



Parent Handbook

**Cougar Club**

**Summer Camp**

**2023**

West Valley Christian Academy Child Care  
LIC # 390313312

---

## Welcome!

Thank you for choosing West Valley Christian Academy's *Cougar Summer Camp* for your child. We are excited to offer your child an authentic summer camp experience with plans to develop lifetime memories with their friends.

Cougar Campers will enjoy:

**Themed Activities:** Each camp theme inspires creative art, cooperative games, and activities throughout each day.

**Food Art:** The children love tasty treats. Each week on Friday's our kitchen staff provide themed based food art. Past camps have enjoyed fruit snack sushi, caramel apple decorating, and so much more!

**Movie Rest Period:** Even our big kids need a break. Mid-day we create a movie theatre experience in our gym where we project a movie related to the area of learning and theme of the week. Bring a blanket, pillow, and book each day.

**Bible Message and Activity:** Each Day we begin with a morning Devotion, and have a Bible Curriculum where we share a weekly message, and accompanied music and activities. This year's Bible Curriculum- *Hillsong Kid's Big: Who you say I am!*



Let's start making some camp memories to last a lifetime!

Sincerely,

Michele Smith, M.S. Ed. ECE  
WVCA Child Care Program Director

# Admissions and Enrollment Policies

## Contacting WVCA Child Care

Phone Number (209) 835-2783

Direct Teacher Contact via ProCare App

Director Email Address [msmith@wvcapreschool.com](mailto:msmith@wvcapreschool.com)



## Resource Documents

The following documents are provided at the tour, time of enrollment, are posted on the parent board, and available for review on the WVCA website or hardcopy by request in the office.

- WVCA Cougar Club Application- New Students Only via Online
- 2023-2024 WVCA Child Care Fee Schedule & Admissions Agreement
- 2023 Summer Registration Form

## Admissions Criteria

Children of families that meet the following criteria will be considered for admission to Cougar Summer Camp run and managed by West Valley Christian Academy Child Care Cougar Club:

- Shared philosophy of guidance and discipline practices
- Committed to full participation in program scheduled activities
- Have maintained good standing with their elementary/middle school, and are not on any probation, behavioral plan, or experienced ongoing disciplinary issues
- 2022-2023 Summer and School Year Accounts are in good standing and current as approved by the Business Administrator
- Have physical, emotional, and health related needs that can be met in Summer Camp ratio 1:14.

## **Admissions Procedures**

Cougar Camp admissions process includes:

1. Submission of a Cougar Club Application, 2023 Camp Registration Form, and completion of all CCL required supplemental forms.
2. Proof of enrollment at a Public or Private elementary school or Well Exam and Immunization Record.
3. Review of required documents and acceptance offered.
4. First month tuition and registration payment before start date.

## **Application**

*New Students* must submit:

1. WVCA Cougar Club Application
2. 2023-2024 Camp Admissions Agreement
3. 2023 Summer Camp Registration Form
4. Proof of enrollment at a Public or Private K-8 or Well Exam dated in the last calendar year and up-to-date immunization record.
5. All Community Care Licensing Documents:
  - a. Health History Report-completed by parent/guardian
  - b. Emergency Contact Form
  - c. Parent Rights
  - d. Personal Rights

*Currently Enrolled Students* must submit:

- 2023 Summer Camp Registration Form
- 2023-2024 Cougar Club Admissions Agreement
- Review ProCare Emergency Contact Information and Provide Updates

## **Registration Form**

The 2023-2024 Summer Camp Registration Form outlines enrollment options and fees for each week to be billed monthly. All registration forms must be completed at time of enrollment to the camp registration deadline as documented on the registration form.

*Withdrawal* notification require a two (2) week written notice. Failure to provide a two week written notice can result in a termination fee as outlined on the Admissions Agreement.

# Summer Camp Full Day Program Structure

## Licensed Facility

Cougar Camp is run and managed by West Valley Christian Academy Child Care Cougar Club, and is licensed by Health and Human Services, Community Care Licensing Division, Title 22. All policies are aligned with Title 22 regulations and failure to comply can lead to dismissal of the program.

A copy of Title 22 is available for review at <http://www.cdss.ca.gov/ord/PG587.htm>

## Non-Profit Religious Educational Organization

West Valley Christian Academy Child Care Cougar Club is a classified 501 (c) 3 non-profit religious educational organization under the tax ID #94-608976-7.

All employees of WVCA are Christian Educators and will model a Christian Lifestyle.

## Confidentiality Policy

WVCA Child Care Cougar Club will not provide information regarding individual students to anyone with exception to the parent or legal guardian, WVCA and TCC Employees, and legal entities including CCL and CPS, without parent written consent in regards to:

- Child's File
- Assessment
- Behavioral Concerns

## Faith Position Statement

West Valley Christian Academy Child Care is a ministry of Tracy Community Church. As such, WVCA Cougar Club seeks to be an outreach of the church to the Tri-city community for the gospel of Jesus Christ, providing a quality Christian education built upon a Christian worldview and a biblical understanding of humanity, God, and the salvation available only in the person of Jesus Christ.

Although WVCA Child Care Cougar Club is an outreach ministry of one particular church, the religious perspective adopted by WVCA Child Care is not sectarian or parochial. WVCA Child Care has adopted a Christian perspective that is broad and inclusive of the Christian community represented by many Tri-city churches. This perspective is often referred to as evangelical.

WVCA Child Care does not seek to disparage different religious perspectives, nor is WVCA Child Care dismissive of different faith traditions. However, WVCA Child Care does seek to introduce all students to a personal relationship with Jesus Christ through its instruction of the Bible as the only true revelation of God to humanity.

## **Program Hours**

WVCA Child Care is open 7:00 AM- 5:30 PM Monday through Friday.

AM Child Care component to Cougar Camp is between 7:00 AM-9:30 AM.

Cougar Summer Camp daily activities begin at 9:30 AM daily. Daily drop-off is expected by 9:30 AM. Late drop-off is subject to a fee. *See Billing Structure and Fee Schedule.*

PM Child Care component is between 3:00 PM-5:30 PM.

## **Meals and Snacks**

WVCA Child Care is a no peanut program.

WVCA Child Care follows Title 22 meal service regulations and provides:

- Breakfast with two food groups.
- Lunch with fruit, vegetable, 2% milk, and entre'
- Afternoon snack with two food groups.

Students are allowed to bring food from home, but must be peanut free and meet the above dietary requirements set by Title 22.

Snacks that are high in sugar, trans fat, or a candy will be confiscated and available for pick-up at the Child Care Office.

## **Daily Schedule**

7:00 AM Open

7:00 AM- 9:30 AM Morning Child Care

8:15 AM Morning Devotions

8:30 AM Breakfast

9:30 AM-11:30 PM Cougar Camp Activities

11:30-12:00 PM Bible Curriculum

12:00 PM Lunch

12:30-2:30 PM Afternoon Rest Period (K)/ Movie and Quiet Activity (1-6)

3:00 PM Afternoon Snack and Afternoon Child Care

5:30 PM Close

## **Age Groups Served**

Cougar Summer Camp, run and managed by WVCA Child Care, is a School Aged Child Care Program serving children entering Kindergarten through children entering eighth grade.

## **Rest and Relaxation**

There is a rest period offered daily from 12:30 PM-2:30 PM intended for our young elementary students to nap, and for the older elementary and middle school age children to be provided with a rest period. Each rest period begins with 15 minutes of reading. **Please bring a book and blanket to camp daily.**

These periods of the day are a required participation scheduled activity intended to be a benefit for the health and safety of our students as required by Title 22 and recommended by the American Academy of Pediatrics.

## **Dress Code**

Students enrolled are expected to wear clothing that is conducive to the weather, planned activities, and include the below guidelines. Any student in conflict with the dress code will be sent home to change or picked-up for the day, and the *Late Pick-up Policy* will be applied if parent pick-up is not within 1 HR.

### **Tops**

- Tops must cover chest area, and all under garments. Tank tops cannot hang exposing any chest area.
- All tops must be free of images and/or language that promotes negative moral or ethical values, and cannot have any display that includes firearms, tobacco, alcohol, or product deemed inappropriate by the discretion of the director.

### **Bottoms**

- Shorts, skirts, and jumpers must be mid-thigh or longer.
- Jean pants and shorts free of wear, tear, holes, or frayed are acceptable.
- All bottoms must fit appropriately to the waist. No oversized or ill-fitting bottoms permitted.

### **Shoes**

- Shoes must be appropriate for the activity, outdoor play, running and playing.
- No flip flops. (with exception to water day)
- All Sandals must be secured behind the heel.

### **Appearance**

- Hair must be neat in appearance.

- No long earrings, or facial piercings.
- Hats for shade are acceptable, and cannot have any inappropriate symbols, logos, or phrases.

The Director has the authority to determine if a student's dress is inappropriate for the program, and can require a change of clothing to be provided by the parent or guardian.

### **Ratio and Supervision**

The licensed ratio is one qualified teacher to 14 students (1:14), and/or two qualified teachers to 28 students (2:28).

Daily organization of supervised school age students will be dependent upon ratio. There are efforts to organize students by early elementary (K-1), elementary (2-3), and middle school (4-7) during the Cougar Summer Camp hours of 9:30 AM-3:00 PM. Children will be K-8 mixed age groups in the AM and PM Child Care Components of the daily program.

School Age students are supervised going into and out of the bathroom. WVCA Child Care employees manage bathroom supervision by having a supervising staff member outside of the bathroom, and utilize student "bathroom monitors" to support supervision. Students are expected to use the bathroom with appropriate behavioral conduct.

**Mandated Reporters:** All employees of WVCA Child Care are mandated reporters and will report any suspicion of child abuse or neglect to Child Protective Services.

### **Drop-off and Pick-up**

Authorized adults (18 years and older) must drop-off and sign-in the student on the ProCare Tablet provided, or using the QR to sign-in from a personal phone with the ProCare app. By 9:30 AM.

Authorized adults must accompany the student to the current program activity location and ensure a visual and verbal transition of care from the adult to the on-duty teacher is made.

**Students cannot be unsupervised at any time once signed-in to the daily register.**

Authorized adults (18 years and older) must pick-up and sign-out the student on the ProCare Tablet or QR from personal phone with full legible signature and time according to WVCA Child Care office clock by 5:30 PM.

Authorized adults must retrieve the student and transition visual care from the on-duty teacher with visual and verbal acknowledgment of pick-up and removal from care.

All adults picking-up must be recognized and known to be on the child's emergency pick-up list by observing staff, and are subject to being asked for identification from a valid state issued photo identification card. Children will not be released to anyone not authorized by the emergency pick-up list, and/or unable to confirm identity.



Emergency Pick-ups may be granted when initiated and confirmed by the parent or guardian in writing, and with confirmation of identify through a valid state issued photo identification card.

### **Facility**

WVCA Child Care and Cougar Camps are located on the West Valley Christian Academy school site. Daily activities will take place on the WVCA school site including but not limited to:

- Cougar Room
- Gym
- Sports Field
- Elementary Playground
- Kid Fit Yard
- WVCA Classrooms

### **Onsite Scheduled Activities and Participation**

All enrolled students are offered an opportunity to participate in each daily activity provided, including activities that include outside vendors who provide special activities that may include, but are not limited to Bounce Houses, Petting Zoos, Video Game Truck Rentals, and water play days. All outside vendors provide proof of limited liability insurance.

If students do not want to participate they will not be forced to do so.

Parents and/or guardians who do not want their child to participate in any particular scheduled activity must find alternative care for the day or during time of activity offering. WVCA Child Care-Cougar Club upholds the Personal Rights of all students, and isolation from a group activity may impact a student's personal rights through their emotional response of being left out, excluded, embarrassed, and/or humiliated.

### **Electronic Policy**

Cell phones, pagers, or any other electronic utilized for communication is not permitted. Any electronic onsite will be confiscated and available for parent or guardian pick-up at the WVCA Child Care Office.

Hand-held electronic games (Nintendo, Sega, etc.) are permitted on scheduled "electronic days" during the scheduled electronic use times under the supervision of staff. All games must be rated **E for Everyone**.

WVCA Child Care is not responsible for the loss or damage of any electronic device, and students bring them at their own risk.

### **Media**

Movies will be offered at rest and relaxation times. All movies are rated **G or PG**, and pre-screened for appropriate language and content. Movies may contain magical or cultural

content. i.e. Disney Movies *Onward, Moana, Aladdin, etc.* Staff research choices through *Common Sense Media*.

### **Photo and Video Policy**

Parents and guardians indicate their photo and video permissions at time of enrollment on the WVCA Child Care Cougar Club Application. WVCA manages a Facebook and Instagram account, as well as a website where photos and videos may be posted. Photos may also be posted on campus classroom visual displays, photo slideshows in the office, and in power point presentations to students.

### **Behavior Policy**

WVCA Child Care Cougar Summer employees are all managed by “Lead Teachers” who are certified school age child care providers that require course work in child guidance and discipline.

Enrolled students are expected to demonstrate the following behaviors consistent to their age and developmental abilities:

- Integrity
- Respect
- Responsibility
- Self-Control

### **Behavior Management**

Teaching Staff apply the following strategies to support student’s ongoing character development and manage behavior:

1. Students are provided the expectations in various formats including verbal prompts and reminders, posted behavior expectations, and follow typical school age rules that are associated to kindness, safety, and respect.
2. Staff will provide consistent and fair guidance by addressing behaviors fairly to all students, and through reason, communication, and logical consequences.
3. Teaching staff are models of appropriate behavior and will consistently demonstrate appropriate behavior.
4. Teaching staff promote positive behavior through maintaining attention to positive behavior, and positive reinforcement with Character Challenges and Awards that will be provided daily, and in large group weekly.

### **Addressing Behavior Concerns**

Students who persistently engage in behavior that impedes the teacher’s ability to maintain appropriate supervision of students, require ongoing intervention, and/or have resulted in

violation of a their own or a peer's Personal Rights as outlined by Title 22, Regulation 101223 may result in immediate termination of enrollment.

Personal Rights of students is provided to parents and/or guardians at time of enrollment.

Students who engage in minimal behavioral disruption, but break the rules will be dismissed for the day, and are welcome to return at the conclusion of a parent and director conference.

The parent and director conference will identify the behavior concern, work collaboratively to develop a plan of behavior intervention for home and school, and identify a timeline of behavioral change expectation. If the student is unable to adjust behavior to meet the program expectation by the deadline agreed upon may result in termination of enrollment.

**WVCA Child Care Cougar Club has the right to terminate enrollment of students at any time if the student's actions and or behavior directly impacts the program's ability to maintain compliance to Title 22 Regulations.**

## **Health and Wellness Policies**

### **Absenteeism:**

If your child will be absent from Camp for a sick or personal reason, please notify the WVCA Child Care Office by 9:30 AM. There is no reduction in tuition for absenteeism.

### **Late Drop-off:**

Late drop-off (after 9:30 AM) for medical appointments are allowed when parents provide call ahead notification to the WVCA Child Care Office, provide a doctor's note, and arrive before 11:30 AM. If all expectations are met, the Late drop-off fees can be waived.

### **Health Check:**

In compliance with Community Care Licensing, all children will be visually observed by a WVCA Child Care Staff member for a brief health check. If the child does not appear to be in good health, or appears to be unable to participate in the regular functions of the school day, the child will be excluded from camp for that day.

### **Sick Policy:**

In order to prevent the spread of contagious illnesses to other children and teachers, we require all families to follow our sick policy. If your child's symptoms prevent them from fully participating in the regular functions of the school day, or requires a teacher's one-on-one support, they will be required to stay home until they have been without symptoms, medication free, for a full 24 hour period.

**Please notify the WVCA Child Care Office if your child has tested positive or been exposed to COVID-19, or has been diagnosed by a doctor with a communicable illness that typically**

**includes Conjunctivitis, Hand Foot and Mouth, Strep, and/or Lice to ensure that we can notify families of the possibility of exposure.**

Do not bring your child to school if:

- they have two or more symptoms of COVID-19
- they have had a fever of 100F degrees or more in the last 24 hours.
- they have had diarrhea in the last 24 hours.
- they have vomited in the last 24 hours.
- they are unable to fully participate in the regular functions of the school day

#### **Exclusion Policy:**

If your child becomes ill during the camp day, the teacher will exclude the child from the classroom to prevent the spread of contagious illness. The child will be sent to a comfortable isolation area of the classroom or WVCA Child Care Office. The parent will be notified of the concern, and will have 15 minutes to pick-up, or find an authorized adult to pick-up the child. If you sign your child out after the hour grace period, you will be charged the *Late Pick-up Fees* outlined in the Fee Schedule. Your child will be asked to stay home until they have been without symptoms for a full 24 hours and/or confirmation of wellness from a physician (when applicable) when:

- meet the COVID-19 current guidance for quarantine return
- they have a fever of 100 degrees or more.
- they have diarrhea.
- they vomit.
- there is suspicion of a communicable disease, i.e. pink eye, chicken pox, etc.
- they have symptoms that prevent them from fully participating in the regular functions of the school day.
- they have needs that require care outside of department ratio capacity including illness symptoms and/or physical injury accommodations.

**California Department of Health:** Parents are responsible to report and inform both the school and doctor of changes in condition between the doctor visit and school entry to prevent illness when making attempts to return to school in less than 24 hours of symptoms with doctor note.

**Medication Policy:**

If medication is to be administered at school, a *Medication Form* must be completed and given to the WVCA Child Care Office. According to Community Care Licensing, all medications must be in its original, unaltered container, clearly marked with the child's legal first and last name, with the prescribed dosage, and instructions for administering.

If over-the-counter medication, including lotions and ointments, must be administered at school, a *Medication Form* must be completed and given to the WVCA Child Care Office. According to Community Care Licensing, the medications must be in its original, unaltered container with instructions for administering. Physician instructions are required if there is a request to administer the medication outside the guidelines presented on the container.

If procedures are not completely followed or if there is doubt regarding the details of administering any medication, we will be unable to administer it, and will rely upon the child's emergency contact form instructions in the case of an emergency.

All prescriptions and medication instructions must be written in English.

Please communicate chronic health conditions and symptoms, with specific details in writing for the care that is to be provided. For the health and safety of your child, medication is required for attendance if your child has a chronic condition that requires the administering of medication, including asthma inhalers. Your child will be excluded without reimbursement until Medication with appropriate forms and instructions are completed and turned into the WVCA Child Care Office.

**Sunscreen:**

Parents are responsible for applying sunscreen on their child, if they desire to do so, before coming to school. You must complete the Sunscreen Permission Form if you would like the teacher to administer sunscreen in the afternoon. Parents are required to provide sunscreen with directions written in English and on the actual container.

**Allergy Policy:**

Please notify the WVCA Child Care Office of any known allergies that your child has including the type of allergy, severity, symptoms, treatment, emergency procedures as described by a physician's report, and provide any prescribed medications according to the Medication Policy, including epi-pens.

**Emergency Medical and Dental Procedures:**

If at any time a child requires emergency medical treatment **911** will be called, and parent will be contacted as soon as possible. The child's health and safety will always be prioritized.

## **Billing Structure**

### **Payment Options**

New and enrolled families will receive a monthly invoice. Payments are due on the first (1<sup>st</sup>) of each month, and late on the fifth (5<sup>th</sup>) of each month. The following payment options are available:

**We accept Check, Cash, ACH, and online Credit Payments through ProCare (Tuition Express). Below is the breakdown of fees.**

1. Cash and Check do not have any associated fees.
2. ACH (you set-up reoccurring payments through your bank) is a flat \$1 fee per transaction.
3. Credit Card Fees are flat rate fees associated to the service fees charged by your credit card company, and will be added to monthly tuition for any family who is currently paying with credit. If you decide to pay in cash or check on month, we will always credit your account back the flat rate service fee.
  - a. Cougar Club Credit Card Service Fee for Weekly Tuition beginning July 1: \$190

### **Account Activity**

Account activity, payment, and/or inquiry will be made in person, via the ProCare (tuition Express) Website, or by mail to the WVCA Child Care Office:

#### **WVCA Child Care Cougar Club**

1790 Sequoia Blvd.  
Tracy, CA 95376  
(209) 835-2787

### **Past Due Accounts and Late Fees**

Accounts are due on the first (1<sup>st</sup>) of each month whether or not a courtesy statement is received. Any account which becomes delinquent from the fifth (5<sup>th</sup>) of each month may result in student dismissal and/or account sent to collections. There is a grace period until the last working day before the fifth (5<sup>th</sup>), after which a \$50.00 late fee will be charged. In addition, a \$10.00 fee will be charged for any returned check.

### **Late Pick-up and Drop-off**

Cougar Camp requires all students to be at camp no later than 9:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice.

Cougar Camp closes promptly at 5:30 PM in conjunction with our license. A fee of \$20 for every 15 minutes (per child) will be added to your monthly invoice. Persistent late pick-up will result in student dismissal.

### **Unscheduled Emergency Care**

In the event that a Cougar Camp student requires care outside of their enrolled schedule option, a \$50 fee will be billed for each occurrence. Emergency care is only available to enrolled WVCA Cougar Club students, and when ratio permits.