

WELCOME

Welcome to Camp Asbury. We are happy that you have chosen Asbury for your child. The Asbury staff looks forward to working with you and your family. We have an open door policy and we encourage you to visit with us with any concerns, suggestions, or praises.

Camp Asbury Mission

To provide a Christian summer program that promotes social, intellectual, emotional, and spiritual growth.

Camp Asbury Philosophy

Children need opportunities for growth and stimulation in all areas of development. At Camp Asbury, we want to meet the needs of all children on a variety of levels including social, cognitive, physical, emotional, and spiritual development. Our goal is to provide a warm Christian environment that will allow each child to develop as a unique individual. Each child should feel safe, secure, and loved in order to develop a positive self-image that will translate into optimum emotional and physical development.

We believe in the integrity of the family and will work with the parents to promote, social, cognitive, physical, emotional, and spiritual skills in their children

“And asking that the way you live will always please the Lord and honor him, so that you will always be doing good, kind things for others, while all the time you are learning to know God better and better.”

Colossians 1:10

Camp Asbury

Parent Orientation Information

Policies and Procedures
Revised 01/03/12

Our services are provided for school age children who have completed kindergarten. Enrollment is nondiscriminatory without regard to race, religion, national, origin, ancestry or sex.

Enrollment

Enrollment is open to all children who have completed kindergarten through 5th grade. Enrollment is done on a weekly basis and you will need to enroll your child for each week that they will be attending Camp Asbury. The school reserves the right to ask for withdrawal of any child who demands special attention not offered by the program.

Camp Asbury Dates/Hours

Monday through Friday

7:00am-6:00pm

Children are only allowed to be at the center for a total of 10 hours per day.

Camp Asbury Dates

Weekly Theme

Week 1	May 29-June 1	Welcome to Camp
Week 2	June 4- June 8	Vacation Bible School
Week 3	June 11 –June 15	Great Sports (Soccer camp June 13-15)
Week 4	June 18- June 22	Animals, Animals, Animals
Week 5	June 25-June 29	It's a Mystery (Football Camp 27-29)
Week 6	July 2- July 6	Red White & Blues
Week 7	July 9- July 13	Space Camp (Basketball Camp 11-13)
Week 8	July 16- July 20	Exploring the Arts
Week 9	July 25- July 29	Blast to the Past (Volleyball Camp 25-27)
Week 10	July 30- Aug. 3	It's Show Time
Week 11	Aug. 8- Aug. 12	Camp Favorites (Cheer & Dance Camp 8-10)

Sports camps are conducted by the Asbury Sports and Recreation ministry and will cost \$30.00 per camp or \$100.00 for 4 camps of your choice. Payment for the sports camps are not included in the cost of Camp Asbury. Camp Asbury will provide transportation if needed and a Camp Asbury staff member will be with the children throughout the sports camp.

Tuition

Tuition for Camp Asbury is \$100.00 per week payable on the first day of each week. Children will not be allowed to remain at Camp Asbury if payment is not current. Please make checks payable to Camp Asbury. There are three options for payment.

Check or Cash

Please drop your payment into the payment slot located at the parent information center.

Direct Tuition Plan

If you would like to have your tuition directly taken out of your bank account we offer a direct tuition plan. All you will need to do is fill out the form included in your enrollment packet. Be sure to include a voided check or deposit slip with the form. Withdrawal will begin the first week of Camp Asbury.

Credit/Debit Card Payment

You can make tuition payment with your Visa or Master Card. Just go to the main office and they will be glad to help you with this. Be sure you let them know which child you are paying tuition for.

A \$10.00 late fee will be assessed for all late payments. If your payment is not received on the first day of the week, **your child may not return to Camp Asbury until the payment has been received.** Returned check charges of \$40.00 will be assessed on all returned checks. All future payments are to be in cash or money orders.

Since your tuition payment reserves a spot for your child, no refunds will be made due to absences, short weeks, or vacations.

All programs require a \$45.00 nonrefundable registration fee. This fee reserves the weeks you have enrolled in for the summer.

If you enroll and choose not to attend Camp Asbury for any reason the \$45.00 registration fee will not be refunded.

Tax Statement

Parents may request a statement of amount paid for the year for their taxes at the end of Camp Asbury or after January 1st. Our tax ID number is 48-057-1069.

Enrollment Forms

The following forms must be turned in before your child may be accepted for care:

- 1) Camp Asbury Enrollment Application (Required at time of enrollment)
- 2) Emergency Medical Care Form (Required at time of enrollment)
- 3) Camp Asbury Release form (Required at time of enrollment)
- 4) Sun Screen permission form (Required at time of enrollment)
- 5) Medical Record including current immunizations (Required before attendance)
- 6) Health Assessment signed by a physician (Required before attendance)
- 7) Field Trip permission form (Required before attendance)

The health assessment form is required on or before your child's first day of attendance. Due to licensing requirements, attendance will be denied for any missing forms.

If you change your address, phone number, or work number, please update or fill out a new child data form. It is important that we have the current information in case of emergency.

Class Size Ratio children/teachers

Kindergarten – 2 nd grade	20 children to 2 teachers
3 rd through 5 th grade	25 children to 2 teachers

Class Withdrawal

In the event it is necessary to withdraw your child from Camp Asbury, please notify the director in writing 14 days before termination. Full payment is due from the 14 day notice.

Drop off/Authorized Pick Up

Children will need to be escorted to and from the classroom. Children will need to be signed in/out on a daily basis. The sign in/out sheets are located in the classroom.

A late pickup fee of \$5.00 per 15 minutes will be applied

We request that you notify the center if one of the authorized people will be picking your child up that day. Please let those people know that they will be asked for picture ID until we become familiar with them.

Sign In Sheets

Sign in sheets are located in each classroom. It is the responsibility of all parents to sign their child in and out daily.

Exclusion Policy/Absenteeism

Camp Asbury will follow the guidelines for exclusion of children who are ill. See Attached.

If your child is going to be absent, please let the director know. Please call the church office at 942-1491 and leave your information.

Discipline policy

Camp Asbury teachers work hard to provide a stimulating, safe and loving environment for the children in our care. Each classroom will have a set of rules that focus on the safety and social development of the children. Even the best-behaved children will occasionally test the environment. When this happens, the following actions are taken:

Distraction: Often a teacher can anticipate that a child will engage in an inappropriate behavior. A teacher alert to the situation is likely to engage the child in conversation and ask his/her help in another task to offer an alternative activity.

Discussion: Sometimes distraction does not work. Talking with the child is done on the child's level. Teachers will kneel down and face the child. Conversations are short and a calm and relaxing voice is used. The child is given an opportunity to share their feelings and information about what happened. The teacher will help the child in making a positive decision about how to resolve the issue in a positive way.

Shadowing: When repeated testing of the rules occurs, the teachers use shadowing. This is a procedure where the child is removed from the situation and is placed with the teacher for a time. It gives the child a breather and direction from an activity that has become too intense for him/her at the time.

Positive Approach: When general statements or behaviors need addressed it is important to respond to the behavior that you want to encourage. Teachers will make eye contact and speak directly to the individuals using positive statements such as: "Thank you for following my directions the first time."

Zero Tolerance Child Abuse Policy

This policy is in place to protect both the children in our care and the colleagues we work with at the center.

It is our goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure to the health and safety of young children in the center's care, we are committed to consistently enforcing the Center's Zero Tolerance Child Abuse Policy.

Signs of Abuse

Camp Asbury teachers will report any suspicious signs of abuse immediately to the director. By law, we are required to report any abuse or neglect to the state. Abuse is identified as physical, mental, sexual or neglect.

Accidents

In even the best programs, accidents do occur. If your child is involved in an accident a written report will be completed. One copy will be kept on file at the center and one copy will be given to you. You may be given a courtesy call to inform you of what has happened. If we believe your child is in need of emergency medical attention, you will be contacted immediately. If you are unable to take your child to seek treatment or if we are unable to contact you or any of your emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child.

Holidays

Camp Asbury will be closed the following days:

- Independence Day

If the above holiday falls on a Saturday, we will be closed the Friday before it. If the holiday falls on a Sunday, we will be closed on the following Monday. *No credit will be given for holidays or school closings.*

If you have any questions, please consult your Camp Asbury calendar.

No credit will be given for holidays or school closings.

Supplies

(See Attached sheet for additional information)

To prevent children's belongings from getting lost, we ask that all personal items such as back packs, swim suits, towels, etc. be labeled with your child's name.

We also request that you dress your child in appropriate clothing so they may participate in all activities. The children have a period of outdoor play every day.

Lunches/Snacks/ Food Allergies

Children enrolled in Camp Asbury will need to **bring a sack lunch including a drink with them each day.** The lunches will be stored in the refrigerator until lunch time. If you forget to bring a lunch we will provide one that day. A fee of \$5.00 will be charged to your account for any lunch meals that are provided due to a forgotten lunch.

Camp Asbury will provide a morning and an afternoon snack for all campers.

Parents will receive a copy of the snack menus at the beginning of Camp Asbury. These menus will also be posted in and outside the classrooms and in the kitchen. Parents will be made aware of any changes.

Food allergies or special dietary needs should be made known to the director at the time of enrollment.

Birthday Parties/ Holiday Parties

If your child has a summer birthday you may pick a day for your child to celebrate their birthday at Camp Asbury. **Please give a two day notice of your chosen date to the teacher.** It will be at the parent's discretion as to whether they provide a snack to be distributed by the teachers or have a party at afternoon snack time. All party supplies will be furnished by the parents. Parents need to arrive 10 minutes before the party if they would like to be present.

Due to licensing regulations, all food snacks must be in an unopened box or sack. Sorry no homemade snacks! Asbury is also a peanut free camp due to so many children with peanut allergies. Please be sure that snacks do not contain any peanuts.

Field Trips/ Activities

Field trips will be included in the summer's activities. Parents will be notified at the beginning of summer. We encourage parent volunteers for these fun activities. All drivers and vehicles must meet state transportation requirements. All drivers must have a signed regulation sheet. All children must have a signed permission slip. All children must be buckled in individual seat belts while being transported. **All children riding in the van must have a car seat or booster seat if required by law.** All state requirements must be met before a child will be taken on a field trip.

Parent Packs

Each family will receive a parent pack that will inform you of procedures, calendar of activities, classroom rules, and the discipline policy.

Monthly Newsletter

It is our goal to provide open communication with all of our families. Each month you will receive a newsletter with information regarding events at Camp Asbury, and your child's classroom. Each classroom has a bulletin board that has important information for parents to check. Information is also posted at the parent information station.

Children's Files

Each classroom will have a file box that contains a file folder for each child. All important papers, flyers, and day sheets will be placed in the files. Please be sure to check the file each day.

Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill As Recommended in *Caring for Our Children: National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs*

When formulating exclusion policies, it is reasonable to focus on the needs and behavior of the ill child and the ability of staff in the out-of-home child care setting to meet those needs without compromising the care of other children in the group

Children with fever are managed differently in child care. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in child care. A small proportion of childhood illness with fever is caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for child care staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions. Parents should be notified anytime a child has a fever.

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

The illness prevents the child from participating comfortably in facility activities;

The illness results in a greater care need than the child care staff can provide without compromising the health

and safety of the other children; or

The child has any of the following conditions:

- 1) Temperature: Oral temperature 101 degrees or greater; rectal temperature 102 degrees or greater; auxiliary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility. Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
- 2) Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
- 3) Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops.
- 4) Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration.
- 5) Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
- 6) Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- 7) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- 8) Untreated scabies, head lice, or other infestation.
- 9) Untreated Tuberculosis, until a health care provider or health official states that the child can attend childcare.
- 10) Known contagious diseases while still in the communicable stage

Camp Asbury Supply List

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Each child is asked to bring:

1. Personalized back pack to keep personal belongings in
2. One bag of napkins
3. One bottle of sunscreen with their name on it.
4. One container of Clorox Wipes
5. Toothbrush with a cover for it
6. 1 bottle of Elmer's glue
7. Two bottles or cans of 100% Fruit juice
8. One box of crackers from the following list:

Graham crackers	Ritz crackers
Gold fish	Animals crackers
Cheez-its	Saltine crackers

Swim & Splash Days

Each child will need to bring their swimsuit, towel and flip flops for swim days. Sunscreen will be applied before all swimming activities and children will use only the sunscreen provided by parents.