

CAMP HANDBOOK

Create Achieve Motivate Play

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

Mrs. Brittany Eenigenburg, Director

camp@crownpointchristian.org

CAMP Leadership

Morning Supervisor (6:30 AM – 7:30 AM) – Mrs. Summerhill

Afternoon Supervisors –Mrs. Corder, Ms. Eenigenburg, & Mrs. Rupp

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 and pay a non-refundable registration fee. This fee is \$15 per family and is

the standard amount all year long. Once this fee is paid, it will be credited to the first CAMP invoice for the school year. If a child is not registered and parents do not want to register, they will pay double in hourly charges.

Payment/Fees

Payment notices will be sent from camp@crownpointchristian.org at the end of each month. Payments will be due by the 20th of the following month. If there is a problem with payment dates, please let the CAMP director 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:

- \$5.00/hour for one child
- \$7.00/hour for two children
- \$9.00/hour for three or more children
- Fees will be charged by 15 minute increments

If payments are not made on time, a late fee of \$25.00 will be charged on the next month's bill.

Hours & Schedules

Care will be available from 6:30 AM to 7:30 AM and from 3:00 PM to 6:00 PM every day that school is in session. Children should not be dropped off at school before 6:30 AM. When there is a 2:00 PM dismissal, CAMP will be from 2:00 PM to 6:00 PM. Please follow the 2018-2019 school calendar for reference.

Morning Schedule

6:30 AM Building opens, students report to the art room

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

Afternoon CAMP

3:15 PM - Dismissal from classroom; students report to afternoon CAMP location
(will be located in the Library this school year)

3:15 PM – 4:00 PM – Devotions, snack time, recess

4:00 PM – 5:00 PM – Homework & study time, large group/individual activities

5:00 PM – 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 PM. 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. You will be charged \$1/minute after 6:00PM if tardiness becomes habitual.

Afternoon Snacks

The CAMP Program will provide a snack 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. Please send a water bottle that can be filled from the drinking fountain for your child to use during snack time.

Announcements & Planning

Please email camp@crownpointchristian.org in advance if your child needs CAMP on certain or additional days. If it is a matter of emergency (your child has to get the message to stay for CAMP), then email the classroom teacher and the CAMP director. Please email the CAMP director if your child is supposed to come to CAMP and is going in carpool instead. Announcements and notices regarding the CAMP Program will periodically be published in the Gold Note. Monthly calendars 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 and will not be in session. Due to inclement weather, the students will be in CAMP until parents can arrange for an early pick up.

Sick Days/Vacation

In the event of your child's illness, please email CAMP, making us aware that your child should not be expected at CAMP. If your child has contracted a communicable disease or infection—such as chicken pox or lice, please inform us so that we can take appropriate action.

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: The Director/Assistant Director will talk with the child, expressing the appropriate change of behavior to happen

Step 2: The child will lose appropriate time from recess/activity time

Step 3: The child will receive a consequence appropriate to the infraction

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

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 backup 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.

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.