

# Camp Asbury Parent Handbook



**2020**

## **Welcome**

Welcome to Camp Asbury. We are happy that you have chosen Camp Asbury for your child. The Camp Asbury staff look forward to working with you and your family. We have an open door policy and we encourage you to visit with us with any concerns, suggestions, or praises.

## **Camp Asbury Mission**

Camp Asbury provides quality Christian Based summer program engaging the children in our care in activities that encourage person growth, confidence, self-esteem and healthy habits.

## **Camp Asbury School Philosophy**

Children need opportunities for growth and stimulation in all areas of development. At Camp Asbury, we want to meet the needs of all children on a variety of levels including social, cognitive, physical, emotional and spiritual development. Each child should feel safe, secure and loved. Our goal is to provide a warm Christian environment that will allow each child to develop as a unique individual.

We believe in the integrity of the family and will work with the parents to promote social, cognitive, physical, emotional, and spiritual skills in their children. We believe in the integrity of family.

## **Policies and Procedures**

Our services are provided for children who have completed grades Kindergarten- 5<sup>th</sup> grade. Prescribed in KSA 1981 Supp. 72-1107 and any amendments thereto, Enrollment is nondiscriminatory without regard to race, religion, nationality, origin, ancestry or sex.

### **Hours:**

Monday - Friday  
7:00 am - 6:00 pm

Your child can not be here at the center for more than 10 hours a day

Breakfast is served at 8:00. Teachers will not serve after 8:15am. Please ensure your child has arrived on time if you wish for them to eat breakfast at camp.

Asbury Child Development Center doors lock at 9am. After 9:00 admittance will not be allowed unless pre-arranged with your child's camp teacher or the Director.

## Enrollment

Enrollment is open to all children ages that have completed Kindergarten through 5<sup>th</sup> grade as space is available.

## Commitment

Parents are required to make a Camp commitment for the weeks your child will be attending, and days your child will attend. You are responsible to pay for those days you are reserving rather your child attends camp on all of those days or not.

## Enrollment Forms

You can receive a copy of all enrollment forms either by downloading them off the preschool website at [www.asburychurch.org](http://www.asburychurch.org) or by calling the preschool office at 942-4490 #2. The following forms must be turned in before your child may be accepted for care:

- 1) **Enrollment application (at time of enrollment)**
- 2) **Emergency Contact form (at time of enrollment)**
- 3) **Emergency Medical Care Form (at time of enrollment)**
- 4) **Release form (at time of enrollment)**
- 5) **CACFP Form**
- 6) **Health Assessment signed by a physician (before first day of school)**  
*Physicals must be done within 6 months of first day of school.*
- 7) **Medical History including current immunizations (before first day of school)**
- 8) **Contract (At time of Application Submittance)**

**The health assessment and medical history form is required on or before your child's first day of attendance. Due to licensing requirements, attendance will be denied for any missing forms.**

If you change your address, phone number, or work number, please update or fill out a new child data form. It is important that we have the current information in case of emergency.

## **Tuition:**

### **Prepaid \$142.00 Per week payable each week.**

A \$15 late fee will be assessed for all late payments. If your payment is not received within the 2 days from the date it is due, **your child may not return to the center until the payment has been received.** Returned check charges of \$40.00 will be assessed on all returned checks. All future payments are to be in cash, direct withdrawal or credit card.

Since your tuition payment reserves a spot for your child, no refunds will be made due to absences, short months, or vacations

*Exception - You are allowed 1 unplanned absence of 2+ days for unplanned vacation time. You will not be charged for this one time absence if it is discussed with the Camp Director or CDC Director.*

**Camp Summer session requires a \$100 nonrefundable registration fee. This fee reserves your spot for the summer and pays for all field trips and activity materials.**

**If you enroll and choose not to attend Camp Asbury for any reason the \$100.00 registration fee will not be refunded.**

## **Tax Statement**

Parents may request a statement of the amount paid for the year for their taxes after January 1st. Our tax ID number is 48-057-1069.

## **Camp Withdrawal**

In the event it is necessary to withdraw your child from Camp, please notify the director in writing 5 days before termination.

## **Facebook**

Camp Asbury has a facebook page. ([Asbury child development center](#)) Stop by and check us out.

## **Contacting Classroom Teachers**

We want to have open communication with our parents and to make it as easy as possible for you to contact them. If you need to contact your child's teacher you can call the school at 942-4490 #1 and leave a message for the teacher. The teacher will return your call by the end of the day if at all possible. You can also send them an e-mail. You will receive your child's teacher's e-mail address in your parent pack. They will respond by the end of the day if at all possible.

## **Child Development Center/ Camp Asbury**

At Central Campus we have an open door policy for the classrooms as well as the CDC office. You are always welcome to stop by to chat or ask questions if my door is open, or if no one else is in the office. If the office door is closed, please know that I am visiting with a parent or staff member about a confidential matter and in order to protect their privacy I would ask that you please wait until I am done and the door is open. You are always welcome to call me at 942-4490 or to e-mail me at [shandy.kurth@asbrychurch.org](mailto:shandy.kurth@asbrychurch.org) I check my messages and e-mail on a daily basis and I will get back to you by the end of the day.

## **Computer Check In**

Sign in is the responsibility of all parents to sign their child in and out daily. This is a Health Department Requirement. If check in and out is not made on a regular basis you will be given a warning by the director. Upon next occurrence, a \$5 charge will be added to your statement. Check in and out is a state regulation.

## **Drop off/Authorized Pick Up**

Children will need to be escorted and from the classroom.

The center closes promptly at 6pm. There will be a late fee for \$1 per minute after 6:05pm. Please plan accordingly. We ask that you notify the center if one of the authorized people will be picking up your child that day. Please let that person know that we will ask for a picture ID until we become familiar with them.

## **Exclusion Policy/Absenteeism**

Camp Asbury will follow the guidelines for exclusion of children who are ill. (See Attached). If your child is going to be absent, please let the director know. Payment is still required to hold your child's spot. You can contact us by phone at 942-4490 or through e-mail at shandy.kurth@asburychurch.org and leave your information.

## **Accidents**

In even the best program, accidents do occur. If your child is involved in an accident a written report will be completed. One copy will be kept on file at the center and one copy will be given to you. You may be given a courtesy call to inform you of what has happened. If we believe your child is in need of emergency medical attention, you will be contacted immediately. If you are unable to take your child to seek treatment or if we are unable to contact you or any of your emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child.

## **Discipline Policy**

Camp Asbury teachers work hard to provide a stimulating, safe and loving environment for the children in our care. Each classroom will have a set of rules that focus on the safety and social development of the children. Even the best-behaved children will occasionally test the environment. When this happens, the following actions are taken:

Clear rules will be discussed on a regular basis with your child's class. If your student is finding it hard to follow rules, your child's teacher will remind them of the classroom rules. If the behavior continues your child's teacher will move your child to an area that will help them be more successful such as a different group or a quiet area.

## **Bullying**

**Bullying will not be tolerated. A lesson will be taught at the beginning of the Camp session explaining rules, expectations and the definition of bullying. First episode of bullying will result in a warning and a missing out on an activity. Second case of bullying will result in missing out on the next field trip your**

**student is present for, and doing something for someone else during this time, such as helping out a preschool teacher or filing papers for the Director.**

## **Zero Tolerance Child Abuse Policy**

This policy is in place to protect both the children in our care and the colleagues we work with at the center. It is our goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in the center's care, we are committed to consistently enforcing the Center's Zero Tolerance Child Abuse Policy.

## **Dismissal from the program due to Behavior Issues**

Camp Asbury strives to help all children to become successful in the school setting. When a child is experiencing behavior problems the teacher will work with the parents to resolve the issue. If the behavior continues the director will meet with the parents and teacher/s to set up a behavior plan with the parents input and cooperation. If the child is still not able to be successful in the classroom the parents will meet with the director again to discuss the child being withdrawn from the program. The parents will also be given written notification of a request to remove the child from the program at this meeting. All decisions will be made on a case by case basis.

## **Dismissal from program due to Refusal to Adhere to Camp Policy**

Policies set forth by Asbury CDC are in place both for student safety and to sustain a quality program. If a family continually breaks Camp policy the integrity of our program is at risk and the family will be Dismissed from the program. All instances will be made on a case by case basis.

## **Signs of Abuse**

Camp Asbury teachers will report any suspicious signs of abuse immediately to the preschool director. By law, we are required to report any abuse or neglect to the state. Abuse is identified as physical abuse, mental abuse, sexual abuse or neglect of a child.

## Holidays

Camp Asbury will be closed for Independence Day (Friday before if Independence Day lands on a Saturday, or the Monday after if Independence Day lands on a Monday)

## Personal Belongings at School

We ask that your child bring a backpack to camp as well as a folder. This gives your student the opportunity to take home art projects etc as well as notes from their teacher.

To avoid lost or broken toys, please only permit your child to bring toys on special days by teachers request.

Please do not send your student to Camp with money unless requested to do so by your child's Camp Teacher.

## School Dress Code

We request that you dress your child in appropriate clothing so they may participate in all activities. The children have a period of outdoor play everyday (except in extreme weather conditions) Bathing suits need to be modest.

## Food Allergies/Snacks

Parents will receive a copy of the menu at the beginning of summer camp. These menus will also be posted in the classrooms, on the parent board and in the kitchen. Food allergic or special dietary needs should be made known to the director at the beginning of Camp Asbury.

Families are welcome to pack their child's lunch. We do not have the capability to refrigerate or heat lunches, so if packed they need to be properly cooled or heated within a lunch pale..

## Birthday Parties/ Holiday Parties

Parents may pick a day for their child to celebrate their birthday at school. **Please give a two week notice of your chosen date to your child's teacher.** It will be at the parent's discretion as to whether they provide a snack to be distributed by the teachers or have a party at snack time. All party supplies will be furnished by the parents.

## Field Trips/ Special Activities

Field trips will be included in the summer's activities. Parents will be notified at the beginning of Camp and will need to sign a permission form in order for their child to attend field trips. Parents are welcome to join us for any field trip. All children must either ride with their own parent or in

the vans provided by Camp Asbury. Information about what your child may need for each field trip will be sent home in his or her folder.

If lunch is required for a field trip, parents will be notified and all field trip lunches are required to be packed in a paper bag to cut down on items needing kept track of after lunch.

## **Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill**

Please do not bring your child to the school if he or she is ill. The Health Department requires that we refuse care to any child who is ill with contagious/infectious signs or symptoms such as:

- A temperature over 100 degrees -- Children sent home with a fever, for whatever reason, are not to return to the preschool until 24 hours after they are fever free (without the aid of fever reducing medication) from the time you pick them up.
- Diarrhea -- more than one abnormally loose stool per day. Your child must be diarrhea free for 24 hours before returning to the preschool.
- Vomiting -- Free of upset stomach and vomiting for 24 hours before returning to the preschool.
- Inflammation of the eyes.
- Skin lesions, i.e., impetigo, ringworm and scabies.
- Head lice
- Any undiagnosed rash.

When your child is ill, it will be necessary for parents/guardians to make arrangements for your child to be picked up within **one hour** after being notified. Failure to comply with this illness policy could result in your child being dismissed from the preschool.

It is very important that you keep your child home if he or she is contagious. Therefore, if your child develops a communicable disease or condition such as chicken pox, strep throat, conjunctivitis (pink eye) or head lice -- please do the following:

- Keep your child home the recommended number of days. (According to the Public Health Regulations for the Control of Communicable Diseases) If your child contracts a communicable disease in which state regulations require the child to be removed from care until no longer infectious, a doctor's note will be required to verify illness.
- Notify the Director in the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and if possible, parents will be verbally notified when they pick up their children.

Your child should not return to the Camp until the period of contagion has passed and a written note from your child's physician is provided to the administrative staff. Ultimately it is up to the discretion of the Director, to send home a child regardless of the reason due to illness.

The Child Development Center does not carry or provide accident or liability insurance and is not responsible for medical costs as a result of an accident or illness.

## **WELCOME TO CAMP**

We are so excited you are here. It is going to be a great session! If you have questions please contact us in one of the following ways:

316-942-4490

[Shandy.kurth@asburychurch.org](mailto:Shandy.kurth@asburychurch.org)

[haley.mangold@asburychurch.org](mailto:haley.mangold@asburychurch.org)

Welcome to Asbury!

God Bless!

### **1 Corinthians 14:26**

When you assemble, each one has a psalm, has a teaching, has a revelation, has a tongue, has an interpretation. Let all things be done for edification.