



Parents:

Changes are made yearly to our handbook...please read the entire packet! You must sign page 14 and return it to the ARC!

Galena ARC
Summer Camp
Handbook
Edited: April 2023

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Week	Theme	Dates
1	Garden Week	May 22-26
2	Baking Week	May 30-June 2
3	Lost in Space Week Closed June 9th for ARC Golf Outing	June 5-8 ARC closed June 9
4	Safari Week	June 12-16
5	Water Week Swimming Lessons Week 2	June 19-23
6	Luau Week Swimming Lessons Week 2	June 26-30
7	4th of July Week ARC closes 4th of July	July 3-7 ARC Closed July 4
8	Enchanted Forest week	July 10-14
9	Under the Sea Week	July 17-21
10	Disney Week	July 24-28
11	Hometown Hero Week	July 31-August 4
12	Around the World Week	August 7-11

13	Summer Camp Olympics	August 14-18
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Classrooms:

The ARC will take into consideration parental requests as to what group their child (ren) will be in. The ARC reserves the right to place children in the group that best meets the needs of the individual child as well as the entire group.

- **CUBS** (children ages 3 & 4)
- **BEARS** (children ages 5)
- **Lions** (children ages 6)
- **&PIRATES** (children ages 7+).

A Typical Day in Summer Camp

AM

7:00: Good Morning

7:00-9:00: Free play in rooms or outside

9:00-10:00: Themed unit / art & craft activity/ group activity in gym

10:00-10:15: AM snack

10:15-10:30: Free play

10:30-11:30: Planned Outdoor play/ indoor play

11:30-12:00: Lunch

Tue/Thur

PM- ARC

12:00-12:45: Free play

12:45-1:00: Mid-day cleanup of rooms

1:00-2:00: Planned Outside/Gym

2:00-2:30: Group Projects/Group Games

2:30-3:30: Outside/Gym

3:30-3:45: PM snack

3:45-4:15: Free play

4:15-4:45: Arts/craft project 4:45-5:30 Daily clean-up of rooms

M/W/F Swim Day

PM – Pool/ Rec Park Activities

(Children 3+)

12:00-12:30 Load Buss to go to pool

1:00-5:30 Pool

Program Enrollment Policies:

1. Children must be 3-12 years old to attend Summer Camp.
2. A registration/information form must be completed and first week fees paid prior to attendance.
3. An ARC contract for services and a receipt of handbook must be completed prior to child attending.
4. Family accounts must be in good standing with the ARC before enrollment in program.
5. Due to the individual freedom and large group dynamic of the summer camp program it may be found not to be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled or granted enrollment on a temporary basis.

· Enrollment policy for children with special needs:

The Galena Art & Recreation Center may use the following criteria to enroll children on a trial basis to determine if the ARC Summer Camp program can fully meet the child's needs. The center will not use eligibility criteria which screens out children with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all children.

1. The Galena Art & Recreation Center's Childcare Director is required to attend all IEP meetings for children seeking enrollment.
2. If a child has been assigned a one on one aide in the regular school classroom to meet his/her needs it may be determined that a one on one aide be required in the ARC's programs. This aide must be furnished at the parent/guardian expense.
3. A child with a one-on one aide in the regular classroom may enroll to the ARC's programs on a trial basis without an aide for two weeks. After the two week period the child's progress will be evaluated. At that time the parents and/or staff have two options: 1) have the child continue to attend without an aide or 2) have the child continue to attend with an aide furnished at the parent/guardian's expense.
4. A child's progress will be closely monitored and the plan may need to be modified and an aide may be eliminated and/or added with changes in the child's IEP, individual needs, behavior, or other circumstances.
5. Due to the individual freedom and large group dynamic of the summer camp program it may be found not to be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled or granted enrollment on a temporary basis.

Behavior Management Policy

The Galena Art & Recreation Center has adopted the following policy to deal with aggressive behavior. This policy was established to protect all children, including the child exhibiting aggressive behavior. If a child has three aggressive behaviors in one calendar year the child may be removed from the program. If a student is asked to leave early for the day, or suspended for a period of time parents will continue to be billed for tuition. An incident report will be sent home if a child displays negative physical aggressive behavior such as hitting, shoving, punching, and/or biting. Verbal aggression may also be included in an incident report such as swearing, and/or name calling. Inappropriate sexual behavior will also be addressed in the same manner. Below are the steps we will follow should your child show aggressive behavior at the center.

First Occurrence:

An incident report is sent home and the teacher will make it a point to speak to the parent regarding the child's behavior per phone call or short end of day conference. Teachers and parents will discuss situations that arise that may trigger a child to react in this manner. A plan will be agreed upon by teachers and parents to monitor the child to prevent that child from being in situations that can result in this aggressive behavior. The teacher will also help to show the child a way to deal with the situation in a positive manner while here at the ARC. Parents are expected to discuss the matter at home with their child and discuss different choices for behavior. Discussion will include any changes or situations that may be going on in the child's regular schedule.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day.

Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director.

Second Occurrence:

After the second aggressive behavior report has been sent home the Childcare Director will ask for a scheduled conference which must include the teachers, parents, Childcare Director and child. The conference will be held to find ways in which we can work together for the benefit of the child and the group of children of which he/she is a part. After the conference the teachers will try the ideas in the classroom that were agreed upon. Working together as a team will benefit the child in learning to gain control over his/her own behavior. At this time the parents and child will understand the severity of the problem and realize that after another incident report they may be asked to leave the program.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day.

Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director.

Third Occurrence:

After the third aggressive behavior report has been sent home the Childcare Director must take into consideration the needs and safety of the other children/staff in the program. Some children do not adapt well to a large group setting. These children may need a smaller group setting to meet their individual needs. At this point the Childcare Director will meet with the parents to discuss alternative care options or decide to continue to work with the child if they have seen substantial improvement.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day.

Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director.

*** If after 15 minutes a parent/guardian has not been contacted and a plan made for their child to be picked up, emergency contact people will be called.**

Schedules:

Weekly schedule: When a parent registers their child for this program they are required to choose a SET weekly schedule for their child. This will be their committed schedule for the summer. Weekly fees will be based on this contract. Fees will be charged regardless of the child's attendance. A 24-hour pre-registration is required for attendance.

Vacations: Each family is eligible for one week (contracted days) of vacation at no charge. All vacations must be scheduled with the ARC **two weeks** in advance of the date. **If a two-week written notice is not given, parents will be responsible for the contracted weekly fee.**

Sick days: If your child will not be attending because of illness, we would like you to phone in this absence to the Summer Camp number; 815-777-2248. No tuition refunds will be given for days missed because of illness.

Holidays: The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Good Friday and Memorial Day & Independence Day.

Contract Change: Parents must give **two-week** written notice to make a *PERMANENT* change to contracted days of service. **If a written notice is received with less than a two week notice parents will remain responsible for two weeks payment.** A schedule change may only happen if the ARC has openings during that time.

Withdrawal from the program: If it becomes necessary to permanently withdraw your child, a **two-week** written notice is required. **If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment.**

- **Drop Off:**

At the ARC: The ARC will be open from 7am-5:30pm. Families have two options for dropping children off:

1. Independent drop off: parents drop child (ren) at front door
2. Parents enter the building with child (ren), contact staff and sign their child (ren) in.
We ask that all children be dropped off by 9:00am.

At the Pool (half day option only M/W/F): An ARC staff member will be on duty from 12-5:30pm on Mon., Wed., & Fri.

Children must be dropped off at the pool pavilion from 12-12:30. p m. In front of the large play structure. Look for the ARC staff member on duty in the t-shirt, which says (STAFF)

- **Pick-up:**

At the ARC: Children must be picked up by 5:30 pm or late fees will begin. On non-swim days all children and staff will be back at the ARC building by 4:00pm (unless otherwise notified). Parents can call the ARC staff and ask for their child to sign themselves out and independently exit the building. Parents must sign a waiver form, releasing the ARC from all liability while children are unattended.

At the Pool: Children ages 3+ must be picked up by 5:30pm or late fees will begin. On swim days children must be picked up at the Galena swimming pool/Recreation park pavilion. If staff/children are still in the pool area, parents must enter, contact staff and sign children out.

Children will be released only to the parent or person authorized in writing by the parent to pick up the child. Be sure to include on the authorization form any relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pick-up form may be asked to provide identification to the staff.* Please be patient with staff who may not recognize everyone, this is done for your child's protection.

All children must be picked up by 5:30 pm. If a child has not been picked up by 5:45 we will begin calling all names listed on his/her emergency card twice. If after half an hour parents and/or other authorized emergency persons have not been contacted and the child has not been picked up we will contact the authorities.

- **Inclement Weather:**

The ARC reserves the right to evaluate the temperature, heat index & general conditions on a daily basis. If the ARC Child Care Director feels it is unsafe for the children to participate in the scheduled activity, it will be canceled. Activity fees/field trip fees will not be refunded due to weather.

- Students enrolled in the PM pool option, if the weather is questionable, check the Website (galenaarc.org) or call the ARC (815-777-2248) to determine the group's location. The ARC will determine pool attendance by 11am. If swimming is canceled all children are welcome to come to the ARC for the afternoon and participate in planned activities. **Fees are not credited/refunded due to weather, sick days/non-attendance.**

Student Needs:

- **Indoor Dress:** Children should be dressed in comfortable clothing so that he/she is able to participate in all activities from games in the gym/outside to painting at the easels. Children

will be required to wear an art shirt and every effort will be made to protect your child's clothing. Accidents WILL happen so please select your child's clothing accordingly.

- **Outdoor Dress:** We will be playing outside as often as the weather permits, so please send your child with a light coat, comfortable shoes & hat.
- **Pool Dress:** Every day we attend the pool all children will need a swimsuit, towel, & dry clothes to change into after swimming. Please send these items every day that we will be swimming.
- **Candy & Food:** Children are **not allowed** to bring food into the classroom. Candy, soda and gum are not allowed.
- **Pool Groups:**

The ARC has four swim groups. The children will be placed in a group according to parent request, based on children's swim abilities and water safety comfort level. Each parent must fill out and sign a swimming consent form at registration. The ARC reserves the right to make the final decision on swim group placement.

- **Pool Money:** Parents may provide money for the concession stand if they choose. The staff will hold all money for students and monitor that each child is eating a reasonable amount of food. If there are items at the snack bar that parents do not want their children purchasing (example: pop) please relay this to the staff, otherwise the student is responsible for their selections. All students will have an afternoon snack (provided by the ARC after swimming) so a snack from the concession stand is not a necessity.
- **Swim Lessons:** The ARC has a block reserved each summer for summer camp participants. During these two weeks all children must be dropped off at the Recreation Park pavilion in the morning by 9am. The children will be walked to the pool and staff will ensure the children attend the correct swim class. Children will eat lunch in the park and will remain at the pool on M/W/F swim weeks, T/TH we will come back to the ARC.

Students are expected to maintain their regular committed schedule during these two weeks. If the ARC has openings students may be allowed to attend every day for these two weeks. Openings will be filled on a first come first serve basis.

If the weather is questionable in the morning of lessons, we will send out a mass text it will show up under a (815)367-3377 number, or please check the website if in question or call the ARC (815-777-2248) to determine the group's location and the plan for the remainder of the day.

All children are expected to behave appropriately during swim lessons. If the pool staff relays to ARC staff that they have had behavioral issues with a specific student, parents will be notified. In the event of another behavioral report, the ARC Childcare Director will determine if the student will be allowed to continue with lessons. No refund/credit will be given if the student does not complete the lessons.

- **Lunch:** All children in attendance will need to bring a sack lunch. A choice of drink (water, milk or juice) will be provided for all children. Please be aware that we do not allow soda in our programs (even soda packed from home in lunches). If soda is packed your child will be offered one of the other choices listed above. (see program fees for forgotten lunch)

- **Toys & Personal Belongings:** Toys should **not** be brought to the ARC. We have found it causes problems with sharing and other issues if the toy were to become broken or lost.
- **Photography:** Photos and videos are periodically taken of participants during programs at special events, trips or at the ARC. These photos/videos may be used for ARC website, publications and/or local newspapers. **If for any reason you do not want your child's picture used please contact the director.**
- **Illness:** Children will be screened upon arrival for signs of illness. Children with diarrhea and/or vomiting and/or rash and/or fever (oral temperature of 100 F or higher) **shall not** be allowed to stay at the ARC while those symptoms persist. **Children are able to return to the ARC when they have been symptom free for 48 hours, or a note from your physician**
- **Parent Folders:** Please check your child's ARC folder on a daily basis. At the end of the day all folders will be located by the sign out book. If something is in your child's folder that needs immediate attention it will be flagged. If your child signs him/herself out of the program please be checking your child's backpack. All parent communications will be put in your parent folder and posted on the parent bulletin board.
- **Emergency Procedures:** The ARC will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornadoes. We will maintain records of the dates and times drills were conducted. A floor plan is posted in our classrooms indicating primary and secondary exit routes.
- **Emergency Medical Care:** In the event that your child may need emergency medical care our staff will obtain prompt medical services first and then notify parents.
- **Pest Management:** Chemicals for insect and rodent control will be applied in minimum amounts and will not be used when children are present in the facility. Over the counter products will be used only according to the package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 III. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

Any extensive extermination of pests or rodents will be conducted by a licensed pest control operator under the direct observation of a staff member to ensure that residue is not left in areas accessible to children.

Parent Responsibilities:

- **Participation:** Parental support and participation are the keys to a successful summer camp program. We welcome and encourage communication between parents and teachers. Please feel free to talk to our teachers/administration about any concerns you may have about your child (ren) and/or the program. We will work with you to find a solution. In return we expect parents to conduct themselves in a professional manner when dealing with staff and administration. The ARC will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The ARC reserves the right to terminate services due to improper parental behavior.
- **Open Door policy:** The ARC has an open-door policy for all its programs and activities. Parents/guardians are welcome to drop in to see their children or phone them at any time. There are cameras in all the classrooms and parents may view their children from the office monitor. If parents want to observe their child for any reason (even if you're just curious) please feel free to ask the ARC Childcare Director to assist you.
- **Parent Folders:** Please check your child's ARC folder on a daily basis. At the end of the day all folders will be located by the sign out book. If something is in your child's folder that needs immediate attention it will be flagged. If your child signs him/herself out of the program please be checking your child's backpack. All parent communications will be put in your parent folder and posted on the parent bulletin board.
- **Behavior Management Program:** Parent/Teacher conferences may be held if the staff feels there are specific concerns we would like to share with parents. This is a great time to work together with staff to ensure your child's success. The ARC follows their Behavior Management Plan for all children in our programs. The plan is listed in detail on pages 6&7. If the need arises for a student to be removed from the program by the request of the ARC, a withdrawal plan will be agreed upon by the parent and teacher.
- **Field Trips/Special Lunches:** Children may be attending various field trips throughout the year. Permission slips will be passed out and we are asking that parents return them in a timely manner so we are sure to include everyone. All other field trips will require a permission slip and parents will be notified ahead of time. All fees associated with field trips are in addition to the daily tuition fees.
- **Supplies:** Parents may be asked to provide specific supplies for their child if we are trying to complete a particular project. These supplies will not be costly and may be things that you already have around the house, such as egg cartons or paper towel tubes. Please check the monthly calendar to see what supplies are needed for that specific week.
- **Medications:** ARC staff does not administer medication of any kind for any reason without a medication authorization form. This form must be filled out prior to any medication given to your child. The medication must be in its original container, with your child's name on it

- The ARC staff does not administer injections to any child enrolled in our programs (except epipen). If injected medication is required during ARC programs, a parent may 1) bring the injection in the original container with the child's name on it for the child to administer to him/herself, or 2) join the child at the program in order to administer the medication.
- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the ARC that your child may need in case of an allergic reaction. A medication authorization form will need to be filled out prior to starting the program.
- **Phone numbers/Emergency contacts:** Please keep us up to date on any changes in phone numbers, either of the parents or other emergency contact people.
- **Bus Rules** All students are expected to follow the same rules during the summer camp program field trips as they do during the school year. We will work with parents & the bus driver to ensure a safe bus experience.

Program Fees

- **Registration:** Once a year, a non-refundable registration fee will be collected to hold your child's spot in the Summer Camp. This registration fee is collected during the Summer Camp registration. If your child did not attend our summer camp program the fee will be collected at Kids Club registration.
- **Tuition:** When registering for summer camp parents are required to pay their child's first week of tuition before they begin. Weekly tuition fees are then due every FRIDAY- paying in advance for the next week of care. The ARC reserves the right to not accept children for care on Monday if fees are outstanding.

All tuition payments must be placed in the payment lock box in the hall or in the after hours lock box located outside at the bottom of the stairs. Teachers may collect payments but are not able to answer questions about payments.

Each month parents will be billed for all additional activity/field trips.

Please see the ARC Child Care Director with any payment questions.

- **Late payment:** A \$10.00 per day fee will be charged for each day after the original payment due date. If payments are outstanding, the ARC reserves the right to require monthly pre-payment of services and/or terminate services.
- **Late pick up/Early drop off:** If your child is routinely picked up late or dropped off early, additional fees may be charged. A late fee of a \$1.00 per minute may be charged.

- **Swim Lessons fee:** If registered by April 28th, parents may sign their child up for the ARC block of swim lessons- \$40.00 fee.
- **Pool Pass:** If registered by April 28th, parents may sign up for pool passes for their child attending pool days. This fee is \$40/ person.
- **Sunscreen fee:** \$25/child
- **Return check:** There will be a \$25.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre-payments only.
- **Forgotten Lunch Fee:** There will be a \$10 lunch fee if your child's lunch is provided by and prepared by ARC staff.
- **Field trip:** Children may be attending field trips throughout the summer and the parents are responsible for transportation fees and any cost for their child to gain entrance to the event. The field trip fees are in addition to daily tuition fees. Every effort is made to attend all scheduled events, if for some reason the ARC Summer Camp **does not** attend a trip the fees will **not** be refunded. Families will be billed once a month for these additional fees.
- **Holidays:** The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Memorial Day & Independence Day. There will be no charge for these holidays.
- **Withdrawal from the program:** If it becomes necessary to withdraw your child, a two-week WRITTEN notice is required. If a WRITTEN withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment. In order to re-enter the program, the family account must be in good standing with the ARC. This includes all ARC activities, sports & session classes. Parents may be required to pre-pay for services.
- **Suspension from the program:** If it becomes necessary for your child to be suspended from the program, parents will remain responsible for payment during their child's suspension.

Galena ARC Receipt of Summer Camp Handbook

For enrollment into the ARC Summer Camp program, you are required to sign, date and return THIS PAGE to the ARC.

I have read and understand the Galena Art & Recreation Center's policies stated in their handbook. I agree to abide by these policies and work with the staff to ensure my child's continued success in the Summer Camp programs.

Parent's Name _____

Parent's Signature _____

Date _____