

# Hearts In Hand Child Development Center



## **Summer Camp Parent Manual**

2464 Marquette Street  
Fort Collins CO 80525



(They will need to bring identification with them in order for us to release your child to them.) Please let staff know if someone different will be picking your child up.

All families will be issued a code for entrance into the center. Anyone who does not have a code must ring the doorbell to be let in and show proper identification. Please take caution with your code. Remember that limiting access to codes will help to ensure the safety and security of the children and staff.

#### AT DROP OFF:

1. Sign your child in on the computer and classroom sign in sheet.
2. Apply sunscreen
3. Put away backpacks, jackets etc. in your child's cubby.
4. Locate class (most likely in the summer camp classroom or outside on the playground). Please make sure you let a teacher know your child is here. Do not just send them outside to the playground. Please check in with a teacher before you leave.

We ask that children are dropped off no later than 9:00 a.m. Classes will leave for morning field trips at 9:30am.

## **Termination of Services**

Termination of services may be made for the following reasons:

- Failure of the child to adjust to the center to the extent that it causes an undue amount of stress, anxiety or hardship to the child or staff.
- Failure of parents to meet the tuition fee schedule according to the signed enrollment contract.
- Failure by the parent or guardian to abide by the policies and procedures of Hearts in Hand Child Development Center.
- If a child poses undue stress or harm towards another child or staff member.
- Failure by the parent to address teacher or center concerns in a prompt and respectful manner.

## **Medication Administration**

There will be no medication administration for children enrolled in summer camp. If your child requires medications you will need to plan to administer it as needed.

In the case of a medical emergency, the center will call 911 and apply first aid or CPR if necessary. The center will use the emergency transportation that the paramedics provide and we will contact you immediately. The person you list on the registration card will be contacted if you or your spouse can't be reached. Any expenses incurred for emergency procedures shall be the responsibility of the parents/ guardian.

## **Allergies**

If your child has any allergies please let a staff person know the first day of camp. Allergy medications will be kept in the classroom and taken in a backpack with the teacher when the class leaves the center. All allergy medications must be approved by your child's physician and proper paperwork should be maintained in the office. The paperwork can be found on the website [www.heartsinhandsschool.com](http://www.heartsinhandsschool.com) under Summer Camp. Please fill these out and return by the first day your child attends Summer Camp.

## **Safety at School**

In order to provide a safe environment on our school grounds, no weapons of any kind will be permitted. This includes but is not limited to knives, guns, slingshots, swords and other sharp or potentially dangerous objects. We also do not allow the

children to participate in any pretend play activities that simulate the use of weapons. This policy extends to include special events, such as Halloween, that involves children dressing up. ALL weapons, whether real or pretend, MUST be left at home. NO EXCEPTIONS WILL BE MADE TO THIS POLICY!

**We ask that all toys/electronics stay at home- any toy or item brought from school will be required to be left in cubbies. Occasionally summer camp staff may allow an "electronics day" where kids can bring ipods, ipads, Nintendo DS etc. but generally they should be left at home. Staff will NOT assume responsibility for any items brought to school.**

## Summer camp program

### **What is provided:**

Classroom materials and supplies  
Staff at 1/12 ratio  
T-shirt for field trips  
Field Trips  
Transportation  
Sunscreen

### **Parents must provide:**

Sack lunch (non-heated or refrigerated)  
Snacks both AM and PM  
Backpack  
Water bottle  
Change of clothing  
Light jacket  
Sunglasses/hat  
Good walking shoes and socks daily  
Swim suit/towel (bring when needed)

Summer camp is designed to provide an age-appropriate learning experience for school aged children. With a combination of small groups and low ratios, individual learning and attention can take place. Summer camp will allow a maximum of 15 children.

### **Calendars:**

You will receive a monthly calendar via email prior to the start of the month. You will receive information about field trips and daily activities. You will receive weekly reminders for the upcoming week's field trips and any other important information. Information will also be posted in each classroom on the parent information board.

## Discipline

At no time will a child ever be disciplined harshly or physically. The center believes in redirection as our primary form of discipline. Rather than scolding a child for behavior that we do not approve of, we will try to replace it with acceptable behavior. Discipline will be dealt with in direct cooperation of the child's parents and family.

Our goals in discipline are to use positive statements to direct behavior, teach self-discipline by setting limits, explain the reasons for the limits and encouraging the children to express their feelings in as many positive ways as possible. In using these methods with children, we believe that guiding self-discipline will give children a sense of self-worth that will provide a good foundation for their future.

### Rules for Summer Camp:

1. No name calling or bad language
2. Keep your hands to yourself
3. Be respectful to each other and staff
4. Stay with your group at all times- never leave an area without teacher permission

### BASIC RULES:

1. Keep ourselves safe
2. Keep our friends safe
3. Keep our things safe

If a discipline or safety issue arises staff will work with the child and parent to resolve it. We will use the green, yellow, red system.

A child will start the day on green- if they are having a discipline problem they will receive a warning- if after the warning they do not change their behavior they will move to yellow. Yellow will indicate missing 10 minutes of recess. Once their behavior has improved they may move back to green. If their behavior does not improve they may be moved to red. If they receive a red card a note will be sent home to the parent and the child will miss an activity or field trip.

If a situation cannot be resolved the child may be dismissed from summer camp. Every effort will be made to resolve situations quickly. Reward systems may be established to encourage good choices and behaviors. Children with consistent behavior issues may be denied privileges of Denver or other special trips.

## **Children's Cubbies**

Children will be assigned cubby boxes to store personal belongings and supplies. Please check your child's cubby daily. Please make sure all items in your child's cubby are labeled. Do not leave food or medications in the cubby area.

Please be sure to bring a backpack each day for children to carry supplies when they are out in the community. Special items or clothing may be required during special activities. Please see lesson plans for details.

Please remember to leave an extra set of clothes (in case of accidents or spills) and a light jacket in case of inclement weather. Please make sure children have good walking shoes daily, as most trips require walking.

## **Parent Mailboxes**

Each parent has a mailbox in the reception area located by the main office. You should check this mailbox daily for information from the office, statements, newsletters and bulletins and information from your child's teacher.

## **Vacation/Sick Days**

There will no vacation or sick days allotted for summer camp. You must pay for all days enrolled.

## **Email reminders/alerts**

Parents need to provide an email to receive all summer camp information, weekly updates and schedule changes. Please make sure you are receiving email from summer camp.

