

# M&S Summer Camp

3020 Edwards Drive *Conyers, Ga* 30013

678.995.1774 • 862.371.8954 • [mssummerncamp@yahoo.com](mailto:mssummerncamp@yahoo.com)



## Camp Overview Summer fun for grades K-5th

### CARING, CERTIFIED and NURTURING TEACHERS

Well-trained, experienced teachers who offer hours of fun and educational activities in a child-oriented environment.

### GENERAL INFORMATION

Children must be at least 5 years old by the beginning of the week they will be attending camp. For camper safety reasons, no exceptions will be made.

Enjoy our full day camp filled with indoor and outdoor sports, games, arts & crafts, academics, educational group enrichment (*Georgia Standards of Excellence*), weekly theme and more! Camp promotes fun and growth in a safe and supportive environment. They will also have a field trip or special event each week.

### CAMP SCHEDULE

Camp Hours: 7:00 am-5:00 pm

### MEALS

Breakfast and Snack is included  
Breakfast ends promptly at 7:45 a.m. If your child arrives after 7:45 a.m. he/ she will not receive breakfast and it will be your responsibility to provide your child with breakfast

### INFORMATION

You may register in person at Kingdom Connection Ministries 3020 Edwards Drive Conyers, Ga 30013

Payment can be made via cash and money order.  
Contact Person(s): Ms. Goodwin - 678.995.1774  
Ms. Allen – 862.371.8954

Email: [mssummerncamp@yahoo.com](mailto:mssummerncamp@yahoo.com)



### PAYMENTS

Payment is due on Friday for the following week of camp. Full payment is required to hold a space in camp each week. Spaces are filled on a first come, first serve basis. Once you have registered for your first week of camp, you can pay for additional weeks. We cannot pro-rate fees due to missed days of camp for any reason, nor do we offer refunds for absences.

**REGISTRATION FEE:** \$35 which includes t-shirt (**non-refundable**)

**WEEKLY FEE:** \$75.00

### 2016 CAMP SESSIONS (7-Weeks)

Session 1: May 31 – June 3

**Theme: RESPECT**

Session 2: June 6-10

**Theme: RESPONSIBILITY**

Session 3: June 13-17

**Theme: HONESTY**

Session 4: June 20-24

**Theme: CARING**

Session 5: June 24 – July 1

**Theme: FAIRNESS**

Session 6: July 5-8

**Theme: CITIZENSHIP**

Session 7: July 11-15

**Theme: PERSEVERANCE**

# M&S Summer Camp Parent Handbook 2016



**“Motivating Success One Child At A Time”**

## WELCOME

We are so excited to provide you and your family with a quality camp experience. In order to do so we have established these policies and procedures. Please take a moment to familiarize yourself with the contents. **M&S** is a summer camp founded by two certified Georgia teacher with over 35 years of combined teaching experience. Although, Character Education is one of our core areas, please know that we are a well-rounded summer camp infused with creative, hands-on learning opportunities and academic enrichment. We work diligently each and every day to provide children with the skills necessary to be productive citizens and life-long learners.

## REGISTRATION POLICIES AND PROCEDURES

**M&S Summer** Camp Program does not discriminate in the enrollment of children on the basis of race, color, sex, religion, ancestry or national origin. All registration forms must be complete in full and on file before a child may attend **M&S Summer** Camp Program. For those attending any weeks of camp a non-refundable registration fee of \$35.00 per child which includes camp T-shirt \$75.00 weekly camp fee per child are due at the time of registration (the \$75 camp fee will be applied to your first week of Summer Camp).

## TUTION/PAYMENT INFORMATION

Weekly tuition is due every Friday for the following week, and if payment is not received by the end of the day you will be assessed a \$5.00 late payment fee for each day per child. (This late fee is subject to change if excessive lateness occurs) The following Monday the child will not be permitted to attend summer camp without payment. Payments are to be made by Cash or Money Order only, ***NO PERSONAL CHECKS***. A tuition payment schedule will be given to each parent. Payments for multiple weeks are accepted and strongly encouraged. Please make your payments by Cash or Money Order ONLY. Please write the child's name in the memo portion of your Money Order.

**Late Payment Fee** - Tuition is due on the Friday morning of each week, for the following week. A daily late fee of \$5.00 per child will be charged for any tuition payment that is received after Friday. Accounts, which are not paid within three days of the due date, may result in termination of the child's enrollment.

## ATTENDANCE - SIGN IN/OUT

Children and their parent/guardian are to immediately report to the front desk or other designated area to check/sign in. **M& S Summer** Camp will not be responsible for a child until he or she has signed in. The person who picks up the child must inform a staff member that they are leaving and sign out on the attendance sheet.

Children will be released only to those specified on the registration form. Photo identification may be required. If a person not listed on the registration form arrives to pick up the child **M&S Summer Camp** will attempt to contact the parent for verbal permission to release his/her child. The child will not be released until such permission is received.

In case of special custody situations, if a parent is restricted from seeing or picking up a child, court documents (formal custody or restraining order papers) must be on file. **M&S Summer Camp** Program cannot restrict a parent from his/her child without legal documentation. Please inform the Summer Camp Director or Site Manager of any such situation.

A child will not be released to a person who is suspected of being impaired by alcohol or drugs. Staff may call the police and/or Child Protective Services to assist in determining whether a child should be released.

**Late Pick-Up** – Campers should be picked up from summer camp on time. Camp concludes at 5 pm every day. In the event a child (ren) is not picked up on time from camp parents/guardians will be assessed a \$1 per minute late fee after 5 minutes past the designated departure time. This fee is to be paid either when the child is picked up from camp or immediately following the next morning. If the parent is excessively late (beyond 30 minutes) and has not contacted **M&S Summer Camp** the Rockdale Police Department and/or Rockdale County Children’s Services may be called. In addition, if the child incurs 3 late pickups in a two week period, they will be suspended for the following day of Camp. Excessive late pickups will result in the termination of your child’s enrollment.

### **STAFFING AND SUPERVISION**

Our staff members are well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child’s self-image. Staff members have a sincere interest in the development of children. Children will be given continuity of care and supervision with the student to teacher ratio generally not exceeding 18-20. We intend that no child will be left or unsupervised with the following exceptions: • Running errands inside the building • Using the restroom • Helping a teacher • A group of no more than ten children ages 5-10 may be without a staff member inside the building as long as the staff member is within sight or hearing distance of the children, the children are engaged in activities that pose no physical risk and a staff member checks periodically on the children.

### **CURRICULUM**

The **M & S Summer** Camp Program curriculum is designed to meet the goals of our program. It provides a variety of activities including: arts and crafts, games, music, math, reading and special events. Activities are planned to meet the needs and interest of children.

### **MOVIES**

Only G and PG rated movies will be shown to the children. Parents must specify on the registration from which movie ratings their child has permission to watch.

## **FIELD TRIPS**

**M & S Summer Camp** program has scheduled field trips for the summer. Parents will receive information and a permission slip before each field trip. A first aid kit and emergency forms for each child will travel with our campers on all trips. We ask parents to sign up and attend at least one field during the summer. Parents are responsible for their own transportation and cost of the field trip. We truly appreciate any and all parent involvement with our field trips.

## **GUIDANCE POLICY**

At **M & S Summer Camp** Program, discipline is viewed as guiding the children toward self-discipline so they may function independently in a socially acceptable manner. Rules and limits are set to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe secure environment for everyone, the following rules have been developed which will be in effect at all times:

- Follow the directions of staff the first time they are given
- Show respect; speak kindly to others (no swearing, put-downs, name-calling, etc.)
- Keep hands and feet to self (no hitting, kicking, pinching, etc.)
- Use equipment and materials properly and carefully, and clean up after yourself.
- Walk in designated areas, no running inside the building
- Follow all outside rules. In addition, all rules will be posted and discussed with the children. The environment of the program will be structured to help children remember limits. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the M & S Summer Camp Program setting. Children will be taught to be responsible for their actions; they make a choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be rewarded by verbal praise, rewards and positive communication with parents. A child who is having challenges playing within the guidelines of the program may be removed to a non-stimulating, supervised area. Parents will be informed of their child's behavior in our program and may be called upon to participate in a disciplinary partnership to resolve special situations.

## **INCIDENT REPORTS**

In case of serious or recurrent misbehavior, an incident report will be written. A copy will be given to the parents and their signature will be required. A copy will be kept at the **M & S Summer** Camp Program office and one to the parents.

## **SUSPENSION**

In case of serious recurrent incidents parents may be called to pick up their child. Following an opportunity for the child to explain his/her actions, a suspension may be imposed. A parent conference will be required before the child returns to the program. Payment will be due for the time a child is suspended (not to exceed five camp days). After a suspension, if the child's behavior continues to be inappropriate, the child may be dismissed from the program.

## DISMISSAL

If at any time it is determined by the staff that the child is unable to benefit from the program or poses a danger to other children, staff, herself or himself, or the program, she or he may be dismissed permanently from the program. In such cases, a parent conference will be scheduled. A child who has been dismissed from the program will not be approved for enrollment in future years.

## SAFETY OF CHILDREN

The safety of your child (ren) is of great concern of our staff at M & S Summer Camp Program. The following guidelines will help to ensure safety: • Written reports will be filed on accidents/incidents and a copy will be given to the parent. • A phone is available for student's emergencies only. • Children will not be abused or neglected and will be protected from abuse and neglect while in the care of M & S Summer Camp Program. • The staff is required by law to report any suspicion or threat of child abuse or neglect • The emergency squad or parent, depending on the nature of the emergency situation, will provide emergency transportation.

## MANAGEMENT OF COMMUNICABLE DISEASE

Parents will be notified of exposure to communicable disease. Any child or staff member exhibiting any of the following symptoms will be considered carrying a communicable disease and should not attend M & S Summer Camp Program: • Diarrhea (one or more within 24hours) • Severe coughing (child's face turns red or blue) • Difficult or rapid breathing • Yellowish skin or eyes • Conjunctivitis • Temperature of 100 (auxiliary method) • Unusually dark urine and/or grey or white stool • Stiff neck • Vomiting • Evidence of lice, scabies, or other parasitic infestation If a child becomes ill while at M & S Summer Camp program, the parent or guardian will be notified to pick-up the child immediately. The child will be removed from the group and made as comfortable as possible until parent arrives. A child who is isolated due to illness will be supervised within sight and hearing of an adult. The child will not be readmitted to the program until he or she is symptom-free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious. Children who are not feeling well, but who are not exhibiting any of the above symptoms, are considered "mildly ill" and will be cared for and observed for further signs of illness. We do not care for mildly ill children who cannot participate in the daily activities of the program and parents will be called to pick up their child. However, in the interest of spreading these illnesses to others, please strongly consider keeping ill children at home until they feel better.

## MEDICATION POLICY

Due to inadequate storage facilities at M&S Summer Camp Program it is strongly recommended that all medication, vitamins and special diets be administered at home.

## PARENT INVOLVEMENT & COMMUNICATION

Parents are welcomed to visit and observe the program at any time to share a special interest or skill with the children, or to help with various projects. Please notify the **M&S Summer** Camp Director or Site Manger of your presence. Parents are encouraged to share thoughts and information on their child. Please feel free to briefly discuss your child's needs at pick-up time and to schedule an appointment for a conference with the staff whenever the need arises. Please feel free to contact **M&S Summer** Camp Program office with any concerns or suggestions. Your input is always welcomed.

## TERMINATION OF ENROLLMENT

A child's enrollment may be terminated by M&S Summer Camp Program for any of the following reasons: • Tuition is more than three days past due. • Recurrent late pick-up. • The child is unable to abide by the **M&S Summer** Camp Program rules or the child's behavior is unsafe or unmanageable. • The parent(s)/guardian are unable or willing to work with the staff to resolve a problem. • Staff determines the **M&S Summer** Camp is unable to meet the needs of the child.

## GRIEVANCE PROCEDURE

Parents are requested to address any problems to the Summer Camp Program Director or Site Manger. Every effort will be made to resolve the situation. If necessary, a conference will be arranged with the administration and staff involved.

## BROKEN CHURCH OR CAMP PROPERTY

If your child breaks or destroys any Church, or *M&S Summer Camp* Program property, parents are 100% financially responsible for any damages.

## LICENSED AND AFFLICATION

**M&S Summer Camp** Program is non licensed and is not mandated to be licensed under the Rule 591-1-1-,46(1)(a) Exemption Requirements and Rule 591-1-1-,(46)(1)(b) Exemption. **M&S Summer Camp** is not affiliated with Kingdom Connection Ministries and does not carry liability insurance.

## ADDITIONAL INFORMATION

Photographs of the children participating in our program may be taken periodically and may appear in newspapers, videos, website or other publicity materials unless you inform us in writing of your objection. Children should be dressed appropriately because they will go outdoors each day as the weather permits. **NO SANDALS OR FLIP-FLOPS ARE PERMITTED.** Although staff will make every effort to help children keep track of their belongings, the final responsibility rest with the child. Electronic devices such as Nintendo Ds, PSP's, iPods, etc. will be allowed during summer camp, however, *M&S Summer Camp* will not be responsible for any lost, stolen, or broken items.

We reserve the right to confiscate any items if they pose a problem in our classrooms. Cell phones are not allowed in our summer camp classrooms.

If a child feels the need to call their parents, we will allow them to come to the office and call. Any confiscated items will be kept in the office and returned to parents with the understanding that they will not be brought back into the building. All items brought into the daycare should be labeled with your child's name/initials.

Parents are responsible for investigation the background of potential personal caregivers. M&S Camp Program assumes no responsibility for the actions of employees beyond M&S Summer Camp Program hours.

### **THANK YOU**

Thank you for taking this faith walk with M&S Summer Camp Program as your childcare provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child and will make every effort to see that your family's experience with **M&S Summer Camp** Program is a pleasant one. **M&S Summer Camp** Program is an exempt program which is not required to comply with the Bright from the Start Rules for Child Care Learning Center Licenses.