

CALENDAR

Summer Camp will begin Tuesday May 28, 2019. Our last day will be August 9th.
(dates are tentative and may change due to school calendars)

We are CLOSED: June 21nd (St. Martha Picnic)
July 4th Holiday

HOURS OF OPERATION

Summer care is open from 7am to 6pm. Camp closes at 6 pm. Please call the center if you know you will be late and we can reassure your child. There is a late fee of \$3.00 per 5 minutes that you are late.

AUTHORIZED PICK UP

Children must be signed in and out daily. Only people listed on your emergency form may pick up your child without written consent. (I.D must be provided)

POLICY CONCERNING CHILD ABUSE OR NEGLECT

Childcare providers are required to have a criminal records check on file in the office.
KRS 620.030 states:

Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the commonwealth's attorney or the county attorney; by telephone or otherwise.

CHAPERONES AND VOLUNTEERS

Any parent or relative that plans to attend fieldtrips with the program is required by the state to obtain a criminal background check.

SUMMER CAMP PAYMENTS / RATES

Please see rates and agreement forms on the web site.

FIELD TRIPS

Field trips are added into our program to give variety to the children's week. The trips are scheduled in advance and the number of children scheduled for that day will be set. You may **not** change your scheduled days to attend a specific field trip.

We try to vary the trips each year to give exposure to many different interests. We also keep some of their favorites. Please post the field trip calendar that will be provided. You will need it to know how to dress your child for each day and what items they will need.

Attending a field trip is a privilege. This privilege may be taken away if a child decides not to follow the discipline code or if the director feels that the child's daily behavior shows that their safety would be compromised if taken into a public place. A child must be able to listen to and follow directions as well as respect their leader in charge of the group. If a child is not permitted to attend a field trip, the parents will need to find alternate care for their child during the duration of the trip.

DISCIPLINE CODE

Every child is expected to abide by the rules of the Summer Camp. They are expected to **respect staff members, other students, and all property**. Our goal is to help the children learn to be self-disciplined by setting rules and guidelines. We must ensure the safety of all the children in our care. If a child compromises the safety of other children by requiring one-on-one care, the parent will be contacted to pick up their child. The director has the right to suspend a child for a day if they find that a child hurts another child with intent or repeatedly breaks the rules. If another offense occurs after a suspension has been given the parent will be called for a meeting to see if St. Martha Summer Camp is the best program for the child.

REST TIME (Preschool)

We have a daily rest period. Your child will need a sleep mat that has an attached pillow and blanket on the side. No Sleeping Bags. For clarification please contact Anita Ricks or the preschool.

Lunch

Parents are required to provide a nutritious lunch for their child. State guidelines are as follows:

1.Milk 2.Protein 3.Bread 4.one fruit and one vegetable or two fruits or two veg's. Neither fast food nor soda may be brought in a lunch.

TOYS (School age only)

Toys may be brought to summer care. Please limit the amount of toys so your child can be responsible for them. Please keep in mind that things get misplaced and broken. We cannot be responsible for your child's toys. Try not to send special or expensive items.

SICK CHILD POLICY

Please check your child's health each morning. Any child with a temperature above 100 or who is unable to participate in daily activities must stay at home until they are in good health. A child that is sent home with a temperature or vomiting must be free of symptoms for 24 hours without medications before they can return. If a child becomes ill, they will be placed in a supervised space away from other children until you arrive.

Summer Camp staff cannot administer medication. Only emergency Epi pen, Glucagon, and Inhaler will be allowed with a required Doctor's permission form.

DRESS CODE

Tennis shoes or flat-bottomed sandals that fasten securely to the foot may be worn. NO flip-flops, heels or backless shoes are allowed. **Flip Flops on pool days only.** Shirts and pants must fit properly and be modest.

DISASTER PLAN

In case of a natural or man-made disaster, the children will be moved to an area of safety determined by the St. Martha School disaster plan. A copy of the emergency disaster plan will be given to each family in their summer packet and can be found on the After School Care website. St. Martha ASC is registered at the Jefferson County Emergency Management Agency. Each child's emergency contact number will be kept with staff members at all times. Every attempt will be made to contact family members from the alternate location when and if possible.

Fire, tornado, earthquake, and Stranger Danger drills are conducted regularly.

RIGHT TO AMEND

The Director of St. Martha Summer Care reserves the right to amend the handbook for good cause. Parents/Guardians will be promptly notified if changes occur. For questions or concerns contact Anita Ricks at 262-5746.

Child and Parent Rights

Pursuant to KRS 199.898

1. All children receiving child care services in a day care licensed pursuant to KRS 199.896, a family child care home certifies pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment; and
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. Parents, custodians, or guardians of these children specified in subsection 1 of this section shall have the following right:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - c. The right to file a complaint against a child care provider without any retribution against the parent, custodian, guardian, or child; and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. The child care provider who is licensed pursuant to KRS 199.896 or certifies pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.