

CAMP
HANDBOOK
CREATE ACHIEVE MOTIVATE PLAY

**Crown Point Christian School
Before & After School
Child Care Program**

**CPCS Office Phone Number
(219)365-5694**

Director: Jessica Bell (jessica_bell@hotmail.com)

Morning Assistants: Carol Moxey & Janelle Bremer

Afternoon Assistants: Larry Kootz & Lori Eenigenburg

Dear Parents,

Crown Point Christian's CAMP Program has been developed to help provide for the needs of our school's working parents. This before and after school program provides quality, convenient, and affordable childcare for school families.

CAMP stands for "Create, Achieve, Motivate, and Play" and that is exactly what we plan to do for the next 180 days! Children will have the opportunity to participate in devotional and story times, snack time, inside and outside play, art activities, computer time, movies, board games, as well as daily homework help. The program will have adult supervision at all times, with additional assistance added as enrollment increases.

A non-refundable annual registration fee has been set of \$15 for one child, \$20 for two children, and \$25 for three or more children. This enrolls your child for the program for the entire year, regardless of if you use it everyday or not. The additional hourly fees are reasonably set at \$4.00 for one child, \$6.00 for two children, and \$7.50 for three or more children.

Hours for this program will be from 6:30 A.M. to 7:30 A.M., and 3:00 P.M. to 6:00 P.M. everyday that school is in session, including half-days. In order to keep the program financially strong, the minimum fee of an hour will be charged. After that, all fees will go by 15 minute increments.

It is important that we have no unsupervised children before and after school. All CPCS families need to be aware of this service for their emergency situations. If a child is dropped off between 6:30 to 7:30 A.M., or is not picked up from school by 3:15 P.M., that child will automatically be put in the program before school, or until the parent/guardian arrives at school after 3:15. In these cases, the supervision fee for students not registered will be twice the going rate.

Feel free to contact me if you have questions, concerns, or suggestions. The goal of the CAMP program is to provide a child care program that benefits the children and families of CPCS. We strive to make CAMP a rewarding, successful program. Thank you for your time.

Sincerely,

Jessica Bell, Director



Registration Policy

Only students currently attending Crown Point Christian School may enroll in CAMP Program. Registration is offered by open registration. Each individual child must be registered on a separate form and requires a non-refundable registration fee. This fee is dependent on the number for children per family: \$15 for one child, \$20 for two children, \$25 for three or more children. This fee is the standard amount all year long.

Payment/Fees

Payment notices will be sent from the office at the end of each month. Payments will be due by the 15th of the following month. If there is a problem with payment dates, please let the office know in advance so that we can arrive at an agreement regarding payment. A spreadsheet of your individual account with the yearly charges will be provided for you at the end of each year for your tax records. The fees are as follows:

- \$4.00/hour for one child
- \$6.00/hour for two children
- \$7.50/hour for three or more children
- After the first initial hour, fees will be charged by 15 minute increments

Hours & Schedules

Care will be available from 6:30 AM to 7:30 AM and from 3:00 PM to 6:00 PM everyday that school is in session, including half days. Please follow the 2011-2012 school calendar for reference.

Morning Schedule

6:30 AM Building opens, students report to Carol Moxey's office.

7:00 AM Students dismissed to Janelle Bremer's room.

7:30 AM Students will be dismissed to the playground until the morning bell rings.

Afternoon Schedule

3:00 PM - Dismissal from school; CAMP begins

3:00 PM to 4:00 PM - Devotions, Snack Time, Recess

4:00 PM to 5:00 PM - Homework & Study Time, Large Group/Individual Activities

5:00 PM to 6:00 PM – Additional Homework & Study Time, Camper's Choice

6:00 PM - All children should be picked up and signed out.

Habitual Tardiness

Please make every attempt to make it to CPCS by 6:00 P.M. Habitual tardiness may be reason for dismissal from the program. Please respect our closing time of 6:00. Like you, the staff is eager to go home. They have no desire to charge you an additional fee.

Afternoon Snacks

The CAMP Program will provide a snack and drink every day for the students. Please make us aware of any food allergies that your child may have on their registration form. CAMP always accepts any donation of individual portioned snacks and/or Capri-Sun drinks.

Announcements & Planning

Announcements and notices regarding the CAMP Program will be published in the Gold Note. Monthly or bi-weekly schedules will be provided on our school's website and in print to plan for child care in advance.

Withdrawal Policy

If for any reason you must withdrawal your child from the CAMP Program, please let us know. As a reminder, you will forgo the entire registration fee.

School Cancellation

In the event of school cancellation, the CAMP Program assumes that all parties have been contacted via the school phone call. If the school closes, the CAMP Program closes as well.

Sick Days

In the event of your child's illness, please call the school office (219-365-5694) and leave a message making us aware that your child should not be expected at CAMP. If you're child has contracted a communicable disease or infection—such as chicken pox or lice, please inform us so that we can take appropriate action.

Emergencies/Safety

With the children's safety and well-being in mind, it is most important that the parent/guardian fill out an emergency contact form and then adhere to the instructions given — most importantly concerning the child's absence/leaving the school premises.

- Students will need to be signed out from the CAMP program by their parents/guardians. Children cannot be dismissed to the parking lot or drive-up circle without this proper release. This may be an inconvenience, but it ensures proper billing and your child's safety.
- Parents/Guardians should NOT send any person who is not on their release form to pick up their child. For the child's safety, release will not be granted. Any person other than a regular pick-up person must be expressed to the CAMP program in writing.

- Children who will be absent or leaving CAMP for after school activity must either hand deliver a note to the CAMP director/staff OR check to make sure that the parent has left the appropriate message for their dismissal.
- If either parent cannot arrive by 6:00 PM, please have a back up plan to notify someone early enough to pick up your child from CAMP for you, as well as notify the CAMP Director, giving a brief description and name as to who will be picking your child up. Please have that pick-up person carry picture identification with them, and be knowledgeable of the sign-out procedure.

Behavioral Problems

Students are expected to follow these CAMP rules every day:

Rule #1: Keep a positive attitude

Rule #2: Obey your leaders

Rule #3: Keep hands, feet, and objects to yourself.

In order to assure a safe environment, behavioral problems will be dealt with in the following ways:

Step 1: Director will talk with the child

Step 2: Child will lose appropriate time from recess

Step 3: Child will be sent to the office

If problems still persist, parents will be notified for a conference to discuss child eligibility to participate in the program.

Questions/Concerns

If you have questions, concerns, or comments about the CAMP program, please first come to the CAMP Director. Our goal is to provide a child care program that benefits the children and our families. The program strives to meet the needs of our CPCS families. Thank you for your help and support.



Registration Form

Check # _____ Rate _____/hr

Child's Name _____

Registering for grade _____

Teacher _____

Registering For:

(This is to help with our planning for numbers each day, please email with the actual days and times)

Mondays AM 3-4 PM 3-5 PM 3-6 PM

Tuesdays AM 3-4 PM 3-5 PM 3-6 PM

Wednesdays AM 3-4 PM 3-5 PM 3-6 PM

Thursdays AM 3-4 PM 3-5 PM 3-6 PM

Fridays AM 3-4 PM 3-5 PM 3-6 PM

Emergencies Only Not Sure? (email jessica_bell@hotmail.com when needed)

Parent/Guardian Work Information:

Father: _____ Cell Phone _____

Mother: _____ Cell Phone _____

Email (Billing/Info) _____ Home Phone _____

Emergency Contact _____ Phone _____

Health History (please give whatever information you feel we should know)

Allergies: _____

Medicines Taken: _____

Other Health Information: _____

I am registering my child for Crown Point Christian's CAMP Program, and my registration fee (\$15, \$20, \$25) submitted with this form is NON-REFUNDABLE.

Signature

Date

Please use the back of this form to list the people that have permission to pick up your child.

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____

Name _____ Relationship to Child _____

Phone Number During CAMP Hours _____



CREATE ACHIEVE MOTIVATE PLAY