

WLCE Summer Adventures 2023



PARENT HANDBOOK

PROGRAM DATES

TUESDAY, JUNE 20TH, 2023 THROUGH THURSDAY, AUGUST 17TH, 2023

****SUMMER ADVENTURES WILL BE CLOSED JULY 3RD AND 4TH, 2023****

PROGRAM PHILOSOPHY AND TYPICAL SCHEDULE

Summer Adventures is offered to families in the community providing children a safe and positive day-care experience. Summer Adventures, run by Walled Lake Community Education, is available for **ages** 5 ½ thru 12. Children are grouped by age and participate in a day filled with summer fun in a safe, socially positive environment. Summer Adventures is a State Licensed Day Care Program.

Get off the couch and into the action, let the Summer Adventures begin!

The typical daily schedule is as follows:

7:00am-9:15am – Check-In and quiet games inside
9:15am-9:45am – Introduction and Emergency Procedures review
9:45am-10:00am – AM Snack Time/ Sunscreen
10:00am-11:00am – Field Trip to Richardson Center /
Outdoor Fields
11:00am-12:00pm – Small Group Activities
12:00pm-1:00pm – Lunch and cool down
1:00pm – 2:45pm – Swim time/ Group Activity
2:45pm-3:15 – PM Snack Time
3:15pm-4:00pm – Large Group Activity #2
4:00-5:30pm – Games/ Small Group Activities/ Pick Up

***AFTER DROP-OFF AND BEFORE PICK-UP:
The parent must arrange with the Director
or Assistant Director if a child needs to be
dropped off after 9am or needs to be
picked up before 4pm. We are at different
locations throughout the day and may not
be at the drop off/pick up location.***

PARENT GUARDIAN RESPONSIBILITIES

1. Each parent/guardian is responsible to have a **COMPLETED** Enrollment Form on file **BEFORE** admission to camp.
 - All information fields must be completed. Any information that is unavailable, or does not apply, must be indicated by “**NONE**” or “**UNKNOWN**”.
 - **PLEASE COMPLETE ALL APPLICABLE PHONE NUMBERS.**
 - [Click Here](#) to complete.
2. Parent/guardian is to sign their child in and out each day at Summer Adventures.
3. Provide each child with one (1) sack lunch, and two (2) snacks. **All food is to be PEANUT/TREE NUT FREE.**
4. Notify Community Education Recreation Department of any food allergy.

STAFF TRAINING AND BACKGROUND CHECKS

Each staff member at Summer Adventures goes through an extensive background check. Included in the background check is the following but it is not limited to: Livescan digital fingerprinting, Central Registry clearance and Medical clearance. Besides the above listed background check, staff members are trained in First Aid and CPR, Child Abuse and Neglect reporting, and blood borne pathogen training.

Summer Adventures does not have volunteers. Summer Adventures staff will directly supervise any non-staff members working with children (presenters, theater workers, etc.) All WLCE Lifeguards complete TCN fingerprinting and are directly supervised by Summer Adventures.

HEALTH CARE/MEDICATION POLICY

A first aid kit is on hand at Summer Adventures and meets all State of Michigan requirements. If a child becomes injured or ill during Summer Adventures the parent will be contacted immediately. In the event that a parent cannot be reached, the site supervisor will try to make contact with the listed names on the emergency contact form. In some cases your child will need to be picked up from Summer Adventures.

If a child becomes seriously ill or injured, the above listed procedures will be followed along with:

1. The supervisor will attend to the child.
2. The supervisor will contact the services deemed necessary.
3. If it becomes necessary to transport the child to a hospital, the supervisor will accompany him/her.
4. The supervisor will contact an administrator immediately.
5. If a child becomes too ill to remain with the group, the child will be placed in a separate, supervised, area until a contacted parent/guardian arrives.
 - a. Items and facilities used by the child will not be available for use until thoroughly cleaned.
 - b. If Summer Adventures becomes aware that a child has contracted a communicable disease, then Summer Adventures will notify parents of the following:
 1. The name of the communicable disease the child may have been exposed to
 2. The symptoms if the disease

Summer Adventures staff will only administer medication to a child with the medication authorization form filled out by both a parent/guardian and a doctor. The medication needs to be in the original casing from the pharmacy with the child's name, dosage, instructions for taking, and doctor's name on it. Any non-prescription medication must be labeled with the child's name in permanent marker. Any medication given at camp will be recorded by the supervisor.

All emergency procedures, fire and tornado drills will be practiced at camp throughout the Summer.

CRITERIA FOR ADMISSION AND WITHDRAWAL, SCHEDULE, FEE POLICY

Pursuant to State of Michigan Department of Human Services licensing and Walled Lake Consolidated Schools regulations and requirements, all Summer Adventure participants must complete the registration process prior to admittance the following is required prior to admission:

1. For child safety, all children must be signed in and out daily by a parent or person listed in the registration packet. Registration fees are to be paid at the Community Education Center, or at Summer Adventures using a credit card, check, or cash. Please call 248-956-5000 for more information.
2. Packets must be completed **PRIOR** to a child being admitted. No exceptions will be made.
3. If it becomes necessary for another person other than those identified in the registration packet to pick up a child, a parent or guardian already listed in the packets must notify the program director in writing prior to that pickup. Picture identification will be required at

pickup. Drop-off time daily is between 7:00am-9:00am. Pick-up time is between 4:00pm and 5:30pm. ***CAMPERS MUST BE DROPPED OFF BY 9:00am – this is NOT a drop-in camp.***

- a. **PICK-UP PROCEDURES** Summer Adventures pick-up time is daily from 4:00-5:30 PM. An adult, whose name is provided on the registration packet, must sign out all children. Any person picking up a child may be asked to provide legal identification. In the event that a child is not picked up by 5:30PM Summer Adventures staff may call parents, or emergency contacts. Any child picked-up after 5:35 PM will be considered late and will be charged a \$1.00 per minute fee that the child is in Summer Adventure's care.

4. Fee Policy

- a. \$50.00 one-time registration fee (one fee per family)
- b. \$42.00 Per Day Fee (M, Tu, Thurs, F)
- c. \$48.00 Per Day Fee on Wednesdays (In-House Field Trip Day)

5. You may select the dates you would like your child to attend for the entire summer once registered. You can make changes up until the invoice date for the specific weeks noted below.

6. Any changes that are made after the invoice date for the specific weeks being invoiced will have a \$15.00 schedule change fee per child.

7. If you cancel within 48 hours of the day your child is attending, there will not be a refund and the entire registration fee will be kept as the cancellation fee.

8. Billing Schedule:

Invoice Date: June 12th for June 20th-30th , Payment Due on June 14th

Invoice Date: June 26th for July 5th-14th , Payment Due on June 18th

Invoice Date: July 10th for July 17th-28th , Payment Due on July 12th

Invoice Date: July 24th for July 31st-Aug 11th , Payment Due on July 26th

Invoice Date: August 7th for August 14th-17th, Payment Due on August 9th

***When registering, you may select to keep a credit card on file. This will allow us to charge this card on the invoice date, expediting the payment process and helping you to avoid any late fees.** If you decide to use a different credit card or pay by check, you will have until the Wednesday of that week at noon to provide the alternate method of payment. The below late fees will apply after that time. Please notify us before the invoice date if you have a credit card saved on file and if you would like to change the payment.

If you plan to use the same credit card each week, it is strongly encouraged to select to keep the credit card on file while registering. The credit card on file will be charged on the invoice date every other week for the dates being invoiced. You have up until the invoice date to make changes regarding the dates you have selected.

9. Late Fee: If payment is not made by 12pm on the Payment Due Date, a \$25.00 late fee will be applied. If payment is not made by the Friday of that week, your child will be unenrolled for the dates that were selected.

EMERGENCY PROCEDURES

Summer Adventure will follow posted emergency procedures in the classrooms that are being used. While in the drop-off/lunch area, Summer Adventures will follow emergency procedures for fire, tornado, and other natural or man-made disasters as posted in room D-111.

In the event of a serious accident, or incident requiring evacuation, Summer Adventures staff will:

- Move children to a safe location at the Walled Lake Central Baseball and Softball Complex
 - 1600 Oakley Park Rd. Walled Lake, MI 48390
 - South entrance nearest Tennis Courts
 - Intersection of Oakley Park Rd. and South Commerce Rd.
- The only items evacuated will be:
 - Medications
 - Class Roster/ Contacts
 - Food for children requiring it due to diabetes
- Contact emergency services.
- Contact WLCE about locations and details.
- Contact parents, or guardians, via staff cell phones, about how to safely reunite with their child. Children will only be released to individuals listed on their registration information packet adhering to regular checkout procedures.

Any children with special needs will be supervised directly by the onsite lead counselor in the event of any emergency procedure. The steps listed above will be followed.

DISCIPLINE POLICY

Discipline at Summer Adventures (SA) involves three parties: Parents, SA Staff, and Children. If all parties are working toward a common goal, children will have a fun and safe experience. The best way to ensure that all three parties are working toward a common goal is to communicate.

When an inappropriate behavior has occurred, staff will explain, in a positive manner, to the child/children involved what the inappropriate behavior was. Staff will also redirect, encourage, and model appropriate behavior. Should any disciplinary actions take place (loss of pool privileges, loss of activity privileges, etc.) staff will inform parents/ guardians during pick-up time of the same day. The assumption of WLCE, and SA, is that this will be a corrective action to correct any discipline problems. Should the child continue with inappropriate behavior after redirection, and staff has communicated with parents/ guardians, then the following measures will take place:

1. A phone call to a parent/ guardian will be made to inform about the inappropriate behavior.
2. A written report about continued inappropriate behavior will be created.
3. This report will be discussed with parents and signed by parents/ guardians and SA staff.

Should the child continue with inappropriate behavior, after the written report has been discussed and signed, then the following measures will take place:

1. A phone call to a parent/guardian will be made to inform about inappropriate behavior. The child will need to be picked-up immediately.

2. The child will be suspended from SA for the remainder of the summer.
 - a. Extremely inappropriate behaviors, such as harming another SA child intentionally, may result in an immediate phone call home and suspension from SA for the remainder of the summer.

The goal of Parents, SA Staff, and Children should be to ensure that everyone has a fun and safe experience. By maintaining a high level of communication, all three parties can ensure that this goal will be met.

NUTRITION AND FOOD SERVICE POLICY

Each child will be given time for one (1) sack lunch, and two (2) snacks. All food is to be **PEANUT/TREE NUT FREE** and provided by the parent/guardian. Upon arrival at camp each morning, children will put their lunch and snacks into a cooler to keep it fresh.

SWIMMING INFORMATION

The center shall obtain and keep on file written parental permission regarding their child's participation in swimming activities. (See Student Information Binder for records)

Children who can swim need less supervision than **non-swimmers**. For the purpose of this rule, for a child to be considered a **swimmer**, the child must be able to do both of the following without the use of a flotation device:

1. Keep afloat for **three minutes** by any means possible without the use of a flotation device.
2. Swim the length of the pool using any stroke (minimum of 25 yards/ width of the WLC pool).

Children unable to accomplish **both** of the above without the use of a flotation device are considered **non-swimmers**. Non-swimmers are allowed in the pool but must remain in the shallow end of pool where the water is not above chest height. Any non-swimmer will remain with a staff member at a ratio of 4 to 1.

A lifeguard shall be on duty during all swimming activities and shall not be included in the caregiver to child ratio. The ratio, for swimmers school-age and older, shall be an in-the-water ratio as required in R 400.5303a of 1 to 18.

Appropriate behavior in the locker-room, on the pool deck, and in the pool is expected during Summer Adventures. Reckless behavior (such as running on the pool deck, forcing someone under water, disrupting someone else's belongings, etc.) will not be tolerated. The following **POOL DISCIPLINE POLICY** will take place for reckless behavior:

1. 1st Incident- A camper may be warned, or removed from the pool for the remainder of the day. At the time that the child is picked up, the Summer Adventure site supervisor will inform the parent/guardian of the incident. The incident will be documented and remain in the camper's information file.
2. 2nd Incident- Any camper violating the Pool Discipline Policy for a second time may lose their swimming privileges for the remainder of the current Summer Adventures Session (June, July, and August).

Inclusion in pool activities may be restored only after a conference between the Walled Lake Community Education Supervisor, child Parent/Guardian, and the Summer Adventures on site Supervisor.

HANDWASHING

Summer Adventures will follow a strict hand washing policy for both staff and children. Oakland County Health Department notifications will be posted in each bathroom, staff areas, and locker rooms reminding that hands must be washed with soap and warm water for a minimum of 20 seconds.

- a. Staff will be required to wash hands before starting the workday, prior to care of children, before providing food service, before giving medication, after using the bathroom, after handling bodily fluids, after touching pets or animals, after handling garbage, and when soiled.
- b. Staff will assure that children wash their hands before meals and snacks, after using the bathroom, after handling pets, and when soiled.

Children may bring hand sanitizers to camp if they desire. However, children will not be excluded from washing their hands when asked to.

LICENSING NOTEBOOK

The Michigan Department of LARA licensing notebook for Summer Adventures is available for you to see during normal operating hours. The licensing notebook contains:

- a. All licensing inspections, special investigation reports, and corrective action plans since May 28, 2010.
 - a. Licensing inspection and investigation reports, from at least the past two2 years, are available on the childcare licensing website www.michigan.gov/michildcare.

CONTACT INFORMATION

For questions or concerns about the Summer Adventures program, please contact the Walled Lake Community Education Office at 248-956-5003. To contact the Summer Adventures Program Supervisor, from June 20, 2023 through August 17, 2023, please call the camp office at 248-956-4864 or email davidauger@wlcsd.org.

TIPS FOR PARENTS

PEANUT FREE CAMP: Summer Adventures is a peanut free camp and ABSOLUTELY NO PEANUTS or PEANUT PRODUCTS will be allowed at camp. Any peanut products found at camp will be confiscated and returned to parents at the end of the day.

DROP-OFF/PICK-UP: We have a large number of children that attend Summer Adventures. Please take extra care when you are approaching the school to drop-off or pick-up your child. Drop-off and pick-up is at the South entrance of Walled Lake Central near the tennis courts.

COMFORTABLE CLOTHING: Please send your child to camp in comfortable clothing and shoes that allows them to be active throughout the day. Flip-flops are not the best option.

LABEL EVERYTHING: To limit lost items, please label everything you send to Summer Adventures with your child's initials or name. This includes everything from lunchboxes and swimsuits to sunscreen and hats. Camp staff members are not responsible for holding/storing a child's personal belongings. Camp staff is also not responsible for any lost items while attending Summer Adventures.

NO ELECTRONICS: Please do not send your child to camp with a cell phone, i-Pad, i-Pod, or electronic gaming device; these items are not permitted at camp and are considered "Non-Interactive Media" devices by the State of Michigan. "Non-Interactive Media" device use is limited, by the State of Michigan (Rule: *R400.8179(9), (10)*).

No cell phones are allowed at camp. If a child needs to contact a parent, our staff will direct him/her to the camp phone that is located in the camp office. Parents can contact Summer Adventures by calling (248) 956-4864. This phone is not monitored at all times. Should an emergency occur then parents are encouraged to contact Walled Lake Community Education at (248) 956-5000 and they will contact Summer Adventures staff.

FOOD: Please send your child to camp with a snack, beverage, and lunch each day. We have refrigeration available for children to keep their lunches cool. However, we will not microwave any food.