

Chippewa Valley Schools



Summer Camp Parent Handbook-Agreement School-Age Child Care (SACC)

DISCLAIMER: SACC SUMMER CAMP PARENT HANDBOOK-AGREEMENT IS SUBJECT TO CHANGE WITHOUT NOTICE. ANY NEW CHANGES WILL BE HIGHTLIGHTED IN BLUE.

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Welcome to Chippewa Valley Schools (CVS), School-Age Child Care (SACC) summer camp! Our mission is to provide a safe and friendly supervised environment, encouraging children to enhance their social/emotional, physical, and cognitive development through a wide range of age-appropriate activities. Children will be provided with the opportunity to participate in activities that are both self- and staff-directed or initiated.

Childcare Goals

The School-Age Child Care summer camp strives to provide the following:

- A safe, healthy environment where staff strive to meet the emotional, social, and physical needs of the children.
- A nurturing environment for all children.
- Respect for self and others, while responsibilities and social skills are both enhanced and encouraged.
- A safe place for children to socialize with peers.
- Planned and supervised activities and field trips.
- Indoor and outdoor physical activities that provide children the opportunity to play and work as a team, while getting exercise.

We are pleased to be part of your family's childcare experience and look forward to a wonderful summer.

Please contact the Program Director of your school with any questions you may have regarding the SACC summer camp. **Specific items or sections may differ per site.**



Registration

The SACC summer camp is available to students' exiting Kindergarten through exiting 5th grade. Must have completed Kindergarten.

Per district policy, ALL past due accounts MUST be paid in full to register for the SACC summer camp and kept current to remain in the Camp.

- **Current CVS SACC elementary families** will register first. New CVS SACC elementary families will have the opportunity to register next.
- **Any students living outside of the CVS district** will be placed on a waiting list until accommodations become available.

Registration is online through Eleyo:

- 1) Go to <https://www.chippewavalleyschools.org/>
- 2) Click on "FOR PARENTS"
- 3) Click on "SACC - School-Age Child Care" (*Listing to the right of the screen*)
- 4) Click on **SACC Summer Camp registration link** (Registration link: <http://chippewavalleyschools.ce.eleyo.com/>)
- 5) Click on "Explore All Programs" in the top right corner and then select SACC summer camp at the far left of the page
- 6) Click on "Learn More"
- 7) Complete steps to fill out and submit your registration

*The email and password that you create will be needed to access **Eleyo** to adjust schedules and make payments. Once registration is submitted, you will receive an email advising you that your contract is pending. Once contract is approved, you will receive another email with your confirmation.

The following information MUST be kept current in Eleyo for enrollment:

- Family Information
- Schedule of Attendance
- Health & Well-Being Form Information/Immunization
- Auto Pay Information



**Chippewa Valley Schools SACC Summer Camp
Rate/Billing/Payment Agreement**

This is an agreement between Chippewa Valley Schools SACC summer camp and the parent/legal guardian.

Please note that billing for summer SACC differs from the billing for the school year program!

IT IS THEREFORE AGREED:

1. **At the time of enrollment there is a \$70.00 non-refundable registration fee per family payable through the Eleyo website via debit/credit card at time of enrollment. Account must be in good standing at ZERO balance from the prior school year to enroll.**
2. **Rate structure per child is \$5.00 per hour, 1-hour minimum charge, time beyond 1-hour is charged in 15-minute intervals.**
3. **Billing statements run on Mondays for the previous week of SACC summer camp services (billing may be delayed during holiday break). The invoice is payable immediately upon receipt via AutoPay (debit/credit card). NO ACH (check) payments are allowed. If payment is not received by the end of the day on Friday, due to a debit/credit card issue, a \$5.00 late fee will be added to your balance. If the balance is not paid following your late fee assessment, your child will be unable to attend the SACC summer camp until the balance is paid. The \$5.00 late fee will continue to accrue weekly until your bill is paid. If you did not receive an e-mail/invoice, please contact the summer camp director. It is your responsibility to know your balance and to keep your credit card/email up to date.**
4. **On-line payment is mandatory through our [Eleyo](#) registration, which is an Autopay for weekly debit/credit card payments. A valid credit card must be stored on file at all times. NO ACH (check) payments are allowed.**
5. **Please follow the SACC summer camp hours of operation for your building; a fine of \$2.00 per minute will be assessed for each minute you are early dropping off or late picking up outside of normal SACC summer camp operating hours. Late fee is increased to \$5.00 a minute after third late pick-up along with exclusion from the summer camp.**
6. **Failure to clock your child(ren) in/out could result in charges for a full day. It is mandatory that documentation of every child in attendance must be accounted for.**
7. **If your child(ren) is scheduled to attend the SACC summer camp and is absent or a "no show," a minimum of 1-hour (\$5) will be charged to your account.**

Days and Hours of Operation

SACC summer camp is available Monday - Thursday from 7:00 AM - 5:30 PM. Camp is closed the week of July 4th. Please see the district School-Age Child Care website for more information [SACC-School-Age Child Care](#) (click on link).

Arrival and Departure

CVS District policy mandates for the safety and security of the children, all entrances to elementary buildings are locked.

The SACC entrance is equipped with an intercom system. When you arrive, please press the SACC intercom button located to the right of the door and identify yourself. Staff will unlock the door to let you in. *Please have photo ID available when entering the building.* Children will **NOT** be released to persons that are not listed on the Child Information Form.

Checking In/Out of Childcare

For your child's safety, the SACC summer camp and the State of Michigan require that an adult must accompany children into the building and check them in/out of camp. SACC utilizes a computerized attendance program, in which authorized people listed on the Emergency Information Record are able to check child(ren) in/out of camp. **Children will only be released to persons listed on the Child Information Record with a valid picture I.D.**

*** Failure to clock your child(ren) in/out could result in charges for a full day.** It is mandatory that documentation of every child in attendance must be accounted for.

DHS-State Assisted Payments

Authorization from the State of Michigan Department of Human Services should be provided at the time of registration. Please note the following:

- **Parents are responsible for submitting the completed Child Development and Care (CDC) Provider Verification form (Form 4025) to DHS and adding the summer camp school as an authorized provider.**
- **DHS may only pay a portion of hourly rates, registration, or activity fees. DHS will not cover late fees.**
- **Parent is responsible for payment of services through AutoPay (credit/debit card). NO ACH payments will be accepted.** DHS payments will be credited to SACC summer camp accounts as they are received.

Parent is responsible for knowing their approved coverage rate and is responsible for all/any amount not paid by DHS, including family co-pays and late fees.

Parent Responsibilities

- Read and abide by Parent Handbook-Agreement and Policy Agreement.
- Complete ALL registration information thoroughly and keep all information current.
- Make Director aware of **ALL allergies or other medical concerns**, provide medications and physician authorization to dispense said medication.
- Make Director aware of **ALL changes in attendance schedule (tutoring, Parks & Recs, etc.) as well as updating attendance in Eleyo (24-hour notice preferred).**
- **ONLY** authorized adults can check child(ren) in/out of camp on the provided iPad.
- Read all communications such as: e-mails, newsletters, calendars, bulletin board, and postings located in the room and on the sign in/out table.
- **Pick child(ren) up by 5:30 p.m. If a parent is more than a half hour late picking up their child(ren) from SACC and has not contacted the SACC director, the Police or Child Protective Services may be called.**
- Notify Director of any changes or occurrences at home that may affect your child's well-being.
- Work with the Director regarding any issues or concerns to reach a suitable resolution.
- Make alternative arrangements for ill children.
- Dress child appropriately for indoor/outdoor play (weather permitting) and arts & crafts.

Personal Items/Electronic Devices

Toys/Personal Items - Please refrain from bringing any unnecessary items to camp.

Cell Phones/Electronic Devices - Students are **NOT** allowed to use any electronic device, (including cell phones) without explicit staff authorization.

The SACC summer camp **WILL NOT** assume any responsibility for lost, stolen or damaged personal property. Your child's name should be clearly labeled on each item.

Health Policies & Procedures

Children with signs of illness should be kept home to ensure their health and well-being as well as that of the other children.

If a child has any of the following conditions, including but not limited to, the parent will be notified to pick the child up immediately:

- Fever over 100.4 degrees (Children must be fever free without fever reducing medication for 24 hours before returning to camp)
- Vomiting or diarrhea
- Lice- Please reference <https://www.chippewavalleyschools.org/district-nurse/>
- Contagious diseases



Serious Injury - In the event of a serious injury, 911 will be called. A parent or emergency contact person listed on the Child Information Record will be contacted. If a child must be transported to a medical facility, a staff member will accompany the child until a parent is present.

Minor Injury - Staff will conduct necessary first aid; cuts will be washed and bandaged, and bumps will have ice applied.

*Staff members are CPR, First Aid & AED trained and certified.

A record is kept of all injuries and accidents requiring first aid.

Medications - A physician signed Medication Administration Authorization Form must be completed for prescription and non-prescription medications, including EpiPens and inhalers. Prescription and non-prescription medications must have the pharmacy label, including doctor and patient names, instructions on dispensing, name, and strength of medication. Rescue medication (self-carry) can **ONLY** be EpiPens and rescue inhalers, which require a physician signed Request for Self-Possession/Self Administration of Medication form. All medication must be labeled with child's name. Medication Log Records will be maintained. Please refer to the District Nurse website <https://www.chippewavalleyschools.org/district-nurse/health-forms/> .

Allergies - Director must be informed of any allergies or medical conditions. If your child has allergies and/or a medical condition, a Health Action Plan must be in place. The SACC summer camp must be provided with emergency medications to be kept in room.

Health Action Plans must be completed for children with diabetes, seizure, asthma, and if necessary, a General Health Care Plan. All forms are available on the district website.

Please be aware we are a peanut/treenut safe/aware camp.

Field Trips/Activities

Periodically we may offer field trips or have in-house presenters and activities.

- Transportation is provided by Chippewa Valley School bus.
- All students attending a field trip **MUST** have a signed permission slip.
- Field trip permission slip and payment are due by posted due date. Field trips are first come, first served. Childcare account must be current to attend.
- Please read all posted notes and newsletters.
- For safety, students **MUST** wear school t-shirt when attending a field trip.
- **Field trips/activities are non-refundable.**
- Refunds will not be issued for children excluded from a field trip/activity due to behavior issues.
- All field trips/activities must be paid on *PaySchools Events*. **No cash/checks will be accepted.**

Conduct Policy

Please review with your child the expectations of the SACC summer camp:

- Respect staff and peers.
- Follow camp rules, regulations, and directions from staff.
- Respect the rights and property of others.
- Act courteously and appropriately.
- Be responsible for their actions.
- Appropriate language is expected.
- Materials and equipment are to be treated properly and returned to their proper place when done.
- Children may not leave a supervised area without permission from a staff member.
- Children are expected to clean up after themselves when using games, doing crafts and after eating snack/lunch.
- Children are **not allowed** to have electronics without staff permission.
- Children experiencing a problem should speak to a staff member immediately.



Special Needs

The SACC programs and staff strive to meet the needs of every child enrolled and to make this a positive experience for all.

All efforts and reasonable program modifications will be made to meet the special needs of children enrolled in the SACC programs.

Before you register your child(ren) with special needs, please notify your SACC site director prior to attending so they can be prepared to give your child(ren) the best experience possible, and staff as needed.

To assist us in meeting your child's needs, it is vitally important that your registration includes as much detail as possible. Please share any information regarding your child's current IEP, 504 Plan, one-on-one services, and/or other specialized education plan they may have at school.

Americans with Disabilities Act

Chippewa Valley Schools will comply with the spirit and intent of the Americans with Disabilities Act and will provide and make reasonable accommodations to assist people with disabilities to access and participate in our summer camps, facilities, and services. It is the policy of the district that no person based on race, color, religion, national origin or ancestry, age, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program.

Custody Agreements

In the event of divorce, separation, or joint custody ruling, every effort is made to treat each parent with respect. Staff cannot become involved in custody disputes, or document, write letters, or discuss any actions or behavior of another parent. Unless custody has been established by a court action, one parent may not limit the other from picking a child(ren) up from SACC. Any court documents pertaining to custody, a copy of said court order **MUST** be on file with the Site Director. Without a court order we cannot withhold a child(ren) from his/her parent.

Discipline

The staff will use a positive method of discipline, which encourages self-control, self-direction, and cooperation. Staff will clearly define behavior expectations and consequences for negative behavior. Policies and procedures are outlined in the Elementary Student-Parent Code of Conduct Handbook.

- Most behaviors can be managed with redirection or a cooling off period for the child to reflect. Staff will then discuss the incident with the student.
- Disruptive behaviors may include, but not limited to, hurting or endangering others or self, disrespecting staff, or other children, leaving designated area without permission, destroying property, foul language, bullying, threatening violence.
- The disciplinary process will be as follows: 1) Verbal warning to child(ren) and parent(s), 2) Written warning to parent(s), 3) Meeting with parent(s), SACC director, and Building Administrator that could lead to dismissal from SACC program.

Cooperation and support from parents are essential. Parents who are uncooperative or disrespectful to staff, other parents, or children, will be asked to make other childcare arrangements. Reinstatement for the next season is at the discretion of the Program Director and Building Administrator.

Dismissal from Summer Camp

The following circumstances may result in your child's dismissal from the program and NO refunds will be given.

- Dismissal after discipline process.
- Failure to comply with payment agreement.
- Failure to sign child in/out of the camp or writing the incorrect time.
- Failure to observe camp operational hours; dropping off child prior to scheduled camp start time or failure to pick up child by 5:30 PM.
- Any behavior that causes harm or injury to a child or staff member.
- Any behavior that does not adjust to the behavioral guidelines of the CVS District Code of Conduct.
- Ongoing disruption to the camp by child or parent.
- Other reasons as determined by the Program Director.
- If you have more than 3 late pickups, your account will be charged \$5.00 per minute, and your child(ren) will be dismissed from the SACC program.

Snacks/Lunch/Beverages



Meals, snacks, and beverages are NOT provided. Due to food sensitivities and allergies, children are NOT allowed to share snacks with other children who are not in the same family.

FOOD SERVICE IS NOT AVAILABLE DURING SUMMER CAMP.

Children must bring a lunch from home with adequate snacks and drinks for the day. We will have two snack breaks in addition to lunch. Children are encouraged to bring a water bottle from home, as the water fountains are inoperable at this time. Please label all items brought from home with child's name.

Please refrain from sending in food containing peanuts/tree nuts, as this poses a health risk to children with allergies. Per State of Michigan licensing guidelines, we cannot heat/cook food. Please do not send glass containers. All lunches, containers and water bottles should be clearly labeled with your child's name.

Inclement Weather/Emergency School Closings

In the event of severe or inclement weather, loss of electrical power, heat or water, or other emergencies, the SACC summer camp may be closed.

Building Closes Mid-Day-If a building is closed mid-day due to severe weather, emergency or building problem, SACC staff will remain until the last child is picked up, subject to the regular camp hours of operation and nature of emergency. Parents may be contacted to pick children up early.

Severe Weather-In case of early dismissal, Eleyo text and e-mail will be utilized to make parents aware of Emergency closings.

Fire, Weather, Evacuation and Lockdown Drills

In accordance with Michigan State Law, the School-Age camp holds seasonal schedule fire, weather, and lockdown drills. **Maps and directions for procedures are posted in each classroom.**

In any fire, emergency, or evacuation, the child's emergency card is taken to the appropriate location. The SACC staff will contact parents either by phone, e-mail, or text. Parents are responsible for maintaining current contact information.

Children with special needs will have an individualized emergency plan (including who will help the child and any accommodations that may be needed for that child).

Licensing and Regulations

The SACC summer camp is registered with the State of Michigan Office of Children and Family Services. Our camp meets the mandates required by the regulations set forth by the State of Michigan. Policies and procedures as well as the State of Michigan regulations are available for review on site and on the [LARA website](#).



Licensing Notebook

Per State of Michigan, Department of Human Services, Rule R400.8146 (1):

All childcare centers must maintain a licensing notebook which contains all licensing inspections reports, special investigation reports, and related corrective action plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 28, 2010, until the license is closed.

- The School-Age summer camp maintains a licensing notebook for all licensing inspections, special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to SACC parents for review during regular business hours.

Licensing inspection and special investigations reports from at least the past two years are available on the childcare licensing website at [LARA - Child Care](#).

Confidentiality

It is important that the privacy of our children, families and staff is maintained. Staff is asked to keep information about children, families, and co-workers confidential. Staff and parents are asked to refrain from discussing or making comments about children or families in the presence of other adults/children. This includes contacts that parents, and staff may have outside of SACC (personal contact). There are times when information regarding a home situation would help the staff take better care of your child(ren). Please ask if you would like a private meeting with the director and know that all information shared will be kept confidential.

Tax Information

Tax statements will be available for parents to access through Eleyo after January 1st. Use the [Download Tax Information](#) button from the *Account Management Tools* to obtain a copy of the tax statement report. Payments on the tax statements are categorized by payer.



SACC Summer Camp Sample Schedule

(Schedule will vary by site depending on field trips and special activities)

| | |
|-------------|---|
| 7:00-10:30 | Free Choice may include Arts & crafts, games, puzzles, reading, free play, gym, outdoor play, computer Lab, electronics |
| 10:30-12:00 | Grade level rotations Science or Art Gym/Outdoors/L.G.I. Computer Lab |
| 12:00-1:00 | Lunch (wash hands)/Recess |
| 1:00-3:00 | Grade level rotations Science or Art Gym/Outdoors/L.G.I. Computer Lab |
| 3:00-5:30 | Group Games/Activity/Free Choice |

