

# Community Day Camp



## Parent Handbook

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## Welcome to CDC!

**Dear Camp Family,**

Thank you for choosing Community Day Camp, to serve the child care needs of your family. In 1984, Community Day Care piloted a before-school program at Burns Park Elementary for the Ann Arbor Public Schools. In the spring of 1985, the Ann Arbor Board of Education approved the operation of before- and after-school care programs in all public schools based on the experience of this pilot study. In winter 2008 we began discussion with Ann Arbor Learning Community and started a new program there in the fall of 2009. We currently run programs at Ann Arbor Learning Community, Lawton and Burns Park Elementary Schools.

Summer camp allows us the opportunity to fully realize our play-based philosophy. We strive to provide children with all the quintessential camp experiences. Our curriculum centers around a different fun and exciting theme each week which we fully incorporate throughout the program. We include all the traditional camp arts and crafts, games, sports, and daily swimming in our curriculum. The camp day is a good mix of counselor-directed and child- initiated activities. It includes a choice time as well as a group time based on age. This gives the younger children a much needed opportunity to connect with a single counselor and the older children a chance to work on more advanced projects and activities. We are committed to a high-quality and fun summer camp program!

This handbook has been compiled to explain our philosophy, guidelines, expectations of the parents and children and what you can expect from us. If you have any questions please call your site director.

We welcome your feedback and will ask for it throughout the summer through parent evaluations. If you have any concerns or questions please let us know! Thank you again for choosing Community Day Camp!

Sincerely,

Sandra Swan  
Camp Director

Laura Stidham  
Executive Director  
734.761.7101

Mary Anna Dickinson  
Camp Director

## **Introduction**

Community Day Care and Preschool Center Inc. is a private nonprofit organization operating the following programs:

1. Community School Age Child Care (CSACC) - Kids Club. (Before and after school Program in Burns Park Elementary School and Lawton Elementary School)
2. Year round day care and preschool.
3. Summer day camp for school age children.

The members of the Board of Directors are parents of the children enrolled in all of CDC's programs. CDC was founded in 1972 by families in the Burns Park Community. The parents and staff of CDC have worked together over the years to develop policies and procedures that work best for the children, parents, and staff.

In 1973, CDC preschool expanded to include the summer day camp for school age children. In 1984, CDC also chartered a "before school" program at Burns Park Elementary School; a pilot program for the Ann Arbor Public Schools (AAPS). In the spring of 1985, the Ann Arbor Board of Education approved the operation of before and after school care programs in all the schools based on the response of this pilot study.

## **Purpose of the Handbook**

The program handbook contains the policies and procedures of Community Day Care & Preschool hereinafter referred to as CDC. It is meant to serve as a reference guide. It is not meant to cover every aspect of the child care program or every situation which may arise. For the purposes of this handbook, "Parent" means the parent(s) or guardian(s) of the child in care. Parent should feel free to contact the program director with questions concerning the contents of this handbook.

## **Changes to the Handbook**

CDC reserves the unilateral right to add, delete, amend or modify the policies and procedures for in this handbook upon thirty (30) days written notice to parent. Written notification of changes will be e-mailed to parents, posted on attendance board and placed in parent mailbox. Changes to policies and/or procedures contained in the handbook are effective only if set forth in a writing signed by the provider.

## **Handbook is the property of Community Day Care and Preschool**

This handbook is the exclusive property of CDC and is intended for the exclusive use of the parents/guardians of children enrolled in the program. This handbook may not be copied, may not be distributed to any third part, nor may it be posted on the internet without the express written permission of CDC.

## **CDC Philosophy**

We believe children should explore their environment in ways meaningful to them. Children benefit from a rich challenging atmosphere balancing teacher directed with child initiated experiences. The environment should be warm and loving, allowing for the exercise of creativity and imagination. Our staff strive to be sensitive to each child's developmental needs, while fostering a positive self image.

## **Mission statement**

The mission of this organization is to provide affordable, quality child care for children ages 4 through 12.

**Licensing Agency**

CDC is licensed by the State of Michigan Department of Social Services. The licensing agency has the following rights:

1. To interview children and/or staff and to audit child and staff records without prior notice or consent.
2. To observe the physical condition of children including conditions which could indicate abuse, neglect or inappropriate placement, and if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the children.

**Non-Discrimination Policy**

CDC will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion national origin, sex, handicap, height, weight, marital status, veteran’s status, or any other legally protected status.

**Hours of Operation and Ages Served**

The school-age camp program is open to all children from kindergarten to fifth grade. Part time and full time schedules are accepted, with a minimum of two days required for enrollment. Hours of operation are from 7:30 am to 5:30 pm.

**Sample Schedule**

<p style="text-align: center;"><b>Snack/Choice/ Long-term projects</b> 7:30 - 10:30am</p>	<p>We offer a light nutritious snack consisting of 2 food groups and 100% juice. Children can come to the snack table at any point while snack is open. All snacks are nut free.</p> <p>Choice time activities include board and card games, arts and crafts activities, books to read, and blocks, Legos etc. from the manipulatives cart. All of these things are easily accessible to children to use at any time.</p> <p>Each week we have different long term projects which coincide with the theme (for example, tie dyeing, soap making, pottery). These projects are available for one entire week and children have many opportunities to participate if they choose.</p>
<p style="text-align: center;"><b>Outside opens</b> by 9:30am</p>	<p>Counselors take children to outside to play organized games and have free time. This is a choice; not all kids have to go. We have our own sports equipment for kids to choose from (balls, hula hoops, jump ropes etc.)</p>
<p style="text-align: center;"><b>Small Group Time and group field trips</b> 11am - 12 noon</p>	<p>Children go from Get Together to Group Time with their counselors. Groups are divided by grade. This is a time when children participate in a planned activity with their small group.</p> <p>Each week we take a field trip (for example, canoeing) or have a group come for a special event (for example magicians, portable TV studio, live animal show) During field trip days kids board an AAPS bus and leave for their trip. Children on local field trips return by 12:00 for lunch. Half the camp goes one day, and the other half goes another day during that week. For bigger field trips (Motown, Rolling Hills water park ) we return to camp around 4:00 <a href="#">Click here for more information.</a></p>
<p style="text-align: center;"><b>Mid-day pickup</b> 12 noon</p>	<p>Pickup for morning-only campers.</p>
<p style="text-align: center;"><b>Lunch</b> 12 noon - 1pm</p>	<p>Please send a prepared bag lunch and a beverage with your child each day. We eat outside on towels when the weather permits. There is no refrigeration available for lunches. A cold pack in the lunch box is suggested.</p>

<b>Get ready for Swim</b> 1pm	All the children get their bathing suits and sunscreen on, and gather all their things (towels, goggles, etc.) We board an AAPS school bus at 1:30 and head to Buhr Pool. Campers should bring a swim suit and labeled towel daily.
<b>Swim</b> 1:50 - 3:50pm	Children swim for about 2 hours. We get out of the pool at 3:50 and bus back to camp. See our swim page for more information.
<b>Change/Snack/ Choice</b> 4:15pm	Children have the opportunity to change their clothes as soon as we get back. Snack is ready when we arrive back at camp.
<b>Clean up/ Outside closed/Literacy time</b> 5:00pm	We clean up and play quiet activities until parents arrive.  The staff play literacy and math based games with the children during this time. There are a variety of games/activities for the children to choose from.
<b>Camp closes</b> 5:30pm	All children have been picked up.

### CDC Camp Themes and Field Trips

<b>Week 1</b>	<b>June 17-19</b>	<b>Young Chef's Academy</b>	<b>Quarter Bistro</b>
<b>Week 2</b>	<b>June 22-26</b>	<b>Mad Science</b>	<b>Super Science visits</b>
<b>Week 3</b>	<b>June 19-July 2</b>	<b>Mission Impossible</b>	<b>Yankee Air Museum</b>
<b>Week 4</b>	<b>July 6-10</b>	<b>Once Upon a Time</b>	<b>Magician Visits!</b>
<b>Week 5</b>	<b>July 13-17</b>	<b>Summer Survival</b>	<b>Berry Picking</b>
<b>Week 6</b>	<b>July 20-24</b>	<b>Tomorrow's Real Guitar Heroes</b>	<b>Hitsville (Motown)</b>
<b>Week 7</b>	<b>July 27-31</b>	<b>Chillin' Frozen Style</b>	<b>Ann Arbor Ice3</b>
<b>Week 8</b>	<b>August 3-7</b>	<b>Adventures at Sea</b>	<b>Turtle Cove</b>
<b>Week 9</b>	<b>August 10-14</b>	<b>Under the Big Top</b>	<b>CDC Preschool Carnival</b>

### Literacy

The state mandates that we spend thirty minutes on math and literacy activities. We choose to spend this time during the last thirty minutes of camp. The choices include but are not limited to books, books on CD/Tape, literacy games, math games, and occasionally a story teller.

### **Meet our Staff**

Most of the staff at CDC Camp are college students at either Eastern Michigan University or the University of Michigan and are studying education or a related field. Our camp counselors also work for CDC at one of our Kids Club programs during the school year. All staff are certified in CPR and first aid and attend annual training on asthma, food allergies and administering epi pen. There is also an experienced and highly qualified administrator on site every day.

### **Administration**

The Administrative Staff of CDC are available for questions or concerns between the hours of 9:00 AM and 5:00 PM.

The office is housed at the preschool location: 1611 Westminster Pl.  
Ann Arbor, MI. 48104  
Phone: 734-761-7101  
Fax: 734-761-9610  
[communitydaycareinc.org](http://communitydaycareinc.org)

### **Enrollment**

Community Day Care is open to all children regardless of race, sex, creed, ethnic or national origin and regardless of sex, marital status, or sexual preference of the parent.

### **The following forms must be filled out for each child:**

1. Child Information Form
2. Permission Slip
3. Child History
4. Consent Form
5. Immunization/Statement of Good Health

### **Privacy Policy**

Information pertaining to a child and his/her family is kept confidential by the staff at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. All children's records are kept in the locked file cabinet in the program directors office. Persons having access to these records include the executive director, preschool director, and preschool staff members. These staff members use these records when assessing children, interpreting the assessment data, and making decisions about the children's development. The file cabinet will be locked and access to the cabinet is limited to the above mentioned staff.

## **Camp Information**

**Parent Mailboxes** – You have a hanging file with your child’s last name. This is located near the attendance sheets. This is the place for any communications from camp i.e. newsletters, invoices, etc.

**Absences** - Please call us if your child will be absent from camp.

**Attendance Sheets** – CDC camp uses a grid style attendance sheet. This is on a clipboard near the parent mailboxes. **Parents must come into the building and personally sign their child in or out. Failure to do so could result in loss of child care services. This is an important security procedure and also helps you stay informed of daily activities.**

**Spiral Notebook** - The spiral notebook is near the parent mailboxes and attendance sheets. This is the place to write notes about any special instructions you may have for the day, absences, alternative pick up arrangements, or anything else you need to communicate with the camp staff. **Be sure to date your note.**

**Drop Off / Pick Up** – If you need to pick your child up off site please let a director or staff member know. It’s helpful if you write it in the spiral notebook as well.

**Late Pick Up** - If you are unable to pick up your child by closing, alternate arrangements for pickup must be made. If the child is not picked up by closing, all persons listed on the emergency card will be called. If a child has not been picked up by 1 hour after closing and all other options have been exhausted, Child Protective Services will be contacted.

### **Clothing**

The following items are helpful to have in your child’s backpack: sweatshirt/light jacket in case of cold weather, shoes and socks for playing Capture the Flag or other games, a swimsuit and towel. A hat and water bottle are also recommended. PLEASE label ALL clothing. Staff can’t be responsible for keeping track of children’s personal items. Any items not labeled will be placed in the “Lost and Found.”

Wet towels and swim suits should be taken home daily.

## **Financial Policies**

### **Non- Refundable Registration Fee**

\$45.00

### **Tuition :**

**Session I: Due June 17, 2009 Session II: Due July 6, 2009 Session III: Due July 27, 2009**

### **Hardship Grants**

CDC has a limited amount of hardship grants that are available to any family. The idea behind the grant is to help families in need that have unforeseen financial difficulty for limited amount of time i.e. job loss, death in family. The process for qualification is a letter explaining the financial hardship as well as income documentation. Hardship grants are reviewed quarterly. Further information can be obtained by the executive director.

### **Payments**

You can mail your check to the main office or drop them off in the locked check box available at camp. Please include the child's name with payment.

### **Late Payments**

A \$50.00 fee will be charged for any payments not received by the designated time.

### **Returned Checks**

A \$25.00 fee will be charged for each returned check.

### **Trade Sheet**

Your schedule at camp is contracted time. If you would like to pick up more time and a week is full or you'd like to drop time you can use the "Trade Sheet." The Trade Sheet is located on **the parent table. You can write down which week you'd like to drop or add and your contact information.**

### **Absences**

You are responsible for tuition for all contracted days, including when your child is absence due to illness, vacations, or any other personal reasons. There is a \$10.00 fee for unreported absences.

### **Late pickup fee**

A \$25.00 per child late pick up fee is assessed during the first 15 minutes for families whose children are still at the site after the program closes. A \$1.00 per minute fee per child is charged for each additional 15 minutes. The fees will double and triple for the second and third offense respectively. After the third offense corrective action will be taken which could result in disenrollment.

### **Releasing Financial Information**

Financial information will only be released to those signed at the bottom of the enrollment form.

### **Financial Obligations**

You will not be allowed to enroll in any of our CDC programs if there is a balance on your account.

### **Joint Custody**

If parents have joint custody, each parent will contract with CDC separately. The number of days/weeks for which each parent is financially responsible is to be determined by the parents and reported to the director.

## **Health and Safety Policies and Procedures**

**Parents are responsible for updating the child information sheet whenever there is a change in phone numbers, addresses, email, etc.** This is one of the most important documents we have about your child. Be sure to review the information periodically. You are required to update information annually by reviewing all forms, making all necessary changes, initialing, and dating each form.

### **Child Release Policy**

As a condition of providing child care services, parent/guardian must supply the names of an individual to whom CDC may release the child in the event of an emergency.

CDC will only release a child to those names on the emergency card. If child needs to be released to someone not on the emergency card, a parent should provide a written note signed and dated with name of person picking up or call CDC authorizing us who the child can be released to.

Before CDC will release a child, if the individual is unknown to CDC or anyone of the CDC staff, we will require photo identification in the form of a valid driver's license. Non photo identification will not be accepted.

Parents must be aware that CDC and staff are not properly trained to make assessments relating to intoxication or other impairments and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

CDC and CDC's staff respect the family's privacy. However, where other questionable child release situations occur, CDC has a duty to maintain its role as the child's advocate.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

### **Reporting Child Abuse and Neglect**

The law requires all child care providers to report any suspected cases of child abuse or neglect. At CDC we take this responsibility very seriously. Should abuse or neglect be suspected, these steps are the course of action:

1. Staff member will discuss the suspected case with the director
2. The director will observe the child and talk with the child to determine if abuse or neglect is a possible cause
3. The director may discuss the concerns with the child's parent/guardian
4. The staff and director will determine if there is a need to notify Child Protective Services.
5. A social worker or representative of the agency will visit the child either at home or at the child's care facility

### **Notification of Absence**

Call the main office to let the staff know your child will be absent. If your child has a contagious illness please let us know so we can post the information.

### **Snack**

Please notify a director if you child has any food restrictions. We provide snack as a choice both before and after school. We serve at least two of the food groups and always have 100% juice. We do our best to include 100% whole wheat, reduced sodium, sugar and fat options. The snack menu is posted each week on the Kids Club bulletin board.

### **Allergies/Food Restrictions**

All staff members are informed of the children's allergies/food restrictions, and allergy lists/food restrictions are posted in each room. If your child has a food allergy or restriction we will substitute alternative foods for snack or you may choose to bring your own snacks.

### **Medication**

We do **not** give Motrin or Tylenol for fever. Medication including prescription drugs or individual special medical procedures will be given or applied only with prior written permission from parent/guardian and with written doctor's instructions. Prescription medication shall be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Provider will not honor any instruction from a parent/guardian which contradict the instructions of the physician. Provider will maintain a record as to the time and amount of any given medication. Staff has been trained in the "Five Rights of Medication Administration". Medication will be stored out of reach from children in a locked container or refrigerator if necessary. PLEASE NOTE: Due to any allergy or reaction from a medication, **STAFF WILL NOT ADMINISTER THE FIRST DOSE OF ANY MEDICATION.**

### **Sick Children**

Please do not send a sick child to the program. Not only is it better for the child's emotional and physical well-being to remain at home but a contagious child can affect the health of everyone in the program. If a child becomes ill while in the program, he/she will be isolated from the other children. A parent or designated adult will be contacted to pick up the child.

*The following should be helpful in deciding when it is appropriate for your child to attend the program before, during and after an illness. These policies were written with the health of everyone in mind.*

- **Change in behavior:** If this is the only symptom, send your child to the program, but be prepared to be notified if your child has developed other symptoms and needs to be picked up.
- **Fever:** If your child's fever is higher than 100 degrees orally then he/she should not attend the program until 24 hours after the temperature has remained normal and the child feels well.
- **Upper respiratory disturbances:** A child with a simple cold may attend the program only if he/she is fully able to participate in the daily regimen of the program. If he/she is lethargic, please keep him/her at home.
- **Gastrointestinal disturbances:** If your child vomits or has diarrhea he/she should stay at home and may return after 24 hours of no vomiting or diarrhea.
- **Pain:** A child who is in pain cannot be comfortable or adequately cared for in a child care setting; therefore, the child should stay at home until the pain has been investigated and the child feels well enough to return and fully participate in the normal routine.
- **Rash:** If your child has any rash it must be identified by a physician. Your child can return upon documentation from a physician.

If your child has a minor illness or has one of the above six symptoms and you are unsure about sending your child to the program, please call the main office.

**The following is a list of illnesses that exclude a child from attending:**

- **Chicken pox:** The child may return after all skin lesions have dried; usually one week after the lesions has started.
- **Mumps:** The child may return after the swelling is completely gone.
- **Strep throat:** The child may return 24 hours after the first dose of medication is given.
- **Hepatitis:** The child may return after a statement of good health has been given by the attending physician.
- **Impetigo:** The child may return after the first 24 hours of treatment.
- **Ringworm:** The child may return after the first 24 hours of treatment.
- **Measles or German measles:** Child may return when the rash disappears.
- **Lice or Scabies:** Child may return after treatment and all nits/lice are removed
- **Conjunctivitis (Pink Eye):** The child may return after the first 24 hours of treatment provided there is no mucus present.

If your child will be absent because of any of the above illnesses, please call the main office. The staff will post a sign near the door to alert parents about any contagious diseases. To insure confidentiality no names will be posted.

**Sun Screen and Insect Repellant**

We apply SPF 35 to children during warm weather months and apply bug spray when mosquitoes are present on the playground. We supply these products. You are welcome to supply your own sun screen or bug spray if you'd like. Be sure to label it with your child's name and give it to one of the staff.

**Emergency Procedures**

In the event of an emergency situation or injury, the child's parents will be contacted. If the parents cannot be reached, the child's physician will be contacted. In the event that neither of these contacts is possible or if there is a serious emergency, the child will be taken to the U of M Hospital if no other parental preference is indicated on the emergency (child information) card. **Parents are responsible for updating the emergency (child information) cards with current home and work phone numbers, allergy, medication and all other pertinent information.**

**Fire Drills**

A minimum of three fire drills are conducted per school year to ensure staff and children know the emergency evacuation procedures. Children are escorted out of the building and down the sidewalk. Attendance is taken once everyone is there and seated on the sidewalk. (Note: For K-Care the drills are completed during the regular school year with the Burns Park School.)

## **Inappropriate Parent Conduct**

Parents must be aware that adults serve as role models for children. Additionally, CDC is responsible for protecting the children in our care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, parents/guardians conduct themselves in a professional and rational manner at all times. CDC reserves the right to immediately terminate the child care agreement if parent behaves inappropriately. The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- \* Acts of violence, including assault and battery
- \*harassment of or threats against the staff, other parents or children
- \*possession of illegal substances or firearms
- \*verbal or physical abuse of any child
- \*profanity or indecent exposure

## **Discipline Action Plan**

### **Behavior Expectations**

Discipline is a learning experience that teaches children to respect themselves and others. The Kids Club/camp staff uses positive methods which encourage self-control, self-direction, self-esteem and cooperation. When a child's behavior requires staff intervention, because it is unsafe for the child or others, intervention will be conducted in a professional manner. When an intervention is made it will be on an individual basis, based on the conflict resolution model ascribed by Community Day Care and Ann Arbor Public Schools.

Kids Club/Camp staff will redirect children by verbal reminders, restructuring of activities, "cooling down periods" and parental notification. If problem behavior continues after these steps are taken, the parents and staff will decide together on an effective course of action. Community Day Care/Kids Club reserves the right to disenroll any child whose behavior is not appropriate for the setting. For exceptional circumstances, one incident may be enough to disenroll.

### **Disciplinary Action**

- 1) First Incident- Parents will receive a written "behavior report" describing inappropriate behavior, in addition to oral communication. Parents are expected to sign this form upon receipt. One copy goes to the parent and one will be filed in the child's file.
- 2) Second Incident- Upon receiving a second written "behavior report" form, a conference with student, staff, parent and director or assistant director is arranged to discuss an appropriate behavior plan.
- 3) Third Incident- After three incidences of extreme behavior resulting in a third written "behavior report" form, the child may be dismissed from the program or a suspension with a clear action plan may occur. Any disenrollment will be approved through the board of directors.

Kids Club is located on school campuses, and children are expected to adhere to campus rules and regulations. Kids Club also expects children to adhere to the "Rainbow of Safety" used in the Ann Arbor Public Schools.

## **FAQs FREQUENTLY ASKED QUESTIONS**

### **About the program**

#### **Do you provide a snack or do I have to pack one?**

Kids Club provides a light, nutritious snack including 2 of the 4 food groups. We offer snack in the morning and in the afternoon. You are also welcome to pack a snack for your child to bring.

#### **Do I need to pack a lunch for my child?**

Yes, your child will need a lunch. There is not refrigeration but cold juices boxes work well 😊!

#### **Does my child have to participate in the activities provided?**

No. There are lots of activities, toys, and games for the kids to choose from. Kids can choose to do what most appeals to them.

#### **If my child does not want to swim at the pool do they still need to put on their bathing suit?**

Yes, the pool staff have asked us that all children wear bathing suits. It is also easier to identify the children at the pool when they are wearing their yellow CDC shirt.

#### **Do you provide sunscreen for my child?**

Yes, sunscreen is applied in the morning, at lunch, at the pool and as needed. We use at least 30 SPF. If you would like us to use your sunscreen please let a camp director know.

#### **Will my child be in a group with his/her peers?**

Yes, each day campers have group time with their counselor and peer group from 11 am- 12 pm.