

2017

**ST. JOHN
KIDS CLUB CAMP**

The fun-filled dependable child care for
summer, in a loving,
Christian environment.

**Kids Club Camp is owned and operated
by St. John United Methodist Church.**

Welcome to Kids Club Camp! It is our goal to provide quality, dependable child care for the summer in a loving, Christian environment.

Each week the campers will have the opportunity to participate in organized games, open gym time and outdoor playground time in a structured and safe environment with emphasis on sportsmanship, fun and friendship. The campers will also take there field trips.

Some of the field trips will be educational; others will be just for fun. Transportation is provided by a school bus with a certified driver. Field trip activities and calendars will be available on a monthly basis.

Children will have plenty of free time opportunities to engage in socialization, games, puzzles, and crafts. The staff members will encourage all children to participate in group activities on a regular basis.

Program Packages

Summer 2017

St. John United Methodist Church

Kids Club Camp

Phone: 753-1767

FAX: 228-7802

<u>Full-Time</u>		\$85.00/week	First child
		\$148.00/week	Two children
		\$173.00/week	Three children
		\$195.00/week	Four or more children
	Activity Fees	\$25.00/week per child	(Tuesday) (Wednesday) (Thursday)
	Registration Fee	\$55.00	First child
		\$100.00	Family
	**5 days vacation per-child		
<u>Part-Time</u>	3 days/week (<i>your choice of days</i>)		
		\$60.00	First child
		\$102.00	Two children
		\$112.00	Three children
		\$122.00	Four or more children
Activity Fee	\$11.00 per field trip/child	(Tuesday) (Wednesday) (Thursday)	
	Registration Fee	\$55.00	First child
		\$100.00	Family
	**3 days vacation per-child		
<u>Drop-In</u>	1-2 Days/week		
		\$35.00	First child
		\$45.00	Two children
		\$60.00	Three children
		\$65.00	Four or more children
Activity Fee	\$14.00 per field trip/child	(Tuesday) (Wednesday) (Thursday)	
	Registration Fee	\$55.00	First child
		\$100.00	Family
	**1 – 2 day vacation per-child		

** Please note vacation policy on Reservation and Tuition Contract Form**

TUITION AND REGISTRATION GUIDELINES

- * Tuition and Activity Fees for each week must be paid in full by 6:00 p.m. each Friday.
- * A late fee will be charged to anyone who has not paid their tuition by Friday of each week. The late charge is \$5.00.
- * Receipts for fees are available upon request.
- * Activity Fees are non-refundable.
- * Registration Fees are non-refundable.
- * An additional \$9.00 fee per child will be due upon registration for Kids Club Camp T-shirt. These shirts are worn on field trip days and will go home with your child the Last day of camp.
- * Returned check policy is as follows: 1st returned fee will be \$25.00 and the 2nd returned Fee will be \$35.00. After a 2nd returned check, we will be asking for payment in forms of cash, money order, or cashier check. This will be for the remainder of your child's stay at St. John.

HOW TO REGISTER

Please complete the attached forms and return them with your non-refundable registration fee:

- * Registration Form
- * Medical Release Form
- * Registration and Tuition Contract
- * Policy and Procedure Acknowledgement
- * Swimming Pool Permission Form
- * Signed Reunification Form
- * Sunscreen/Photo Permission Form

****You also will need to send in a Commonwealth of Kentucky Immunization Certificate.**
(unless already on file)

MEDICATIONS

Only doctor-prescribed medication will be administered by the staff under the following conditions:

1. Medicine must be brought in the original container to the church by a parent.
2. A parent must sign Authorization for Medication Form daily (*with directors*).
3. The child's name must be on the container.
4. No other medication will be administered unless written instructions are provided from the Doctor.

HEALTH RULES

- * If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc., PLEASE contact us immediately. We reserve the right to restrict attendance. We will notify parents if their child has been exposed to any serious childhood disease/illness.
- * Make sure that when your child is in attendance he/she is well enough to participate in all indoor and outdoor activities. **Tennis shoes or low strap sandals are preferred so children can participate in activities.**
- * Should a child become sick or injured while in attendance, parents will be notified immediately. If a child becomes ill during the day, the parent or designated person shall be contacted immediately and arrangements shall be made for the child to be picked up from the day care. **A child should be fever free for at least 24 hours before returning to the child care program.**
- * Please note that we are required by law to report any physical or sexual abuse that we are aware of.
- * **STAFF**
The staff consists of adults who are interested in children and their well being.
All Directors are certified in child/adult CPR and Red Cross First Aid.
Staff ratio will be 1 adult per 10 to 15 students.
Program directors are always available for your questions and concerns.

Shelly Nivens, Director
Andrea Lhotsky, Assistant Director

****Due to insurance liabilities, the staff of St. John Kids Club Camp, are unable to transport any children from the premises. NO EXCEPTIONS!**

HOURS

Kids Club Camp is open Monday - Friday from 7:00 a.m. - 6:00 p.m. **We will be closed Tuesday, July 4, 2017. Tuition will remain the same. No Activity fee will be charged.**

SIGN IN AND SIGN OUT PROCEDURES

- * Children must be signed in upon arrival.
- * Parent/Guardian/Authorized person must come into the church and walk upstairs to sign his/her child's name, time of arrival and dismissal log.
- * Authorized persons are advised to have photo I.D. cards to show personnel upon release of child and key pad to enter the building.
- * If a situation occurs where a person does not have proper identification or is not listed on the registration form for release of a child, the child is kept on the church grounds until the legal parents or guardians are notified.
- * The program closes at 6:00 p.m. If you are late, the charge will be \$5.00 for the first five minutes. Beginning at 6:06 p.m. the charge is \$2.00 PER MINUTE. For the summer period, if you are late more than 5 times this could result in termination from the program.
- *** In cases of emergency call St. John Methodist Church at 228-2897 ext 129.
- ** If your child is unable to attend, please notify Kids Club Camp by 8:00 a.m. at 753-1767.

DISCIPLINE

We approach discipline in a positive and consistent way. We will exercise understanding of individual needs and child developmental levels when using discipline. Rules, expectations, and limitations are simple and understandable and will be communicated to all children.

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or himself.

The following behaviors are unacceptable: spitting, biting, stealing, foul language, and threatening intimidation. **The Director has reserved the right to call a parent for removal of the child for that day.**

Discipline will be constructive in nature; employing such methods as redirection, separation, positive reinforcement.

We will not use spanking or corporal punishment of any kind. If daily rules are broken, disciplinary action will be as follows:

- 1st Offense - Redirect action to a positive form from inappropriate behavior with the child.
- 2nd Offense - Remove child from the activity.
- 3rd Offense - Conference with parents.

If a child's conduct continues to be unacceptable his/her participation in the program **MAY BE TERMINATED.**

- * If a student hits, kicks, or bites a teacher this could lead to possible termination from program.

Golden Rules
Respect Each Other
Respect Teachers
Respect Equipment

WHAT TO BRING

Campers should bring a sack lunch with beverage daily. **Refrigeration/Microwave will not be available**, so please pack lunches accordingly. Two nutritious snacks and drinks are provided. On Fridays of each week, we order soft drinks and Papa John's Pizza and a dessert to follow lunch at \$3.00 per child. If your child forgets his or her lunch, a parent will be called and expected to bring the lunch before our lunch begins.

DRESS

Children should be allowed to get messy and experience all types of activities therefore:

- * Children should wear play clothes and tennis shoes or low strap sandals.
- * Appropriate outdoor clothing and jackets should be sent when necessary.
- * Swim suits are a must on pool days. Children should have a plastic bag to hold wet swim suit and towel after use and a backpack to put it in.
- * Mark all jackets, towels, backpack and swimwear clearly with your child's name.
- * Please do not let your child wear a hat.

MAILING ADDRESS AND PHONE NUMBERS

All correspondence and payments can be mailed to:

KIDS CLUB CAMP
St. John United Methodist Church
12700 W. U.S. Highway 42
Prospect, KY 40059

Phone: (502) 753-1767
Shelly's Cell (502) 550-5659
FAX: (502) 228-7802
E-mail: afterschool@stjohnky.com

The Kids Club Camp is a part of our School Age Child Care Program, a state licensed child care facility.

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION**

This information is to be shared with parents and updated annually.

Name of Provider/Program	St. John Afterschool/ Kids Club Camp
Program address	12700 West U.S. Highway 42 Prospect, KY 40059
Emergency/ Disaster contact at the child care program	Shelly Nivens
Phone number of emergency/disaster contact	502-753-1767
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	502-381-1134
In the event the facility\home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Across the front parking lot at the tree line. In the case of inclement weather, we will walk across the parking lot and be in the multi-purpose room of;
In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by foot to:	River Valley Christian Church
The address, phone number, and contact person at the relocation site is	12650 West US Hwy. 42; Prospect, KY 40059 502-7531767 Contact Person: Shelly Nivens (502)550-5659
If the first relocation is not accessible, the children and staff will be transported by church vans and staff vehicles to:	Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 502-897-6421 Contact: Jan Miller, Preschool Director
If necessary, children will be transported to this health care facility	Kosair Children’s Hospital
Address, phone number, and position title of contact at health care facility	4910 Chamberlain Lane Louisville, Ky. 40201 446-5000

* Please see your child care provider if you would like to review the complete emergency/disaster preparedness plan.