

2020
Parent Day Camp
Manual



**Carroll County Community Center
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[Facebook.com/ccccflora](https://www.facebook.com/ccccflora)

www.CarrollCountyCommunityCenter.org

Welcome to the Carroll County Community Center Summer Day Camp Program!

Dear Parent/Guardian,

Thank you for enrolling your child in our Summer Day Camp Program. At the CCCC your child will learn to build lasting relationships, engage in stimulating learning activities, and have safe fun! Most importantly, it is a place where they will learn about the Carroll County Community Center's character values: trustworthiness, respect, responsibility, fairness, caring and, citizenship.

The Day Camp Program will be a place in which each child will be admired and respected for being an individual, as well as part of our Community Center family.

This handbook has been provided for you as a guide to our policies, procedures, and general program information. Please read it carefully, as there have been several changes. Feel free to contact us regarding any questions and/or concerns you may have.

Sincerely,

Jessica Dill
CCCC Executive Director

Jordan Ebert
Day Camp Director

Goals and Objectives

The Goal of the CCCC Summer Day Camp Program is to help participants grow spiritually, physically, and mentally. The program also strives to provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff. Carroll County Community Center Day Camp gives children an experience that lasts a lifetime!

Enrichment

Enrichment activities include creative expression, communication and cooperation, which build social, physical and emotional skills including; sports, arts, culture and, much more.

Supervision

Children will be supervised by trained camp counselor staff at all times. Parent volunteers are welcome to attend field trips or camp activities and must fill out a volunteer application prior to the event. Forms are available at the front desk.

Days and Hours of Operation

Program Hours

The CCCC Day Camp Program activities are Monday through Friday, 8-4pm. Children may be dropped off as early as 6am and stay as late as 6pm. Late fees will incur after 6pm.

Bus Transportation

Transportation to and from activities and field trips will be provided by a Carroll School Corporation school bus. Parent volunteers must provide their own transportation and entry fees.

Summer Day Camp Program Activities

✍ Sports ✍ Arts 'n' Crafts ✍ Swimming ✍ Library reading program
✍ Board Games ✍ Field Trips

***Children must be here by 8am on Wednesdays for the field trip
in their camp t-shirt!***

Rates

Registration fee: \$10.00 per child (non-refundable)
Members: \$13/day per child or \$60/week per child
Non-Members: \$15/day per child or \$70/week per child

Burlington Township Residents: \$8/day per child

In the event we need to cancel day camp your money will be refunded in full, including the registration fee, if camp has not already begun.

General Program Information

Your child will have the opportunity to build social skills with other children in the program.

They will also work on character development while doing fun and exciting activities.

Please make sure your child has eaten breakfast each day before camp begins at 8am.

Lunch and Snacks

Children must bring their own lunch and afternoon snack each day.

Attire

-Children are to wear closed toe shoes to camp

-Play clothes are highly advised as kids will be playing outside and possibly getting wet

-Swim days are set to be Monday and Friday (and some field trips), but may change based on the Carroll School's schedule, watch for updates. Please send an age appropriate swim suit.

Personal Belongings

The Carroll County Community Center is not responsible for any lost, broken, or stolen items.

Remember to label all items brought to the program and encourage your child to be responsible for their belongings. Each child will have a cubby with their name on it to keep their belongings.

Make sure your child leaves the following items at home: cell phones, iPads, video games, toys, jewelry, iPods, radios, and any other items of value. **We are "electronics free" during the day, so do not plan for your child to have their phone or device during the day for usage.**

Any type of weapon or item/s that could be used as a weapon is not allowed. If these items are brought to the CCCC they will be confiscated and disciplinary action will be taken.

Procedures for Release of Children

A departure procedure is necessary since children leave at different times:

The person who picks up the child should go to the front desk sign-out sheet indicating the time of the child's departure with their signature.

If the Child Care employee does not know the person picking up the child, you will be asked to provide a picture ID prior to release of the child. The names of all persons authorized to pick up your child should be listed on the child's registration form and **advance notice given in writing if there is a change in the pick-up routine.**

General Program Information Continued

Illness and Exclusion Criteria

In the event a child becomes ill while attending the Day Camp program, the child will have a separate area to rest and the parent/s or emergency contact person (if parent cannot be reached) will be notified. A child must be fever free for twenty-four hours before returning to camp. If a child develops a contagious disease or lice, please inform us immediately.

Medication Policy

Medications will only be given with a written note with the dosage, time of day to be given, and permission that the CCCC Day Camp staff may give the medication to your child. **Please ensure we have all emergency medication needed for your child on hand.**

Procedures for Handling Medical Emergencies

In the event of a medical emergency, the parent/s will be notified immediately. Staff will give First Aid immediately. If more than First Aid is needed, the staff will call 911. In the event that a parent or guardian cannot be reached, the listed emergency contact will be called. A Carroll County Community Center Staff may accompany the injured child to the hospital.

Rules and Discipline Policies

Behavior Policy Statement

The Carroll County Community Center reserves the right to warn, suspend, or dismiss any program participant or member from our programs and facilities upon the following conditions:

- ◆ If child's behavior poses a threat to themselves or others
- ◆ If child requires an inordinate amount of attention from the staff there by causing inadequate levels of supervision for the remainder of the participants or members
- ◆ If child's behavior is determined to be inappropriate within the scope and spirit of the Carroll County Community Center values
- ◆ For any reason within the discretion of CCCC Director(s)
- ◆ Inappropriate behavior of parents or designated pick up person

Carroll County Community Center Discipline Policy

- ◆ Children will not be allowed to show disrespect to Community Center employees by action or words. This will not be tolerated.
- ◆ Demeaning words such as "shut up" will not be used.
- ◆ Children will be told why they are being disciplined. Our attitude will be one of "I like you, but I don't like what you did".
- ◆ Abusive language, mishandling of equipment, or defacing of property will not be allowed.
- ◆ Brief, supervised separation from the group will be the primary form of discipline.
- ◆ Children must walk and keep their hands and feet to themselves.
- ◆ Any child that willfully disobeys any rules, policies, or procedures, of the CCCC is subject to immediate suspension and/or dismissal, from the program by the Community Center Director(s).

In the event that suspension or dismissal is deemed necessary at the discretion of the CCCC Director(s), the parents will be notified personally.

The day of such action will be the last day that the child is allowed to attend.

Billing Policies and Procedures

Making a payment

Payments are to be made by Monday morning of the week your child attends.

Please note: we only accept cash or checks. The staff will provide you with a receipt. Please keep these for your own records.

Payments may be made at the CCCC (cash or check only) and are due prior to the week your child is attending. Any unused daily fee will be credited to your account.

Please speak with the director if special arrangements need to be made.

Drops/Collections/Nonpayment/Refunds

Please make sure to keep your account up to date. If you currently have a balance with the Carroll County Community Center in any programs you will not be able to sign up for additional programs until the balances are paid. If your account goes in the negative for more than one week, you will be charged a \$10 late fee which must be paid before your child returns to camp. ***Members with account balances 14 days or more past due will be dropped from the program.***

No refunds; credit will be applied to a CCCC program payable within a year.

Late Pick Up Fee

There is a \$5 per 15 minutes per child after 6pm.

Late pick up fees must be paid upon pick up that day. If payment is not made, it must be paid prior to the child returning to the program. If you are continually tardy, this may result in suspension from the program.

Tax Information

Please retain all payment receipts if necessary, for filing your income tax return.

Scholarships

Scholarships are available. Discounts will be determined on an individual basis by the Director after review of financial need. Applications are available at the front desk of the Community Center.

**THANK YOU FOR REGISTERING YOUR CHILD FOR OUR SUMMER DAY
CAMP PROGRAM!**

IF YOU HAVE ANY QUESTIONS PLEASE CALL OR YOU MAY SCHEDULE AN
APPOINTMENT WITH OUR DIRECTOR.

(574)967-4449

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