

MCCA Parent Handbook Summer Camp 2022

Welcome to MCCA Summer Camp! Our summer camp is designed to provide summer enrichment activities and time for kids to socialize, play and grow in a healthy, safe and fun environment.

This handbook contains important information and policies about our summer program and is a supplement to the MCCA Handbook you received at the time of enrollment. Please take the time to review the entire handbook and contact Trinidad Scrivner with any questions.

Program Dates

MCCA Summer Camp will operate from Monday, June 20 through Friday, August 5, 2022. Per Portland Public Schools policy, childcare programs are not permitted to operate in school buildings from August 8-31.

Note: MCCA is closed July 4th in observance of Independence Day.

Program Hours

Summer Camp hours are from 7:30 am to 5:30 pm, Monday through Friday. MCCA closes promptly at 5:30 pm. If you know you will be late, please make alternate pick-up arrangements and notify MCCA as soon as possible. If you do not pick up your child by 5:30 pm, you will be charged a fee of \$1.00 per minute/per child.

Drop-Off & Pick-Up

Drop-off and pick-up are outside our primary classroom door facing the playground (Room 223). You may park in the main parking lot closest to the playground. Children will only be released to authorized persons that have been listed on the CampBrain Portal. You can add or remove people from this list as needed. To ensure your child's safety, MCCA staff may ask for picture identification from individuals picking up your child.

Parent Communication

Please call or email all messages including: known absences, vacations, alternate pick up arrangements, etc. Also, please inform the MCCA office of all address, phone number, email and emergency contact changes immediately.

Tuition

For your convenience, tuition is based on weekly rates. However, all weeks in one month are payable in advance on a monthly basis. Invoices will be emailed. Payments may be made by check or online via bank transfer.

Tuition due dates are noted below.

- June weeks are due on Monday, June 20.
- July weeks are due on Tuesday, July 5.
- The week of August 1-5 is due on Monday, August 1.

Invoices will be sent out 5-7 days before they are due. There is a 3-day grace period for payments. A \$35 late payment fee will be charged for payments received after the grace period.

There are no refunds, account credits or substitutions for missed days due to illness or other reasons. There are no refunds or account credits for schedule changes made after Friday, May 27. Exception: You may take up to 2 full weeks of vacation with a minimum of 7 days advance notice.

Sunscreen

Your child will be playing outdoors and will need sunscreen for protection. **Please apply sunscreen prior to drop-off each day.** MCCA will also provide sunscreen and apply as needed if selected Yes on the Permissions form during registration. You may provide your own sunscreen for your child but will need to fill out a medication authorization form on site.

Health & Safety

Children must be healthy enough to participate in the program's daily routine. If your child does not feel well, they should not attend MCCA until they feel better and no longer present a risk of passing on their illness. If your child will be absent due to illness, please notify MCCA by 9:00 am. If your child becomes ill while at MCCA, we will notify you (or your emergency contacts) to pick up your child as soon as possible.

Oregon Child Care Licensing Rules require you to pick up your child if they display any of the following symptoms:

- fever over 100 degrees F, taken under the arm
- diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
- vomiting
- nausea
- severe cough
- unusual yellow color to skin or eyes
- skin or eye lesions or rashes that are severe, weeping or pus filled
- head lice (head must be completely symptom free)
- stiff neck or headache with one or more of the symptoms listed above
- difficulty breathing or abnormal wheezing
- complaints of severe pain

Please notify MCCA if your child has any communicable condition, such as pink eye, chicken pox or lice. It is important that we notify other parents of communicable illnesses in a timely manner.

Covid19 Policy

Individuals who test positive must *be excluded from child care and* isolate at home for 5 days. They may then return when symptoms are resolving and fever-free for 24 hours. Upon returning to care, that individual should wear a well-fitting mask in child care and public settings for the 5 days after their isolation started. Early education and child care programs must notify families of an exposure so they can watch for symptoms, but children/staff exposed do not need to be excluded unless they have two or more COVID symptoms or test positive. Early education and child care programs may choose to impose stricter isolation, quarantine or masking requirements.

Lunch

Children need to bring a healthy sack lunch each day, non-microwave meals only. Refrigeration space is limited, so lunches need to be nonperishable as well. Please do not send any glass containers. Lunches must meet USDA guidelines and include at least one serving of each of the following:

- **bread/grain**
- **meat** (includes fish, poultry or meat alternative)
- **a fruit or vegetable**
- **milk** **MCCA will provide milk for lunch on non-field trip days. Parents need to provide a nutritious drink (ex. 100% fruit juice) in their child's lunch on field trip days. **Soft drinks and candy are not allowed.**

If your child has food allergies, it is important that you notify MCCA so that we may take proper precautions.

Snacks

Children need to bring a nutritious morning snack consisting of at least 2 food groups. MCCA will provide an afternoon snack. Special treats may be brought in for birthdays. Please make advance arrangements with the Executive Director.

Clothing

Your child needs to be dressed for active and/or messy play. Clothing guidelines are as follows:

- t-shirt with sleeves (recommended for sun exposure). Halter and tube tops are not allowed.
 - children wearing skirts/dresses must wear shorts underneath
 - socks
 - a change of clothing to be kept at MCCA
 - footwear that allows for active play and running - ex. sneakers or sandals with a snug fit
- For safety reasons, flip flops and crocs are not allowed.**

Personal Belongings

All personal items brought to MCCA should be clearly labeled with your child's name

Children are not allowed to bring the following items to MCCA:

- money
- toys or trading cards (ex. Pokemon, Magic Cards, etc.)
- electronic devices including Chromebooks, cell phones, iPads, etc.

Lost & Found

MCCA highly recommends that you label all items (clothing, lunch boxes, water bottles, etc.) with your child's name. MCCA provides a storage space for each child and is not responsible for lost or damaged items. Please make a quick check of your child's backpack before leaving at the end of each day, as lost items are much easier to recover on the day they are lost.

Program Activities

On-site activities include choice/social time, outdoor play, organized group games, science, the arts, special interest clubs and a variety of other activities based on the children's interests.

Summer break is a long time to go without structured reading time, and MCCA will continue to include DEAR (Drop Everything and Read) in our daily schedule. This quiet and relaxed time also provides some down time for children to pause and catch their breath before beginning a busy afternoon.

Field Trips

Children are not to bring money on field trips. Field trip transportation is provided by First Student charter bus. Weekly field trip information/itineraries will be emailed/posted and are subject to change. Staff/child ratios will not exceed 1:10 and will average 1:6 for most trips. Parents are welcome to attend. If you wish to accompany us, please notify the Executive Director in advance. The MCCA cell phone (503-890-1094) will be taken on all field trips.

Daily Program Schedule

MCCA Daily Schedule Summer 2022

7:30	MCCA Opens
7:30-8:35	Choice Time
8:40-8:55	Morning Snack
9-9:20	Group Meeting
9:30-10:05	Recess
10:15-10:55	Teacher Planned Project/Activity
11-11:25	Choice Time
11:30-11:55	Lunch
12:05-12:45	Recess
12:55-1:25	DEAR (Drop Everything and Read)
1:30-2:15	Teacher Planned Project/Activity
2:25-2:45	Snack
2:50-3:20	Recess
3:30-5:30	Choice Time (Short Videos on Fridays)
5:30	MCCA Closed

Our daily schedule is subject to change based on the needs of the children

Quick Reference Checklist

Please remember to send your child with:

- ___ a backpack
- ___ a healthy lunch (no glass containers, microwave meals or meals requiring refrigeration)
- ___ a water bottles
- ___ sturdy shoes (no flip-flops or crocs)
- ___ a complete change of clothes to be kept on-site

Thanks for choosing MCCA for your summer camp needs! Please feel free to contact us with questions, comments or concerns.