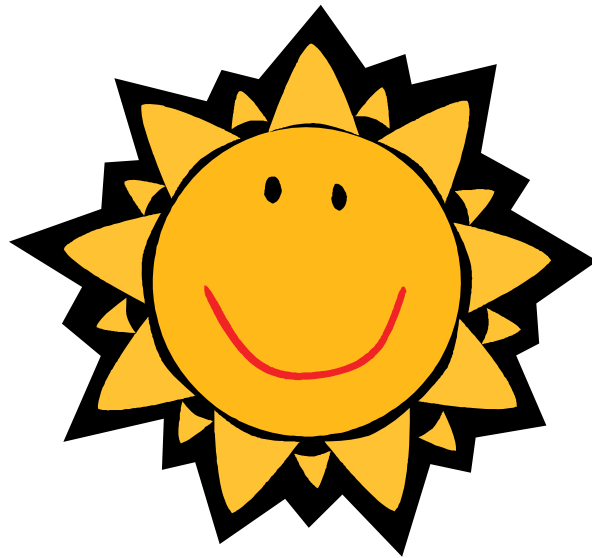


Westview UMC
Summer Day Camp



Parent Handbook

WUMC Summer Day Camp

**And He took the children in His arms, put His hands on them and blessed them.
Mark 10:16**

Our Mission and Ministry

As Disciples of Christ, we are called to share God's word. What better way for a church to fulfill God's calling than to provide a ministry to witness to His children? Our main objective is to provide a loving, and Christian environment in which children can grow socially, physically, academically, and spiritually. We strive to impart a strong knowledge of God's love and grace.

Ages, Days, and Times

Summer Day Camp operates on Thursdays each week beginning in June and ending in July. Our hours are 9:00 am to 3:00 pm. Enrollment is open for children ages 2-12 yrs of age.

Tuition and Registration Fees

Registration Fee:

\$30 – due before the start of Summer Day Camp

\$15 – registration fee for siblings

Registration fees are non-refundable. They are used to purchase craft and cleaning supplies.

Tuition:

\$140 per child for both months of Summer Day Camp.

Tuition rate is not based on daily attendance. There is no reduction in tuition due to holidays, vacations or absences.

Please note:

A copy of your child's Birth Certificate, Shot Record and Insurance Card are needed to complete enrollment.

Tuition payments:

Full tuition is due by the first day of Summer Day Camp. After the 15th of June, a late charge of 10% will be added.

A check is preferred and should be made payable to Westview United Methodist Church or WUMC. You may deposit your payment in the tuition box located inside the side church entrance. The operation of any quality children's program is dependent upon prompt payment of tuition. Please see the Director if any extenuating circumstances arise.

Notice to Withdraw

A 15 day prior written notice to withdraw is required. Prepaid tuition may be refunded if written notice to withdraw is given before May 15th after such time partial refunds of 50% tuition may be granted if written notice is given prior to June 15th.

Late Fee Policy

In order to avoid late pick-up, we have implemented a \$1.00 per minute late fee for time past 3:05pm. Many camp counselors have other obligations and older children to pick-up at the end of the day. In the event that you are late to pick-up your child, please come prepared to pay this fee.

Coming and Going

The church will open at 9:00 am. Please wait until this time to bring your child into his/her classroom, as the camp counselors are preparing for the daily activities. Please sign your child in and out on the sign in sheets located at the side entrance of the church. On this sheet, please include any additional contact numbers that are not previously included on the registration form and where you can be reached that day. Please walk your child to and from the classroom each day.

It is normal for some of our younger children to experience separation anxiety. This anxiety can be eased by a confident, assuring farewell. Parents are welcome to discuss this issue further with the staff or director.

Summer Day Camp will dismiss at 3:00 pm. Please come to your child's room to pick them up. Your child will not be released to anyone unless noted on the sign in sheet or permission given directly to the camp counselor. This is for your child's protection. To avoid the late fee, make sure you are there on time.

What to bring to camp each day

*Mat, crib sheet (will fit most tri-fold mats), blanket, and special nap time toy for pre-kindergarten age children.

*A complete change of clothes including socks and underwear

*A nutritious lunch, including drink (no carbonated beverages)

*Sunscreen, each day! Please apply in the morning each day before Summer Camp begins

Please label all items with your child's name

What NOT to Bring

Aside from a special nap time pal, please make sure that your child does not bring toys from home.

Appropriate Clothing

Please make sure your child wears clothing that is comfortable. We work with the younger children on self-help skills to become more independent and confident so they will need clothing that is easy for them to manage in the bathroom. Remember that your child will be exploring with paint, play dough, cooking, and playing outdoors, so their Sunday-best might not be appropriate. Tennis shoes are also recommended for safety.

Daily Activities

Each day we spend with your child, we will both encourage and challenge them. Your child will have the opportunity to participate in a wide variety of activities in an environment that is fun and age appropriate. It is our goal to promote and facilitate growth in all areas of your child's development; social, emotional, physical, mental and spiritual. Each child will have the opportunity to be involved in social interactions with friends in group settings and will also have the opportunity to participate in independent tasks such as puzzles, art projects and other engaging activities. Christian values will be taught and modeled each day by staff members. Children will also enjoy appropriate bible stories, songs, prayers and devotionals.

Disciplinary Procedure

We are committed to provide your child with consistent positive attention. It is important to 'catch our children being good' to help them recognize and strive for good behavior. In instances where there is disruptive behavior we will make every effort to redirect a child to other activities. If other forms of discipline do become necessary, however, a child may be placed in "time out" for an appropriate amount of time for his/her age. There may be times when a teacher feels that an action may warrant the loss of some privileges (playing with a particular toy, loss of some play time, etc.) If persistent negative or disruptive behavior continues, the teacher will notify the director and if necessary parents may be contacted. We reserve the right to remove a child from enrollment in the program if behavioral issues are not resolved.

Illness

Please refrain from bringing your child to Summer Day Camp if he/she has had the following symptoms within the last 24 hours:

- *Temperature of 100 degrees or above
- *Vomiting
- *Diarrhea
- *Colored discharge from the nose
- *Any symptoms associated with pink eye
- *Persistent, disruptive cough
- *Head lice and/or nits

If a child becomes ill in our care, we will immediately isolate them and call parents. If we are unable to reach either parent, we will call the emergency contact number listed on your application. Please make sure these numbers are kept current.

Medication

We are not licensed to administer any medications, including Tylenol. If necessary, you may come to the day camp to give your child medication during the day. Please consult with the director if you have any special medical concerns related to your child.

Communication

If you have any questions or concerns regarding your child, your child's camp counselor, or the summer program in general, please feel free to contact Kim Tenney, Director at Westview United Methodist 799-0630, at home 799-1393 or cell 642-0582. If you would like a conference with your child's counselor, please schedule directly with her.

Westview United Methodist Church

Please know you are always welcome to be in fellowship and worship with us on Sundays at 8:30 and 10:30 a.m., Sunday school at 9:30 a.m. More information about special events is available at our website: www.westviewumc.org

Parental/Guardian Agreement

I have received a copy of the parent handbook for the Westview United Methodist Summer Day Camp and agree to abide by the rules set forth concerning my child's care.

I understand that, while Westview United Methodist Church will endeavor to protect the health and safety of my child, the church/camp is unable to guarantee that accidents will not occur. I also understand that Westview United Methodist Church does not assume liability in the event of an accident or injury. Further, I hereby waive and release the church/day camp, staff, pastor, or other acting agents from any form of claim or demand arising from any accidents on or off the premises except in the case of willful or gross negligence.

PARENTS POWER OF ATTORNEY FOR CHILD

In the event of a medical emergency involving my above-named child, the Westview United Methodist Church has my authority to act on my behalf to the extent necessary to give consent for medical treatment.

Parent Signature

Date