



Summer Camp 2017

Parent Handbook

Hours 7:00 a.m. – 6:00 p.m.



Around the World in 10 Weeks

226 W. John St
Matthews, NC 28105
704-845-4673
School Age Office x280

www.COSKidsMatthews.org

Mission

The COSKids Summer Camp Program seeks to offer a nurturing, Christ-centered summer camp for school-aged children (completed kindergarten through completed fifth grade) in the Matthews community. Our goal is to provide a fun, loving and encouraging atmosphere where your child will feel safe and successful. We strive to model and teach love for God and neighbor, honesty, respect, responsibility, courage, forgiveness, self-control, humility, kindness, and perseverance.

Location

Our summer camp program operates from the Upper Building on the COSKids campus. Please use the parking lot on Freemont Street the gravel parking on Charles Street and enter through the glass doors of the atrium. The K1 classroom is located downstairs and the 2nd through 5th classrooms are located upstairs.

In addition to their classrooms, we have a large campus which allows our summer camp children to utilize the back lawn, the natural playground, gymnasium (located in the Main Building) and the chapel located inside the Matthews Christian Library.

Program Operation

Summer Camp operates from 7:00am-6:00pm daily from June 12 to August 18, 2016.

All children should be signed in daily by 9:00am. If your child has not arrived after 9 am, we will assume that he/she will be out.

We will be closed on Tuesday, July 4 for Independence Day.

There is NOT camp the week of August 21 – 25th. Both Charlotte Mecklenburg Schools and Union County Schools begin on August 28th. Please plan accordingly.

Program Content

The Summer Camp program is designed to provide a variety of age-appropriate activities, such as:

- Weekly themes
- Fun and educational field trips
- Guest presenters by topic
- Sports , field games, and swimming
- Computer instruction
- Bible verse of the week
- Fine arts/Arts & crafts
- Vacation Bible School (VBS) week

Enrollment and Registration

Parents are required to complete and turn in the FULL registration packet **before** camp begins. Additionally, the first week's tuition of \$198 per child is due at the time of enrollment and is non-refundable. **Your child is not considered registered until we have received all of the registration packet and the first week's tuition.** **Spaces will not be held without full paperwork and the first week's tuition.**

If there is no space for your child at the time of enrollment, you will be contacted immediately by phone. You will be placed on the waiting list until a spot becomes available.

You may select from 10 separate weeks of camp.

Two-week notice must be given to the Main Office to drop a week that you signed up for. If two-week notice is not given, you will be responsible for paying for the week. Notice can be sent by email to Donna at dsand@coskidsmatthews.org and Robin at rhavican@coskidsmatthews.org. Or drop a note at the Atrium desk or Main Office. DO NOT only notify your child's Group Leader. This is not considered notice for not attending a week.

For families that are currently enrolled in COSKids programs - All accounts must be paid in full before parents will be allowed to enroll their children in Summer Camp unless an acceptable payment plan has been established and signed by the director and accounts manager.

Fees

Summer tuition is \$198.00 a week per child. (Week 4 fee is \$168 due to the July 4th Holiday.)

Each family is asked to submit an auto-payment form in order to have tuition automatically deducted from either your credit card or checking account on the Friday before the week of camp. If you wish to pay upfront for all weeks of camp, you can do so by stopping by the Main Office or signing in to your child's account through MyProcure – there is a link on www.COSKidsMatthews.org under the Parent tab.

Each Friday you will receive a statement, which will include any balance due.

Families will be contacted and asked to come pick up their child from camp on Monday morning at 9 a.m. if their account is not paid in full.

All returned checks will incur a \$25.00 fee. Repeated NSF payments will require payment be made in cash.

Single parents may be eligible to receive a need-based scholarship for up to 50% of the total cost of tuition. Parents interested in learning more about scholarship availability are asked to contact our Single Parent Coordinator or Executive Director at 704-845-4673 before Summer Camp begins each year.

Absentee Policy

If your child will be absent, please notify the director at 704-845-4673 x 280 as early as possible. All children must be signed-in by 9:00am. We cannot wait for late campers before leaving for field trips. Additionally, fees are not pro-rated in the event of absence or being left behind due to lateness.

Discipline Policy

Praise and positive reinforcement are effective methods of behavior management with school aged children. We seek to create an atmosphere where kindness, respect, self-control, honesty, and responsibility are modeled and encouraged.

If a student displays inappropriate behavior, the appropriate action will be taken.

We operate on a 5-point system*. Each day, each student starts with 5 points.

- First point off is a warning,
- Second point in a day is a five-minute time away
- Third point in a day is a phone call and/or note home to the parent
- Fourth point in a day is a meeting with the Summer Camp Director and a call to the parent
- Fifth point is a visit to the director's office, parent conference and loss of privilege (no field trip)

Children are rewarded for keeping their points by visiting the "Camp Store" at the end of the week, where they can purchase rewards using the points they have retained. Children will also have the opportunity to earn extra points and receive extra rewards throughout each week.

*If a child is dangerous to himself or others, this child will be removed immediately from the classroom and brought to the director's office and parents will be contacted.

**If a child shows aggressive or inappropriate behavior towards other children or staff members, suspension on the following day could occur. Repetitive incidents could result in expulsion from the program.

Expulsion/Withdrawal

A child will be expelled or withdrawn when:

- 1) The child endangers self or the health and welfare of other children or staff, or is destructive to property;
- 2) Parents fail to cooperate with the program policies and guidelines as outlined in the Parent Handbook;
- 3) A healthy relationship between the staff and family no longer exists.

Dress Policy

- No halter-tops, spaghetti strap tank tops, shirts showing off the midriff, or short shorts.
- Shirts with logos should be respectful and “clean”
- Girls should wear shorts underneath skirts
- We ask that all children wear sneakers or shoes with backs, for safety
- **No flip-flops** (can be changed into during pool time, but not worn around campus)
- Water shoes/sandals should be worn on Fridays for water play.
- No bikinis. Two piece suits which completely cover a child’s midriff are ok.

Daily Drop-Off Procedures

Children must be escorted to their classroom each day.

Parents must sign their child in at the parent table.

Make sure to speak to your child’s Group Leader each morning to notify him/her that your child has arrived.

The sign above the table will indicate where your child’s class is currently.

Pick-Up Procedures

Parents must sign out their child every day at the parent table.

The sign above the table will indicate where your child’s class is currently.

Make sure to speak to your child’s Group Leader each afternoon and notify him/her that your child is leaving.

The sign above the table will indicate where your child’s class is currently.

Parents should refrain from using their cell phones while dropping off and picking up their children.

Authorized Persons

Children will only be released to individuals indicated on your registration form. Any changes to pick-up must be given to the Director of Camp in writing. All unknown persons will be required to show their photo I.D.

Late Pick-Up Fee

Summer Camp closes at 6:00pm. You will be given one written warning the first time your child is here after 6:00pm. Any additional days that you are late picking up your child, there will be a \$1.00 per minute late fee incurred.

Items from Home

- Children may bring books, drawing materials, special toys etc. for use during quiet time.
- Children are discouraged from bringing electronic games/devices from home.
- **We are not responsible for any items that are lost or broken during Summer Camp.**
- Be sure to label all items with your child's name.

Meals

COSKids is a PEANUT/TREE NUT FREE CAMPUS. We DO have children and adults on campus with severe allergies. Please be respectful of this. Any food containing peanuts that is brought to COSKids will be immediately disposed of in the dumpster. Parents will be notified. An alternate lunch can be provided from the COSKids kitchen for a fee of \$2.

We ask that each child brings both a morning snack and lunch each day of camp. An afternoon snack will be provided by us.

Every Friday pizza and lemonade will be provided for lunch. Parents should provide any supplements that their child will like.

Field Trips

Each Monday parents are asked to sign the field trip release form for the week. This form will cover all field trips for the week.

A schedule of the field trips for the week will be posted at the parent sign in table and in each classroom.

Children are expected to arrive prior to 9 a.m. We will not wait for children who have not arrived by the specified departure time for any given trip.

Parents are welcome to join us any time, including for field trips. Contact the Summer Camp Director for details on transportation and cost. Some field trips may have limits on ticket availability. Additionally parents may need to provide their own transportation if COSKids' vehicles are full.

If you need to contact us while we are on a field trip (emergencies only), please call the number for the corresponding location, or call the COS number (704-845-4673), and a staff member will contact us directly.

Illness, Contagious Conditions, Injuries, and Allergic Reactions

We work diligently to stop germs. If your child is sick, please keep him/her home. Notify the Director of Summer Camp if your child is diagnosed with a contagious condition.

Children who have a fever of 101 or above will not be allowed to attend camp until they have been fever-free for 36 hours.

Children who have head lice will not be allowed to attend camp until they have been on treatment for at least 36 hours, and until they are completely lice and nit free (this includes dead eggs that remain on the head).

In the event that your child has a minor injury (such as a cut, scrape, or bump), you will be given written notification upon pick-up.

If your child should have a more serious injury or if it is suspected that a serious injury has occurred (such as a concussion or broken bone), or if he/she should have a serious allergic reaction, we will first call 911 and then contact the parent/guardian.

Administration of Medicine/Creams/Ointments

COSKids' will only administer emergency medication, such as an inhaler or Epi-Pen, or ongoing required medication, such as that for ADHD. We will not give over the counter medications to any child, for any reason, with the exception of topical creams and sunscreen. Nor will we administer medication for short term illness, such as antibiotics.

Please read the following procedures carefully:

- All prescription medications which are required, (ADHD, asthma, etc.) must be accompanied by the ORIGINAL written instructions from the pharmacy and in the ORIGINAL container with the child's name. Ask your pharmacist for a second container if necessary.
- A parent/guardian must complete the full Medication Form giving additional instruction and permission to administer the medication.
- All medication should be handed directly to the Group Leader or Director of Summer Camp so that it can be locked up immediately.
- If the parents' instructions are not in complete agreement with the label instructions, the medication will be given in accordance with the instructions on the container. We will contact the parent to explain the discrepancy. Only written notice from a physician can change the administration instructions from the pharmacy.
- We do not administer over the counter medications except for topical creams and sun screens, with written permission from the parents.
- NO AEROSAL cans of sunscreen are allowed on campus.

Important Contact Information

COSKids

226 W John St.

Matthews, NC 28105

Office: 704-845-4673

Fax: 704-846-2846

Website: www.coskidsmatthews.org

Katelyn Grist

Summer Camp Director

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Lori Davis

Single Parent Coordinator

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Donna Sand

Director of Children's Programs

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Robin Havican

Billing Coordinator

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