**CHESAPEAKE LIGHTHOUSE FOUNDATION**

**CMIT NORTH/SOUTH**

**ELEMENTARY**

**Summer Camp Program**

The Enrichment summer camp program is operated to provide daily STEAM academics, sports, creative arts, performing arts and recreational activities for elementary school youth throughout the summer. The camp is a service to families and the community and it is an inspiration as a continuum for educating youth over the summer months after the close of the school year.

The program promotes quality service through core program activities that develop the whole child. Participants are placed into age appropriate groupings and rotate through academic, creative and performing arts, sports, fitness and health, STEM and field trips.

Campers benefit from a variety of programs and services and experience one or more of the following benefits:

• Increase social interactions and develop friendships

• Improve social skills

• Enjoy participating in activities in a safe, positive and friendly environment

• Enhance physical and/or emotional well being

• Enhance development of knowledge, skills and abilities through participation in recreation and enrichment.

**Non-Refundable Registration Fee**

To secure your child/children placement in the summer camp program, there is a required registration fee in the amount of $25. The registration fee is due at the time of registration.

**Summer Camp Fees**

Summer Camp is offered in weekly sessions. Weekly payments are due two weeks in advance of the start of the session. See fee schedule below.

• $195 weekly (a 5% sibling discount will apply after the first child)

• $42 Zero Period (weekly) 7-8am - Normal school year sibling discounts will apply

• $84 Scholars 3-6pm (weekly) - Normal school year sibling discounts will apply

**Sessions and Hours of Operation**

Summer Camp hours will be Monday through Friday, 8:00 am - 3:00 pm. We offer extended care before and after camp, for an additional fee, for those families who may require the service.

*Camp Days and Hours*

Monday through Friday 8 am to 3 pm Extended Care Zero Period 7 am to 8 am Scholar 3 pm to 6 pm

Session Dates:

1) June 29 - July 2

2) July 6 - July 10

3) July 13 - July 17

4) July 20 – July 24

5) July 27 – July 31

6) August 3 – August 7

**Extended care is not an alternative to the Summer Camp program. It is offered only to families with children enrolled in the Summer Camp program.**

**Drop Off**

When a parent/guardian transports their children to the program during the summer vacation period, children cannot be left at the program site prior to scheduled operating hours. A parent/guardian who leaves their children outside locations unsupervised prior to the program’s operating hours will be reported to the appropriate authorities. Parents are required to escort their child/children into and out of camp.

**Pick-up Time**

Camp program activities end each day at 3:00 pm. Parents must make arrangements to pick up their child/children at the end of a program. Late fees are assessed to families who are late picking their child/children from the program. Late fees begin to accrue at 3:06 pm and 6:06 pm. Late fees will be assessed at $20 for the first 5 minutes after the grace period and $2 a minute following the first 5 minutes. Late fees will be charged on the family’s online contract/account. Children will not be allowed to return to camp until those fees are satisfied.

If a parent/guardian is consistently late in picking up a child, it will lead to a suspension from the program.

Parents are required to inform staff and family members of all persons authorized to pick up your child via the registration form.

**Medication**

Staff is not permitted to administer medication. If a child needs medication during the time period that he or she is in the program, a parent/guardian must make arrangements to have their child/children medicated by an administrating parent or guardian. All medication arrangements must be made in writing to the Camp Cluster/Coordinator Supervisor.

With a written authorization from a parent/guardian, inhalers and EpiPens that children are able to administer to themselves are permissible in labeled containers/dispensers. EpiPens and Inhalers are secured in a central location to the program.

**Proper Attire**

Children should wear comfortable clothing that can be worn during active play. Children should wear sneakers/tennis shoes and not sandals daily. No open toed shoes will be allowed at camp. Children’s clothes and belongings should be marked with their name and parents should provide an extra change of clothing for younger children.

**Daily Programming**

Daily programming is themed and developed around the core program areas of STEM, performing arts, fine arts and health and fitness. Activities include indoor and outdoor group games, sports, exercise, arts and crafts, music and dance, table games, snack time and special guests. We will offer field trips this summer.

**Behavioral Guidance**

Discipline shall be constructive in nature to include using limits that are fair, consistent and appropriate; to provide reasons for limits; and to use positive word directions. No child is forced to assume an uncomfortable position, be restricted in movement, be enclosed in a confined space; or be assigned exercise for punishment. Neither is food withheld from youth as a disciplinary course of action.

In the best interest of the program and its participants, camp staff reserves the right to enforce restrictive actions on a participant that cause disturbances in the program. Restrictive action may include meetings with parents or guardians, temporary exclusion from activities, or suspension from current and/or subsequent programs. When a suspension is required from camp, parents will receive a memorandum stating the youth’s suspension along with meeting with parent/s.

**Rules for appropriate behavior to be established with Campers**

• Listen and give attention to any staff member speaking

• Stay with assigned group and never leave the group without permission from staff

• Respect the rights and property of others and the camp facility

• Participate in group activities cooperatively and willingly

• Use appropriate language; Profanity, name calling and bullying are unacceptable at all times

• Rough-housing, pushing, shoving and hitting are ***not*** permitted. Running in hallways is ***not*** permitted.

• Asking others for money, their food or personal property is ***not*** permitted

• Go to restrooms and water fountains under the supervision of staff

**Sick Children**

Participants who are running a fever, vomiting, or suffering from severe pain or other symptoms are not permitted to attend the program. If a participant becomes ill during the program hours, parents must make arrangements for the participant to be picked up as soon as possible. The ill child is separated from their group until parents arrive.

**Severe Injuries/Illness**

When a participant is severely injured/ill (when more than simple first aid is needed) staff will contact at least one person on the emergency contact list provided by the parent or guardian. If warranted, staff will call emergency medical services to attend to the injured participant. The Chesapeake Lighthouse Foundation *DOES NOT* provide medical insurance for participants. In the event of illness or injury requiring transportation, treatment, hospitalization, and/or surgery, the family’s medical insurance must be used.

**First Aid and CPR Training and Supplies**

At least one staff member on duty is trained in CPR and First Aid. A first aid kit is kept on site. The kit is taken on all field trips. A flashlight, cell phone and battery operated radio are kept on site.

**Emergency Procedures**

Fire drills and shelter-in-place drills are completed and recorded once each session. During such drills, roll call is taken to account for all children and staff, children’s emergency information and cell phones are taken out. Arrangements will be made if evacuation to another site is required due to an emergency.

**Injury Report**

An injury report is maintained of each injury to a child. An injury report includes the date and time of injury, name of child, description of injury (type and location of body), circumstances of injury, treatment, date and time parents notified, and staff signatures. Any child transported by ambulance is accompanied by a staff person and the child’s file taken to the hospital.

**Hand washing**

Children and staff are to wash hands before and after eating any foods and after toileting.

**Foods**

Parents are responsible to provide a daily lunch and snack for their child/children that are enrolled in the program.

**Suspected Child Abuse**

Unusual marks or bruises that appear on a youth’s body or suspected sexual abuse, emotional abuse, or negligence are noted in an incident report and are reported to the Enrichment Program Coordinator and Cluster Supervisor. The Enrichment Program Coordinator and Cluster Supervisor are mandated reporters by Federal Law. Suspected abuse will be reported to the Department of Social Services Child Protection Services Division, Law Enforcement agencies, the Chesapeake Lighthouse Foundation and all mandated reporting agencies as required.

**Toys from Home**

Participants are prohibited from bringing games and toys from home because of the disturbance to planned activities which alter positive group dynamics. If a participant brings prohibited items to summer camp, the item is confiscated and kept in the administrative office. Confiscated items are returned to the parent at the end of the camp day. Lost or stolen items are not the responsibility of camp staff or the Chesapeake Lighthouse Foundation.

**Fee Based Field Trips and Special Activities**

In the event that the camp offers an opportunity for participation in a fee based field trip and/or special activity, all fees must be paid prior to attendance in such activities. Signed permission slips by parents/guardians are required in order for a camper to participate. When a fee is required to participate in a field trip, the fee is required at the time the signed permission slip is submitted to staff. A receipt of payment will be provided to the parent/guardian.

**Field Trips and Transportation Policies**

Field trips are typically scheduled during program hours. Transportation may be provided by a private transportation company to and from field trip locations. All vehicles used for the purpose of transportation meet the safety standards set by the Department of Motor Vehicles and are kept in satisfactory condition to assure the safety of children. Participants are NOT transported in staff owned vehicles. When necessary to cross streets, participants cross at corners and crosswalks or other designated safe crossing points if no corner or crosswalk is available.

Participants who do not have a signed permission slip or have not paid the required fee prior to leaving are not allowed to attend the trip. Parents are then contacted to pick-up the child for that day. Staff will take emergency information for each child and staff on field trips. A first aid kit is also taken.