



**Grand Rapids Christian Schools
Kids Care Summer Day Camp
Parent Handbook**

www.grcs.org/summercamp

Philosophy

Our program is a Christ-centered program. We try to glorify and worship God in everything we do. We believe that each child was created in the image of God. We believe in celebrating and respecting the uniqueness of each child. We believe that God created children to learn through play and discovery and have built our program around these concepts.

Purpose

- Help your child grow spiritually, emotionally, socially, intellectually, and physically.
- Provide safe and secure care where your child will feel loved and nurtured.
- Offer a fun environment and expose children to a wealth of different experiences.
- Nurture your child's sense of wonder, appreciation, and excitement about God and His creation.

What We Offer

We offer care for children in grades preschool through 4th grade currently enrolled at GRCES Iroquois or Evergreen campuses for the 2023-2024 AND 2024-2025 school years. Care is offered Monday through Friday, 7:30 a.m. to 5:30 p.m., at our Evergreen campus.

Each day will include fun-filled summer activities, outdoor recreation, and daily devotions. This summer, we will offer a variety of weekly themes and Spanish maintenance for Spanish Immersion students.

2024 Summer Camp Dates: June 10 - July 26, 2024. (No camp on July 4 and 5)

Licensing Notebook

The Grand Rapids Christian Schools Preschool Licensing Notebooks are available in the school offices. Licensing inspection and special investigation reports from at least the past three years are available on the child care licensing website at www.michigan.gov/michildcare.

Admissions and Withdrawal Policy

- Parents/Guardians may enroll their children for the full summer or partial summer schedules
- Parents/Guardians are asked to commit to a schedule for their child(ren) so that the program may staff and plan accordingly.
- Parents/Guardians must notify the program director about all schedule changes so we can adjust as needed. Parents are required to pay for days scheduled even if their child is not there.
- Parents/Guardians who wish to discontinue registration in the Kids Care Summer Day Camp program must contact the program director. This allows for staff planning as well as the needs of those families on the waiting list.
- Parents/Guardians who neglect to pay the monthly bill will not be able to continue to use the program until the balance has been paid.

Sample Summer Care Daily Schedule

7:30 a.m.	Doors open
8:00 — 9:00 a.m.	Outdoor freetime or table games
9:00 — 9:30 a.m.	Devotions and morning message
9:30 — 11:30 a.m.	Group activity or Spanish maintenance
11:30 a.m. — 12:45 p.m.	Lunch/rest time
12:45 — 4:00 p.m.	Afternoon activities
4:00 — 5:30 p.m.	Outdoor freetime
5:30 p.m.	Pick-up

What You're Responsible For Sending With Your Child:

- Sunscreen
- Bug Spray (optional)
- Water bottle
- Lunch
- Bathing suit and towel on water days/splash pad days
- Blanket, crib sheet and stuffy for rest time (preschool only)
- Change of clothes/shoes

Required Forms

- Online registration form available at www.grcs.org/summercamp.
- State of Michigan Child Information Form: Medical needs must be indicated on this form (included on the online registration form).
- Signed form that Parents/Guardians have received and read the Parent Handbook (included on the online registration form)
- All Summer Camp Waivers

Child Pick-Up

Safety for your child is our first priority. Be sure that you check out with a staff member each day. We can release your child only to those you have listed on your registration form.

We will ask for an I.D. if we do not know the person picking up your child. Please make sure anyone who picks up your child is aware of this policy.

Carpool

- If your child is in a carpool, please give the caregiver a written list of children and drivers
- We will not release a child to someone else unless the summer camp staff receives a phone call or note
- Verbal messages from your child will not be accepted

Late Pick-Up

- Pick up your child on time
- A \$15.00 late fee will be charged per child for each additional 10-minute increment when students are not picked up by 5:30 p.m.
- Notify the program director if you are running late.

Clothing

- Dress your child in comfortable and washable play clothes
- We will do lots of messy art projects, science experiments, and outdoor play
- Keep an extra pair of clothing (including socks and underwear) in your child's bag at all times. If your child has an accident, he/she will be guided and supported by the classroom teacher as they learn how to solve the problem and care for their needs
- If your child comes home in their "replacement clothes," please wash them and send them back to school the next day

Snacks

- We provide each child with a morning and afternoon snack
- Children are welcome to bring their own snacks as well

Lunches

- Children need to bring their own lunch from home

GRCS follows all USDA food guidelines. In addition, please note that Evergreen is a Peanut-free campus. No food clearly identifiable as or clearly labeled as containing peanuts is permitted. Please refer to our Peanut-free Policy for more information.

Field Trips

- Please ensure your child is at school on time by the time we need to leave for our field trip.
- A signed permission form is required for each scheduled off-campus field trip.

Behavior Expectations

A community that reflects our commitment to Jesus Christ

- Keep yourself and others safe
- Use wholesome language
- Listen to and follow instruction
- Respect property (toys, games, furniture, etc.)
- Practice sharing with others
- Refrain from fighting or rough play
- Take responsibility for cleaning up after yourself

Discipline

We cultivate positive, safe, and engaging classrooms with clear expectations. Students share responsibilities, fostering self-confidence and diverse learning experiences. Positive discipline is individualized, promoting self-control, self-direction, self-esteem, and cooperation. Our goal is to nurture self-discipline while addressing each child's unique needs and considering the well-being of the entire class.

Possible approaches to discipline problems:

- Remind children of rules and consequences
- Encourage appropriate and positive behaviors
- Encourage awareness of others' needs and feelings
- Build problem-solving skills
- Redirect
- Take a break to refocus in a more positive way
- Involve parents

Clear, consistent expectations, positive role models, and age-appropriate activities keep discipline problems at a minimum.

Our goals mirror our belief in the inherent value of every child as made in the image of God. Recognizing children as capable, inquisitive, and unique beings, we aspire to foster environments that enable them to flourish as responsible, enthusiastic learners grounded in the understanding that they are profoundly loved.

For persistent challenging behavior:

- Parent/guardian notification if a consistent issue arises.
- If the child exhibits uncontrollable, destructive, violent, or inappropriate behavior, parents may be asked to remove the child for the day.

- If issues persist without improvement, or a resolution isn't reached promptly, arrangements for removal from Summer Camp may be necessary.

Addressing Challenging Behavior

First occurrence:

- Lead caregiver communicates verbally and in writing with the child's parent/guardian, explaining the incident and its resolution. Parents are reminded of expectations.

Second occurrence:

- Administrative Staff communicates verbally and in writing with the parent/guardian, detailing the incident and the measures being taken for support. Parents are reminded of expectations.

Third occurrence:

- Administrative Staff communicates the next steps, including the possibility of dismissal from the program.

Removal From The Program

Reasons for removal from the program include (but not limited to):

- Failure to return the required enrollment and health forms
- Repeated uncontrollable, destructive, violent and/or inappropriate behavior
- Failure to pay summer tuition
- Not yet potty trained

Illness

- Keep your child home if she/he:
 - has a fever (your child must be fever free for 24 hours before returning to school)
 - has a rash
 - is coughing
 - has red or watery eyes
 - has puss around the eyes
 - has diarrhea
 - is vomiting (your child must be vomit free for 24 hours before returning to school)
 - has yellow-green discharge coming from the nose or eyes
- Notify us if your child will be absent.
- If your child becomes ill while in our care or arrives at school with signs/symptoms of being ill, we will call you and ask that you pick your child up. Please respect others in this regard. We will all stay much healthier if we work together.
- If your child has a contagious disease, you must let us know. The Health Department requires notification to parents/guardians in some instances.

- If a child is ill and a parent can not be reached we will begin contacting the listed emergency contact individuals that were provided by parents/guardians.

Staff Illness Policy

- If the center becomes aware that a staff member has contracted a communicable disease, the center will notify parents of the name and symptoms of the disease.
- Staff and volunteers will be excluded from the child care center until the disease is no longer communicable.

Health Care Plan

1. The hands of children and staff shall be thoroughly washed prior to handling food and before eating.

- The following procedures are considered best practice for hand washing:
 - Have a clean paper towel available.
 - Turn on the water to a comfortable temperature (between 60-120 degrees Fahrenheit).
 - Moisten hands with water and apply soap.
 - Rub hands together until a soapy lather appears and continue for at least 10 seconds.
 - Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
 - Rinse hands under running water until they are free of soap and dirt.
 - Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
 - Dispose of the paper towel in a lined trash container.

2. We use precautions when handling potential exposure to blood, including blood containing body fluids and tissue discharges, and when handling other potentially infectious fluids.

- Latex gloves are available and cleaning/sanitizing will be done.
- Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

3. Cleaning and Sanitizing of all equipment, toys, and other surfaces.

- The following steps are to be adhered to for cleaning and sanitizing:
 - Wash the surface or item with warm water and detergent.
 - Rinse the surface with clean water.
 - Submerge, wipe, or spray the surface or the article with a sanitizing solution.
 - Let the item or surface air dry.
 - Mats during rest time are cleaned after each use if they are shared. Rest time bedding used by an individual student should be cleaned weekly.
 - Toys are cleaned once per quarter. Tabletops are cleaned after each use.

4. Controlling infection, including universal precautions

- Kids Care children need to be able to blow and wipe their own noses, attempt to cover their mouths and noses when coughing or sneezing, and be able to use the bathroom without help.
- Our Kids Care program staff asks that parents use discretion when individual children are not feeling well and potentially need to be kept home from school.

- For example, some symptoms that would warrant keeping a child home from school are: fever, diarrhea, vomiting, lice, etc.
- Usually one of our teachers will handle communicating to parents, children's symptoms, signs of illness or the child's sharing of symptoms.

5. Medical Emergency Procedure

- Minor cuts, abrasions, bumps, or bruises will be cleaned and treated with ice &/or bandages as needed.
- Parents/guardians (or other emergency contacts) may be called or otherwise informed of the incident.

6. Serious Accident or Injury Procedure

- Check the child for needed medical care.
- Call 911 if emergency medical care is needed.
- Notify school administration and parents/guardians.
- Apply ice packs, bandages, or other treatments as needed.
- Supervising adult(s) complete the School Accident Report and contact parents/guardians.
- If a parent/guardian cannot be reached and the student needs medical attention, the staff will contact the next person on the emergency card.

Pest Management Actions

Parents will be notified of pest management actions.

Accident, Incident, Injury, Illness, Death, and Fire Reporting

The center shall make a verbal report to the Department of Licensing and Regulatory Affairs within 24 hours of the occurrence of any of the following:

- A child lost or left unsupervised
- An incident involving an allegation of inappropriate contact
- The death of a child in care
- A fire on the premises that requires the use of fire suppression equipment or results in loss of life or property
- The center is evaluated for any reason.

The center shall make a verbal report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while a child was in care. The center will submit a written report to the department each time and will keep a copy of the report on file at the center.

Grand Rapids Christian Schools Immunization Guidelines

Students at Grand Rapids Christian Schools are required to have, at the time of initial entry into school and at the beginning of each school year thereafter while enrollment continues, adequate written evidence on file at their school that they have been immunized against illnesses as required by Michigan statutes and applicable regulations and guidelines. Adequate written evidence of required immunizations shall consist of (1) a signed physician's statement indicating that the student has received the required immunizations, including the immunizations received and the date of receipt; (2) a stamped immunization record from a public health department; or (3) an official immunization record from another school.

No student may remain in school for more than fifteen (15) school days after initial admission unless (1) the student has received the required immunizations or the student is in the process of receiving the required immunizations, or (2) the student's parent has submitted adequate written evidence of the required immunizations as set forth in this policy. Students who do not comply with this policy may be excluded from school no later than the fifteenth day after their admission.

Any student who is excluded for failure to comply with this policy shall be readmitted upon submission to the school office of adequate written evidence of compliance.

Students may be exempted from required immunizations in a manner consistent with Michigan laws, regulations, and guidelines:

Non-Medical Waivers

- Non-Medical Waivers (religious or philosophical other objections) must be obtained from a county health department. Parents/Guardians must follow the steps below when requesting a nonmedical waiver:
- Contact the county health department for an appointment to speak with a health educator about immunizations.
- If following the appointment, a nonmedical waiver is requested, a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form is provided.
- An unaltered, fully completed, certified waiver form must be submitted to the school office.

Medical Waivers

- Medical Waivers, signed by a physician on the State of Michigan Medical Contraindication Form indicating medical reasons for an immunization waiver, must be submitted and on file in the school office before a student may be enrolled.

Severe Weather and School Cancellations

When severe weather is in effect, school will remain in session. The following emergency procedures will take effect:

Tornado Watch

Students will remain at school during a tornado watch. The staff will take every precaution for safety. Dismissal will be at regular times, although parents may check in at the school office and pick up their child if they desire.

Tornado Warning

All students and staff will remain in the building, taking shelter in designated areas. Students will not be available for pick-up until the “all-clear” is issued. Please refrain from calling the school office during an emergency to keep communication lines open for authorities.

*Fire and tornado drills are a necessary part of our classroom instruction.

Cancellations

Grand Rapids Christian closes when the Grand Rapids Christian School Association does. Announcements will mention “Grand Rapids Christian Schools” or “Grand Rapids Christian Elementary School” and will be posted on WOODTV8 and WZZM13. They can also be found online at grcs.org.

Emergency Response Plan

Grand Rapids Christian Elementary School has a planned response to the threat of dangerous weather, to a dangerous fire in the building, to a dangerous situation brought on by the actions of a person and to a dangerous situation resulting from a natural disaster. There are 4 levels of response to dangerous situations in and outside of the building. The school administration has the final authority in deciding the level of response appropriate for the situation. The accompanying Staff Reference Sheet details the planned responses to all dangerous situations.

Responses include:

- A tornado (dangerous weather) procedure
- A fire procedure
- A shelter in place procedure
- A LOCKDOWN
- A SOFT LOCKDOWN
- Natural or other man-made disasters

Evergreen Campus Evacuation: Walk to Plymouth Heights CRC (1800 Plymouth Ave. SE. Grand Rapids, MI 49506).

All responses are reviewed by each staff member.

Response Examples:

- Intruder in the building – LOCKDOWN
- Dangerous person in area around school – SOFT LOCKDOWN
- Power outage in the building – shelter in place
- Gas Leak in the building – Evacuation to an alternative location.

Note: In the event of a serious accident on campus, appropriate health care providers will be immediately notified. Parents will then be notified. Staff will provide first aid treatment. If safe, the injured person will be treated in the school sick room.

Child Care Staff and Volunteers

- All child care staff have received Staff Orientation.
- All child care staff have received Fingerprint Clearance.
- All child care staff have received training in Crisis Management – we also debrief after every drill.
- All child care staff have received Criminal Background Checks through the State of Michigan Child Background Check system.
- All child care staff will not be allowed to have unsupervised care of students until we receive documentation that they are eligible from the State of Michigan Child Background Check system.
- Child Care staff and volunteers will provide evidence that he or she is free from communicable tuberculosis, verified within one year before employment or volunteering. Documentation will be kept on file in the school office.
- All supervised volunteers shall receive a PSOR (Public sex offender registry) before having any contact with a child in care. A copy of this clearance must be kept on file in the school office. If a volunteer is deemed ineligible they will be prohibited from having contact with any child in care.
- Volunteers will not be allowed to have unsupervised care of students, unless they have been cleared as eligible from the State of Michigan Child Background Check system.
- A written statement must be signed and dated by staff and volunteers at the time of hiring or volunteering that indicates all of the following information
 - The individual is aware of that abuse and neglect of children is against the law
 - The individual has been informed of the center’s policies on child abuse and neglect.
 - The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children’s protective services.