

## CAMP CADETS REGISTRATION HANDBOOK FOR FAMILIES

### OVERVIEW

Camp Cadets program, a Sargent Central school-age program, is a fun summer opportunity for any students entering kindergarten through sixth grade. At Camp Cadets, children can spend their summer in a structured environment that encourages creative and meaningful play.

All Camp Cadets program policies are in addition to the Sargent Central School Board Policies.

### LOCATION AND HOURS OF OPERATION

The Camp Cadets program is held at Sargent Central Public School. Families can use the school's front doors to enter and exit the school facility. The hours are 7:00 am – 5:00 pm, Monday through Friday.

### DAILY SCHEDULE\*

- |                |   |
|----------------|---|
| - 7:00 – 8:00  | Free Play and Breakfast                                   |
| - 8:00 – 12:00 | Stations (Gym, Playground, Summer School, Free Play)      |
| - 12:00 – 1:00 | Lunch and Quiet Time (Reading, Educational Apps, Puzzles) |
| - 1:00 – 3:30  | Activity  |
| - 3:30 – 4:00  | Snack   |
| - 4:00 – 5:00  | Free Play   |

### WEEKLY SCHEDULE\*

- Monday – Movie
- Tuesday, Wednesday, Friday - Pool
- Thursday–STEM/ART

*\*Daily and weekly activities are subject to change.*

### REGISTRATION

The Camp Cadets program director will process all registration forms. Please notify the director immediately if any information on the registration forms has changed (new address, telephone number, work address, work telephone number, etc.). In case of an emergency, we will contact the parent or guardian listed on the registration forms.

If parents/guardians would like to make any changes to the attendance schedule or withdraw from the Camp Cadets program completely, a ten-day written notice is required. Please submit a written request to the director.



## **TUITION**

Fees are due prior to services rendered. Payment for the first four days of care must be made at the time of registration. Payment for the rest of the summer is due every two weeks on Mondays.

Parents/guardians must have their preferred billing method on file before the start of the Camp Cadets program. If a change is needed, please contact the director with the new preferred billing method.

## **PROGRAM RATES**

### Full-Time Care

- Full Day = \$36/day

### Part-Time Care

- Full Day = \$38/day
- Half Day = \$19/day

### Drop-In Care

- Full Day = \$48/day
- Half Day = \$24/day

## **RATE DISCOUNT**

Camp Cadets program staff are eligible for a 50% discount on daily rates for their children attending the program.

## **MEALS**

The Camp Cadets program will serve food at three different times throughout the day.

- Breakfast from 7:00 – 8:00 am
- Lunch around 12 pm
- Snack at around 3:30 pm

Breakfast, lunch and snack are free for all participating children. A menu will be provided. Children can bring their own lunches if they prefer.

## **DROP-IN CARE REQUIREMENTS**

Our Camp Cadets program is available for drop-in care if arrangements are made 12 hours in advance with the director. The Camp Cadets program will only accept drop-ins if there is adequate staffing. Payment for drop-in care is due prior to services rendered. The cost of lunch is included in the drop-in rate.

## **PART-TIME CARE OPTIONS**

Option 1 - Full-time for either the morning or afternoon. Families can switch between morning or afternoon based on daily care needs. The parents must provide the director with a schedule prior to the first day of care. If there are changes to the schedule, please notify the director.

Option 2 - Full day, 2 – 4 days per week. To qualify for part-time care, families must commit to coming to the Camp Cadets program for at least 20 days. These days need to be scheduled before the first day of care. If there are changes to the schedule, please notify the director.

## **LATE PAYMENT FEES AND INSUFFICIENT FUNDS**

If the childcare fee is not paid when due, a late payment fee of \$5.00 per day will be added to the past-due amount until it is paid.

The fee for an insufficient funds check will be \$5, plus the amount of any bank charges to the Camp Cadets program's account.

## **PROGRAM ELIGIBILITY**

The Camp Cadets program is offered to any child entering kindergarten through sixth grade. In the event of limited Camp Cadets program capacity, priority will be given to Sargent Central Public School students.

## **ABSENCES**

In the event a child is sick or away on vacation, please notify the director. Credit or make-up for days missed due to illness, vacation, inclement weather, or holidays cannot be given.

## **ITEMS FROM HOME**

Please do not bring toys, or other personal items from home to the Camp Cadets program. These personal items are at risk of being lost and/or damaged and create disruptions in the structured environment. Kids will have a place to hang their swimsuits, towels, or bags each day. We ask that you take every item home with the child each night.

## **BIRTHDAYS**

Each child's birthday is a very special day. It can be celebrated in a variety of ways. Parents should discuss the day with the director if interested in supplying special snacks and/or items.

## **BEHAVIOR**

Children enrolled in the Camp Cadets program are expected to follow the Sargent Central Elementary CADETS Expectations (Caring, Act Respectful, Do Your Best, Engaged Learner, Take Responsibility and Safety First). If poor behavior does not improve, the child will be asked to leave the Camp Cadets program. When possible, we will give parents a ten-day notice of the child's dismissal from the Camp Cadets program so that they may seek alternate childcare arrangements.

## **SERVICE TERMINATION**

While we look forward to a relationship with children and families that lasts throughout the summer, we are aware that there may be some extenuating circumstances that may require an early termination. If parents/guardians choose to leave the Camp Cadets program, parents are to provide the director with a 10-day written notice.

Tuition payments must be made every two weeks on Mondays. Repeated insufficient funds may result in a termination of service. Likewise, habitual tardiness upon pick-up could result in termination of service. In addition to the payment requirement, all parents/guardians must submit all required forms. These forms must be received by the director for children to stay in the Camp Cadets program.

## **LATE PICK-UP RATE**

If parents/guardians arrive 5 minutes after Camp Cadets program's scheduled end time or the child's contracted time, they will be charged \$1/per minute, per child thereafter. Late fee payments will be automatically charged to the credit card and/or banking information on file. Please understand that staff have additional responsibilities they must attend to after closing time. If parents/guardians are running late and can call, please do so. This call, however, does not release the parent/guardian from paying the late fee.

## **COURTEOUSNESS**

Staff are committed to treating parents with courteousness and respect. It is also expected that parents/guardians will treat all staff and other Camp Cadets program participants and parents/guardians with mutual respect. If a parent threatens physical harm or intimidating actions toward a staff member or exhibits verbal abuse to staff, this behavior may result in a child's immediate dismissal from the Camp Cadets program.

## **RELEASE OF CHILDREN**

At the time of enrollment, parents/guardians will be required to complete a provided pick-up form which asks for the names and dates of birth of all individuals who will be authorized to pick up their child(ren). If parents/guardians would like to add an individual to the list, please do so in writing to the director at least 24 hours in advance.

## **PICK-UP/DROP-OFF**

Families can use the main school doors to enter and exit the Camp Cadets program. Authorized pick-ups may be asked to present a government-issued photo ID to staff before signing out the child to verify identity and pick-up authorization. If a government-issued photo ID is not presented at pick-up, the child will not be released until the pick-up's identity is verified.

## **PARENT COMMUNICATION**

We are committed to creating an open and honest line of communication between our Camp Cadets program and our parents. This exchange of information will enable us to provide a comprehensive Camp Cadets program for your child. Communication regarding your child's development and behavior will be through the staff and/or director in the form of in-person conversation, phone calls, or messages through Remind. Newsletters and flyers will also be used to inform you of the Camp Cadets program's daily operations. In case of illness or emergency, we will contact you first via telephone with an email backup if needed. It is imperative that we have accurate contact information from all families.

## **BASEBALL THROUGH THE FORMAN PARKS AND RECREATION**

When available and applicable, a licensed staff member will drive the kids to and from baseball practice using appropriate transportation. The Camp Cadets program is not responsible for anything that happens to your child(ren) while at baseball.

## **SWIMMING LESSONS THROUGH THE FORMAN PARKS AND RECREATION**

When available and applicable, staff will aid and support the transition of your child(ren) to and from swimming lessons. The Camp Cadets program is not responsible for anything that happens to your child(ren) while at swimming lessons.

## **SUN SAFETY**

Camp Cadets program is committed to ensuring that all children and staff are protected from skin damage caused by the harmful UVB and UVA rays of the sun. The following sun safety guidelines will be implemented for all staff and children.

1. Limit sun exposure between 10:00 am and 4:00 pm, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.
2. Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat-related illnesses.
3. Apply broad-spectrum, water-resistant SPF 30 or higher sunscreen to all exposed areas and rub in well - especially the face (avoiding the eye area), nose, ears, feet and hands and rubbed in well – 30 minutes before exposure to the sun and every two hours while in the sun. If playing in water, reapplication will be needed more frequently. If the skin is broken or an allergic reaction is observed, staff will discontinue use and notify the parent/guardian.
4. Provide sufficient areas of shade in the outdoor play area and encourage children to seek shaded areas for outdoor activities.
5. Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather.

The Camp Cadets program will provide sunscreen. If you would like to provide your own, please contact the director.

### **POOL ATTENDANCE AND EXPECTATIONS**

The Camp Cadets program will go to the pool several times throughout the summer. If a child has not passed Level 2 in swimming lessons, the parent/guardian must provide a life jacket for their child during swimming pool activities while at Camp Cadets program. If the child has not passed level 2 and does not have a life jacket, they will not be allowed to go into the big pool during our Camp Cadets program swim time. This policy comes from the American Red Cross Pool Safety Recommendations.

All children enrolled in the Camp Cadets program are expected to follow the pool rules. If these rules are not being followed, the child may lose their chance to swim for a period of time, or the rest of the time that day. This decision will be made by staff members based on the severity of the rules being broken.

If a family or single pool pass membership has not been acquired, payment to the pool for admittance will be required. Children may bring money for concessions while at the pool, they are responsible for keeping track of it. Staff members will not hold onto the money for them. Staff members will not let children back into the school to grab money once they have left the building. If the money is lost, it is the responsibility of the child. The pool does have tab cards available. For more information, please contact the pool.

### **ELECTRONICS**

There will be times throughout the day when the kids will be allowed on electronics. If you do not want your child(ren) to participate in any of the electronic time, please contact the director.

### **MOVIES**

There may be times throughout the week when movies may be watched. All movies shown will be rated PG or G. If there are any questions or concerns about a movie, please contact the director.

### **INJURIES**

The safety and well-being of all children participating in the Camp Cadets program are of paramount importance.

1. Staff members will receive training in first aid and CPR before the start of the Camp Cadets program.
2. All facilities and equipment will be regularly inspected for potential hazards, with any issues promptly addressed.
3. Children will be supervised at all times, with appropriate staff-to-child ratios maintained to ensure safety.
4. Activities will be designed and conducted with safety considerations in mind, taking into account the age and developmental level of the children.

In the event of an injury, staff members will assess the situation promptly and provide necessary first aid or medical attention. Parents or emergency contacts will be notified immediately in the event of a serious injury or medical emergency. Staff members will follow established protocols for contacting emergency services if needed. An incident report will be completed for any injury requiring first aid or medical attention, documenting the details of the incident, the actions taken, and any follow-up required.

### **FIELD TRIPS**

Field trips offer valuable opportunities for experiential learning, exploration, and fun for children enrolled in the Camp Cadets program. All field trips will be planned and approved by the director in advance. Parent/guardian consent forms will be distributed prior to each field trip, outlining the details of the outing and requesting permission for the child to participate.

### **TRANSPORTATION**

Transportation may be utilized for all Camp Cadets program-related activities including field trips and outings. Parents or guardians will be informed of all transportation arrangements in advance, including details of pick-up and drop-off times, and locations.

### **EQUAL OPPORTUNITY**

The Camp Cadets program is committed to providing a welcoming, inclusive, and supportive environment where all participants, families, and staff members are treated with dignity, respect, and fairness. We believe in the value of diversity and strive to create opportunities for every individual to thrive regardless of race, color, religion, gender, sexual orientation, disability, national origin, or any other characteristic protected by law.

### **GRIEVANCE PROCEDURE**

If any concerns or complaints about the Camp Cadets program, please address them with the director as soon as possible. If you have a complaint that you feel is not being addressed, you may contact the superintendent at Sargent Central Public School.

**TERMS AND CONDITIONS**

In consideration of participating in the Camp Cadets program, I hereby agree to release, indemnify, and hold harmless the Camp Cadets program and Sargent Central Public School, its directors, employees, volunteers, and affiliates from any and all claims, demands, liabilities, damages, or expenses, including attorney fees, arising out of or in connection with my child's participation in the program. I understand and acknowledge that there are inherent risks associated with participation in childcare activities, including but not limited to accidents, injuries, or illnesses, and I assume full responsibility for any such risks. I further agree to waive any claims against the Camp Cadets program and Sargent Central Public School for any damages or losses arising from my child's participation in the Camp Cadets program, except in cases of gross negligence or willful misconduct on the part of the Camp Cadets program or Sargent Central Public School. This hold harmless clause must be binding upon myself, my heirs, executors, and assigns.

**I have read and agree to the Camp Cadets program's Terms and Conditions.**

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Signature of Parent/Legal Guardian

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Date

\_\_\_\_\_

Signature of Camp Cadets Director

\_\_\_\_\_

Date