

First United Methodist Church and
Bright Beginnings Christian Preschool's

SUMMER CAMP

Parent Handbook



**"God saw everything that He had made, and indeed, it
was very good."
(Genesis 1:31)**

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION

REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public childrens services agency. Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

The department's website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

Creation Camps

60 E. North Street
Springboro, Ohio 45066
(937)-748-2612

brightbeginnings.fumcofspringboro.org

**God saw everything that he had made, and indeed,
it was very good.” (Genesis 1:31)**

The First United Methodist Church of Springboro , in conjunction with Bright Beginnings Christian Preschool and A.C.E. (Active Christian Exploration), is excited to offer summer camps to help enrich and expand a child’s summer experience.

Summer should be full of fun, creations, exploration and experiences for children. Each day of summer camp is a hands-on adventure as we explore through games, cooking, science, art and more! In addition, “Full” and “Extended” day campers will enjoy field trip travel and afternoon activities and games! Join us for a fun filled summer experience as we explore and experience God’s creation!



What we offer:



Half-Day camps (9 a.m.-12 p.m.)

Full Day camps (9 a.m.-4 p.m.)

**Extended Day camps
(6:30 a.m.-6:30 p.m.)**

Half Day Camps:

Our half day camps are offered throughout the summer from 9:00 a.m. – 12:00 p.m. for children aged **3 yrs.–5th** grade. During the morning, children will begin in a large group setting where they will hear the Bible verse and sing silly songs. Afterwards we will separate into age appropriate groups and travel through art, games, cooking and science stations as we create, experiment, play and discover through activities such as erupting volcanoes, making delicious delicacies, painting and participating in fun and active games. Our activities are designed to help campers full immerse in the weekly theme.

Full Day Camps:

Our full day camps are offered throughout the summer from 9:00 a.m. – 4:00 p.m. for children entering kindergarten through 6th grade. During the morning children will participate in half day camps. Afternoons will consist of field trips, special visitors, in depth projects, visiting the “reading room” and more! Parents will need to provide a packed lunch daily.

Extended Day:

Our extended day option allows children entering kindergarten through 6th grade who need care before /after regular camp times to come in between 6:30– 9:00 a.m. and to stay as late as 6:30 p.m.

Please note that we are CLOSED the week of July 4th.

Our regular A.C.E. (Active Christian Exploration) program begins the week immediately following the last week of camp. Our preschool classes begin the week of Labor Day.

Registration

Camps are offered to children on a first come/first serve basis. A waiting list may be utilized if we cannot accommodate all interested campers. Admission of exceptional children, children with disabilities, etc. is decided on an individual basis as qualified staffing allows. We do not discriminate in employment of staff or enrollment of children based on race, color, religion, or national origin.

Registration is completed online at brightbeginnings.campbrainregistration.com. Registration will remain open until one week prior to camp start date or until the camp is filled, whichever comes first.

Withdrawal- If a camper cannot attend a week that has been reserved for them, please notify the director by phone by noon the Thursday the week prior to camp. Cancellation after Thursday results in a \$50 cancellation fee. If the full camp payment has already been paid, we will refund the payment, less \$50 within two weeks of cancellation. We will attempt to trade weeks, but it will be based on availability. If the director is not notified ahead of time, you may be responsible for payment for that week.

Absences- Please call if children will not be attending. We are not able to offer fee reductions for absences due to illness.

Extra Charges-

- Returned checks will result in a \$15 minimum charge. Recurrent returned checks will result in "cash only" terms.
- Additional charges may be assessed for some field trips.
- During camp hours a late fee of \$10 is charged from 12:00-12:15 or from 4:00-4:15 or from 6:30-6:45 (depending on your camper's scheduled pick-up) and \$1 per minute thereafter. This is to be paid the following day of the incident. Excessive lateness (3 or more) will require a meeting with the Director.

Payment

Payment for camps are due on the Monday of each registered week. If payment is not received and prior arrangements have not been made, there will be a \$10 late fee assessed. If we do not receive payment by Wednesday of that week, services are suspended until payment is made. For campers who are attending multiple camps, payments may be made on the Monday of each camp week. Prior arrangements for payment options are required. Please make checks payable to "Bright Beginnings", with "Summer Camp" written in the memo section and turn in at the registration desk. Credit card payments (MasterCard and Visa only) can be made through the online registration site. Credit card payments will incur a 3% additional fee.

Staff / Child Ratios / Licensing

We are licensed by the Ohio Department of Job and Family Services. The license is posted in the preschool office with the toll free number to the licensing office. The laws and rules governing our school are available in the office for review if needed. Inspection reports are posted by the license. Our licensing record is available for review from Ohio Department of Job and Family Services.

State law dictates that ratios for school age children be 1 adult to 18 children with no more than 36 children and two teachers in a class. Summer Camp ratios are 2 teachers per 15 children for preschool campers and 2 teachers for 20 campers for school aged children. Our children are never left unattended or in a room where the schools ratio is not being met. Class rosters are available in the office by request. If parents or staff have any questions or concerns they should contact the director or the pastor.

Arrivals and Departures

Upon arrival in the morning, campers should be walked to the gathering room by a parent or guardian and checked in by 9:00 a.m. daily. Extended day campers can be dropped off in the Fellowship Hall via the side door (off of East St.) prior to 9:00 a.m.

Our half-day program ends at 12:00 each day and campers may be picked up in the gathering room. Our full day campers program ends at 4:00 p.m. each afternoon and campers may be picked up in the Fellowship Hall, our extended day campers may stay until 6:30 pm and may be picked up in the Fellowship Hall. If there is an emergency and you can not make it to pick up on time, please call and let us know and we will help in any way possible.

Campers WILL NOT be released to an unauthorized person. We must know IN WRITING or via the registration site, or in an emergency via a phone call, from the parent to the school, any change from the usual person(s) authorized to pick up your camper. Those authorized should be noted on the Child Release Form completed online. We require a copy of a divorced parent's Child Custody Agreement on file if one of the camper's parents is not allowed to pick the camper up from camp.

Parents must come in the building to pick up campers. Enter through the front doors, our doors are locked for the safety of our children and staff. Parents may ring the doorbell and a staff member will come to let you in.

Daily Schedule

Every day begins with a gathering time where we meet to go over the weekly bible verse, sing silly songs and see where campers are headed for the day. A typical morning consist of traveling through four different stations: ART, GAMES, COOKING, and SCIENCE. We then go back to our gathering room for prayer and dismissal.

At noon, the full day campers will eat lunch, play outside (weather permitting) and then participate in various activities or travel on a field trip.

At 4:00 our full day campers are dismissed to parents/caretakers and our extended day campers move on to additional activities.

Transportation Policy



Part of the fun of summer camp is going out into the world and exploring! We have a bus and a van that we own and operate for field trips. The bus and van have been inspected by a certified mechanic and are fully insured. Staff drivers have been background checked, are current with certification in CPR, first aid, communicable disease and child abuse and are approved by our insurance company. Emergency forms, a stocked first aid kit and attendance charts are in the vehicles at all times when in operation. In addition, we help all children with seatbelts, open and close all doors for children and do a "safety check" when all children have been delivered to their destination.

Camp Cash



We utilize *Camp Cash* to add another element of fun! Campers can earn *camp cash* (play money) by showcasing their fruits of the spirit in some way throughout the day, learning their bible verse, etc. The fruits of the spirit include: self-control, kindness, goodness, peace, joy, love, faithfulness, patience, and gentleness. It is our hope that, while children may first do good deeds to receive *camp cash*, they will continue to live and model "Christian Kid" behavior because they will start to see how their actions can make a difference in the lives of others. *Camp cash* is handed out at the discretion of the camp counselors and will be kept in each child's cubby until Friday. On Friday, campers can either spend their cash at the Camp Canteen or save it for another week. Children will be responsible for keeping up with their *camp cash* and for their purchases.

Discipline Policy

Positive reinforcement and positive redirection helps a child to learn the boundaries in a nurturing, non-threatening way. We want all children to have a positive experience in our programs and to learn that ultimate discipline comes from within and does not depend on external rewards or punishment to do the right thing. In order to help children learn this, the teachers and staff focus on the positive. We will "catch them being good" and praise good behavior in the hope that this positive attention will give them a good feeling that they will want to experience again and again.

If a child is having a bad day we will redirect his/her attention to another area or separate him/her from the situation to regain control of emotions. As teachers, an important task is helping the children learn from positive reinforcement to develop their inner discipline. Our staff will treat anyone on the premises with positive reinforcement and redirection. We listen and use our best judgment to right any wrongs and keep self-esteem and self-control intact. Our staff understands that we are all special gifts from God and we will not permanently dismiss a child at any time due to behavior. If there is a behavior problem we will work together with parents in the child's best interest. This policy applies to all employees of the school.

Field Trips

Campers will have the opportunity to explore their world outside of the church as we will go on planned field trips throughout the summer. Visits away from school can be educational and FUN! Our staff will be responsible for transporting children to any field trip sites. Permission slips MUST be filled out and signed before children are allowed to participate with any field trips. On each field trip there will be a teacher trained in first aid and CPR, a first aid box, complete with hand sanitizer, bottled water, emergency release form for each child, the health record of any child having allergies, or medical conditions that may require special procedures or precautions during the field trip, and field trip attendance records that have a checklist for the teacher showing which children started at the school, arrived at the destination, and returned to the school. The check list also has which children are with which staff, this will help in making sure that no child is unattended at any time. Ratios will be maintained at all times with staff/child and at no time will a child be left unattended. All children will have an identification attached to him/her with the preschool's name, address, and phone number to contact in the event of an emergency.

Health and Safety

Children do not learn best when they are sick and often need to be home to rest and get better. For the sake of all of the children at the camp, we are asking that you keep your child home if any of the following symptoms are present:

- Temperature of at least one hundred and one degrees fahrenheit (one hundred degrees fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, we will:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot and make comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

In the event that your child becomes ill while at camp or any of the above mentioned should occur we will remove your child from the camp and put him/her in the Education office on a cot with a staff member, while we call you or your emergency contacts to come get him/her. It is VERY important that we have updated information at all times. If we cannot reach you, your child will stay in the office with a staff member until you arrive. If your child is exposed to a communicable disease while in school you will receive a letter home informing you of the problem and precautions taken.

If immediate medical attention is needed, we will use the Emergency Treatment Form, which you have completed online, to obtain medical care for your child. The safety of your child is our priority. Our safety policies include state requirements and then some. Rest assured, your child is safe with us! (Detailed state requirements are located in the preschool office). If any child abuse is suspected by staff members or by parents a call will be made to Ohio Department of Job and Family Services.

Food Policy

In all of the exploring, playing and creating we do during our time here, we get hungry!

BREAKFAST: The school does not provide breakfast, but extended day children are allowed to bring in breakfast and will have an opportunity to eat before playing and participating in activities. Breakfast must include: milk, fruit/ vegetable, and bread. The school does not offer breakfast or lunch, although we are required to keep supplemental items on site if needed. **Breakfast may be eaten between 6:30-8:30 a.m.**

LUNCH: Parents pack lunches for children eating here. We do not offer lunches, although we are required to keep items here if needed. Lunches must include: a meat or meat alternative, bread/ grains, fruit/ vegetable and milk. Lunches may be in a lunchbox and kept in the child's backpack, please do not pack items that need to be warmed up. Please include a cool pack if refrigeration is required. **Lunch is eaten between 12:00-12:30 p.m.**

SNACKS: We provide all snacks for children in the program. We offer a variety throughout the week and some cooking projects will also serve as snacks. Morning snacks will be from the cooking projects we do and afternoon **snacks will be served to children at 4:00 p.m.** Items may include:

- *Goldfish crackers
- *Grapes, Bananas, oranges, other seasonal fruit
- *Graham crackers, Teddy Grahams
- *Whole-wheat crackers and cheese cubes
- *Dried fruit (bananas, raisins, etc.)
- *Pretzels
- *Rice Krispie Treats
- *Fruit cups
- *Animal crackers
- * Gogurts, yogurt, cheese sticks
- * Cut up veggies
- *100% juice, 2% milk or water

Each snack includes at least two food groups, as required by state licensing. The school provides cups and napkins for the snacks, although donations are always cheerfully accepted!

Thank you for your support and cooperation as work together to make sure our little ones get the nutrition they need to grow!



Child Meal Pattern

The following is a meal plan requirement from the state regarding portions and combinations of foods. Snacks are provided, meals are provided by the parent/ guardian and must include the following:

Breakfast- Select all three components for a reimbursable meal

<u>Food Components</u>	<u>Ages 3-5</u>	<u>Ages 6-12</u>
1 milk (fluid)	3/4 cup	1 cup
1 Fruit/ Vegetable (100% juice, fruit and/or veg.)	1/2 cup	1/2 cup
1 Grain/bread		
Bread	1/2 slice	1 slice
Cornbread/ biscuit/ roll/ muffin	1/2 serving	1 serving
Cold dry cereal	1/3 cup	3/4 cup
Hot cereal	1/4 cup	1/2 cup
Pasta/ noodles/ grains	1/4 cup	1/2 cup
(Must be made from whole grain or enriched meal or flour. Cereal must be wholegrain , enriched, or fortified)		

Snack- Select Two of the Four Components for a Reimbursable snack

<u>Food Components</u>	<u>Ages 3-5</u>	<u>Ages 6-12</u>
1 Milk (fluid)	1/2 cup	1 cup
1 Fruit/ Vegetable (100% juice, fruit and/or veg.)	1/2 cup	1/2 cup
1 Grain/bread		
Bread	1/2 slice	1 slice
Cornbread/ biscuit/ roll/ muffin	1/2 serving	1 serving
Cold dry cereal	1/3 cup	3/4 cup
Hot cereal	1/4 cup	1/2 cup
Pasta/ noodles/ grains	1/4 cup	1/2 cup
1 Meat/ Meat alternative		
Meat/ poultry/fish	1/2 oz	1 oz
Alternate protein/ cheese	1/2 oz	1 oz
Egg (1/2 = 1 oz or less of requirement)	1/2	1/2
Cooked beans /peas	1/8 cup	1/4 cup
Peanut /other seed/nut butter	1 Tbsp	2 Tbsp
Nuts/ seeds	1/2 oz	1 oz
Yogurt (flavored, plain, sweetened or unsweetened)	2 oz	4 oz
(Must be made from whole grain or enriched meal or flour. Cereal must be wholegrain , enriched, or fortified)		

Lunch/ Dinner-

<u>Food Components</u>	<u>Ages 3-5</u>	<u>Ages 6-12</u>
1 milk (fluid)	3/4 cup	1 cup
2 Fruit/ Vegetable (100% juice, fruit and/or veg.)	1/2 cup	3/4 cup
1 Grain/bread		
Bread	1/2 slice	1 slice
Cornbread/ biscuit/ roll/ muffin	1/2 serving	1 serving
Cold dry cereal	1/3 cup	3/4 cup
Hot cereal	1/4 cup	1/2 cup
Pasta/ noodles/ grains	1/4 cup	1/2 cup
(Must be made from whole grain or enriched meal or flour. Cereal must be wholegrain , enriched, or fortified)		
1 Meat/ Meat alternative		
Meat/ poultry/fish	1 1/2 oz	2 oz
Alternate protein/ cheese	1 1/2 oz	2 oz
Egg (1/2 = 1 oz or less of requirement)	3/4	1 egg
Cooked beans /peas	3/8 cup	1/2 cup
Peanut /other seed/nut butter	3 Tbsp	4 Tbsp
Nuts/ seeds	3/4 oz	1 oz
Yogurt (flavored, plain, sweetened or unsweetened)	6 oz	8 oz

Medication

We allow medications that are needed for on-going diagnoses and allergy induced diagnoses such as ADD, ADHD, food allergies, etc. Our staff will administer medication to a child as long as proper documentation is obtained from parents and from the child's doctor.

If a child has allergies or other medical conditions that require life saving drugs (ex. Epi-pens, inhalers) consent and release forms must be filled out by parents and the special medication will be kept in the child's class or the preschool office by the first aid kit. Should it become necessary for these medications, a trained staff member will administer. Children are not allowed to self medicate. Medication is taken on all field trips.

Sunblock and bug spray should be applied before coming to camp and will be re-applied to full and extended day campers at lunch time. Campers will need to bring labeled sunblock and bug spray from home that can be left at the church throughout the week. Proper medication forms need to be on file and filled out by parents in order for us to apply.

In The Event Of An Emergency

If your child is hurt by another child, falls down, or gets hurt in any manner requiring first aid (illness requiring first aid, injury or accident, bump or blow to the head, emergency transporting, or any unusual or unexpected event that jeopardizes the safety of children or staff) an incident report form will be filled out by the teacher in charge, explained to you, and signed by you. A copy will be made for you and a copy will go in your child's file. We offer a safe, non-threatening environment, but unfortunately accidents do happen and the program cannot be held responsible. Staff members are certified and trained in CPR and first aid.

In the event of a fire or natural disaster, staff will either evacuate the children according to the fire evacuation chart in the classroom by evacuating through the nearest door and meeting in the side lot or bring children to the hallway (in the case of a tornado, for instance) where they will sit with their classes until the threat is over. The teachers will always have their attendance charts with them in order to account for all children at all times. If the school experiences a power outage, or loss of heat or water, children will be kept in their classes with their teachers while parents are called.

If there is a serious accident and a parent, emergency contact, or doctor cannot be reached, our staff will seek medical attention for your child by calling 911. Emergency Treatment Forms MUST be completed online for this. All children will be supervised at all times in the event of an emergency. Staff members will work with each other to maintain proper ratios in the event of an emergency.

Updated: 03/20/18

**First United Methodist Church of Springboro
Bright Beginnings Christian Preschool
A.C.E. (Active Christian Exploration)
(937) 748-2612
brightbeginnings.fumcofspringboro.org
bbcpfumc@gmail.com**

