.A.F.E Program. I agree to update personal information as changes occur. I understand that my child cannot remain in care without proper documentation on file.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook Policy, or negotiation of a new contract.

S.A.F.E - Plainwell Community Schools
Licensed Child Care Provider

Date

Parent/Guardian

Date