



# 2024 Summer Camp Parent Handbook



**June 13 - August 8, 2024\***

**\*No camp on July 4-5**

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Do you want to party like it's 1999? Enjoy some groovy times with your friends? Join us for a totally tubular summer camp where campers will get to hear that "Old Time Rock & Roll", visit the Wild, Wild, West, and travel Back to the Future.

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SACC Office (586) 797-6980

# Summer Dates

Week One:	June 13 - 14
Week Two:	June 17 - 21
Week Three:	June 24 - June 28
Week Four:	July 1 - 3 (No camp July 4, 5)
Week Five:	July 8 - 12 (Week to submit schedule change requests)
Week Six:	July 15 - 19
Week Seven:	July 22 - 26
Week Eight:	July 29 - August 2
Week Nine:	August 5 - 8

# Summer Location

## Duncan

586-797-4672

14500 Twenty Six Mile Road  
Shelby Township, 48315

\*Summer location phone numbers are available June 13 - August 8, 2024  
to reach the Summer Directors.

**Website: [ucsccommunityeducation.org/school\\_age\\_child\\_care](https://ucsccommunityeducation.org/school_age_child_care)**

**Email: [sacc@uticak12.org](mailto:sacc@uticak12.org)**

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# Welcome

Welcome to Utica Community Schools Summer School Age Child Care Program. Our program goal is to provide a safe, fun, enriching, and stimulating environment for your child. Summer Camp is designed to care for children who completed Young Fives through the completion of 6th grade. All children must be toilet trained.

The Summer Camp Parent Handbook outlines what parents can expect from our program along with our policies and procedures. Please keep this handbook readily available as it provides answers to frequently asked questions.

Our programs establish a daily routine that the children quickly become familiar with. The site directors and staff make sure the Summer Camp Program allows for spontaneity and flexibility.

Summer Camp activities include: arts, crafts, math, science, self-directed play, physical activities (indoor and outdoor), and much more!

If you have any questions, comments, or concerns, please feel free to contact the UCS School Age Child Care office at (586) 797-6980 (option 3), or email [sacc@uticak12.org](mailto:sacc@uticak12.org).

## Objectives

### **Summer Camp will provide the following:**

- A safe, friendly, and healthy environment where staff will strive to meet the emotional, social, and physical needs of each child.
- An environment where children can develop an enthusiasm for learning, exploring, and creativity through constructive play, activities in art, drama, math, music, sports, science, and a variety of other experiences.
- An atmosphere of respect for self and others, and a respect for equipment and materials.
- Help children develop self-control and a clear understanding of expectations.
- Opportunities to become independent and responsible through self-directed and individualized activities.

# Days and Hours of Operations

Summer Camp is available:

Thursday, June 13 — Thursday, August 8, 2024

Child care is available Monday — Friday from 7:00 am to 6:00 pm

All Summer Camp will be closed on Thursday, July 4th and Friday, July 5th

## Registration

Non-refundable Registration Fee

\$60 per child/\$75 per family

You must register online at: <https://ucscommunityeducation.ce.eleyo.com/>

Once registration is confirmed, you will receive a confirmation email with required paperwork. If registration is full, you will receive an email to be placed on the waitlist.

The parent listed on the Summer Camp registration is the person responsible for full payment. Parents who share financial responsibility for payments must work out the payment method themselves. If parents choose to have separate bills, they will need to set up a second payer on the account.

Student's schedules for the entire Summer Camp Program is required during registration with a minimum of 2 days per week.

## Schedule Change Policy

Designated week to submit schedule change requests	Weeks you can submit schedule change requests for	Confirmation email for approval or denial
Monday, July 8th - Thursday, July 11th	July 15th - August 8th	By July 19th

## Enrollment Forms

In order for your child to start the Summer Camp Program, the following paperwork must be completed, signed, and on file at the Summer Camp Site before attendance:

- Child Information Form (one per child)
- Child/Parent Behavior Contract (one per child)
- Sunscreen/Hand Sanitizer Permission
- Playground Consent/Good Health Certification

It is extremely important that forms are current. Please notify staff immediately if there are any changes during the summer, such as:

- Address change
- Contact phone numbers
- Change of individuals authorized to pick up your child

# 2024 Summer Camp Tuition

If student(s) are absent due to illness, you will be responsible for the first 2 days of tuition, based on the summer calendar you turned in. Tuition will not be due again until your child(ren) are able to return.

**The minimum requirement for attendance is 2 full days per week.**

## Payments - Tuition and Activity Fee

Summer Camp Tuition and Activity Fees are to be paid in advance. **All accounts from the school year and/or last summer must be at a zero balance or you cannot register your child for Summer Camp.**

Number Of Days Per Week	Full Day Weekly Tuition	Half Day Weekly Tuition (7:00am-12:30pm) (12:30pm-6:00pm)
2 Days	\$90	\$62
3 Days	\$135	\$93
4 Days	\$180	\$124
5 Days	\$225	\$155

Week #	Dates of Summer Camp	Payment Due by
One	June 13 - 14	Friday, June 7
Two	June 17 - June 21	Friday, June 14
Three	June 24 - June 28	Friday, June 21
Four	July 1 - July 3	Friday, June 28
Five	July 8 - 12	Friday, July 5
Six	July 15 - 19	Friday, July 12
Seven	July 22 - 26	Friday, July 19
Eight	July 29 - August 2	Friday, July 26
Nine	August 5 - 8	Friday, August 2

# Payment Options

## Option #1

### Automatic payments using your American Express/Visa/MasterCard/Discover card or checking account

- During the registration process, you will be required to provide your electronic payment method; this can be in the form of a debit card, credit card, or by providing your checking account information.
- Parents have the option to authorize that payment method on file for Auto Pay, which will automatically deduct each Friday the exact amount billed to your child's account, using your credit card or checking account.



## Option #2

### Pay online at your convenience

- The primary payer will receive an email when the invoice is ready to be paid and a link will be provided in the email to review the invoice before making a payment.

# Other Summer Camp Fees

- **Late Fee:** Summer Camp closes at 6:00 pm and at 6:01pm a late fee of \$15 every 15 minutes, per child, will be charged until student is picked up (If a parent is going to be late picking up, a phone call is appreciated, but it will not eliminate the late fee).
- **NSF Fee:** A \$25 fee will be charged for a returned check and once a check has been returned, personal checks will no longer be accepted from that account.
- **Declined Charge Fee:** A \$5 fee will be charged to your account when a credit card payment is declined.

# Withdrawal Policy

If you need to withdraw from the Summer Camp program for any reason, please contact our office directly at 586-797-6980, option 3. There is a two-week notification required and the owner of the contract will be responsible for the student's scheduled days for those two weeks.

# Billing

- SACC Summer Camp invoices are generated weekly.
- Invoices will be emailed the Friday of each week.
- All SACC accounts must be at a zero balance to attend the Summer Camp program.
- Any charges that have incurred over and above your “pre-pay” payment will be reflected as “Total Amount Due” on your invoice.
- Your account will be billed according to the summer schedule you provide.

## DHS State Assistance Payments

An Authorization from the Michigan Department of Human Services should be provided at the time of registration.

- DHS does not pay for registration, late fees, field trips, or outside vendor activities .
- The parent is responsible for Summer Camp charges until official authorization from DHS is received by the SACC Accounting Office.
- The parent is responsible for payment of all/any amount not paid by DHS.
- The actual amount paid by DHS varies based on care provided.
- In the event that DHS authorization has been approved, adjustments can be made, but no refunds are given based on assistance payments.
- Parent is responsible to notify the SACC Office if they are no longer eligible for DHS.

## Tax Information

- Utica Community Schools Tax ID Number is: 38-6002552.
- SACC does not provide year-end statements or totals. You can access your tax statements in your Eleyo account.

**Please note: It is the responsibility of each parent to retain their cancelled checks, credit card statements, or confirmation email.**



# Signing Your Child In/Out of Summer SACC

For your child's safety, Summer Camp and the State of Michigan **mandate that an adult must walk children in to the building and sign them in with using their code and signature.** The same procedure will be used when picking up your child. The sign in/sign out records are very important for staff to maintain safety.

- Photo identification will be requested every day, please show your ID to the camera and in the main office at arrival and pick up (please advise the individual picking up your child to bring photo identification with them).
- Please sign your child in and out using the iPad. Children may not use the iPad to sign in.
- By signing your child into the program, you are certifying they are symptom free from illness.
- Your child will only be released to the person(s) on the Child Information Record.

**Please note: We cannot release children to siblings unless they are 18 years of age or older, they must have a photo ID and they must be listed on the Child Information Record.**

## Late Pick Up

- Summer Camp closes promptly at 6:00 pm. **At 6:01pm a late fee of \$15 every fifteen minutes** will be charged until student is picked up.
- If a child is not picked up by 6:00 pm and the Summer Care Staff has not received a phone call from the parent, the following procedures will be implemented:
  - A call will be made to the parent to determine if there is a delay at work or in traffic (this does not exclude parents from being charged the late pickup fee).
  - Persons on the Child Information Record will be alerted if the parent has not arrived by 6:15 pm to pick up the child.
  - If we are unable to contact anyone whose name is on the Child Information Record by 6:30 pm, the local police or Child Protective Services will be called.
- If a child is picked up late five (5) times (either for a half day pickup or at the end of the day), they will be excluded from the Summer SACC program. Tuition fees already paid will not be reimbursed.

If a Summer Camp staff member suspects that a parent or authorized person cannot safely transport the child, our staff will:

- Offer to keep the child in our care.
- Ask the adult if they would like to contact another adult.
- Offer to call other means of transportation.
- Advise the parent that it is not safe to transport child and we will notify authorities that they are leaving our facility and planning to transport the child.

# Children's Conduct

Please review this section with your child so they will completely understand the expectations of them in the UCS Summer Camp Program. Our goal is to make their summer a safe and fun experience.

Summer Camp rules are as follows:

- Children must act courteously and appropriately.
- Listen to all staff, stay in designated areas at all times, and notify staff if they need to go to another area.
- Respect Site Director, summer staff and peers.
- Be responsible for their actions and use acceptable language at all times.
- Children are expected to clean up after themselves, for example: after using games, doing crafts or eating snack/lunch.
- Respect the rights and property of others, including the property of the Summer Camp program.
- Children having problems with other children, a stranger, or another adult should inform the Site Director or staff member immediately.
- Children are NOT ALLOWED to have electronics, cell phones, watches that text or take pictures, or any device that allows pictures to be taken.

**Please note: Children are supervised in a group setting, their behavior is not expected to require one-on-one supervision by Summer Camp Staff Members.**

## Children's Clothing, Shoes, & Personal Items

**Clothing:** Children should be dressed in comfortable play clothes. Children will participate in a variety of activities that will include indoor/outdoor play and activities that use paints, glue or other messy materials. For younger children, we suggest a change of clothes in their backpack, in a bag labeled with their name on it.

**Shoes:** Crocs, sandals, and slides are not safe footwear for daily activities. Students must wear close-toed sneakers for gym and outdoor play. It is strongly suggested that children wear close-toed or rubber soled shoes to provide proper support and stability for walking, running, and climbing activities. Children must wear close-toed shoes at all times; flip flops are not allowed.

**Please note: If a child arrives without proper footwear, the child may be limited in the activities they can participate in.**

**Personal Items** - Please make sure that all items are labeled with your child's name; this includes all clothing items, lunchboxes, backpacks, sunscreen, etc.

- Lunch Boxes must be labeled with the date.
- Car seats may not be left in the building.

# Custody

Unless custody has been established by a court action, one parent may not limit the other from picking the child up from Summer Camp. If there is a court document ordering one parent to withhold the release of a child from his/her parent, a copy of the court order must be on file with the Site Director.

Custodial parent is responsible for maintaining accurate and up to date paperwork and emergency card contact information.

# Security

UCS Summer Camp will follow the UCS school year security procedures for entering a Summer Camp site:

- Please use assigned door to drop off and pick up your child(ren) at Summer Camp.
- The assigned Summer Camp entrance will be equipped with an intercom system; press the intercom button and this will ring the Summer Camp area.
- Please have photo ID available and ready to show the camera when dropping off/picking up.
- If another person is picking up your child, staff must be notified prior to arrival and the person must be listed on the Emergency Card.

# Parent Responsibilities

It is the parent's responsibility to thoroughly read and adhere to the Summer Camp Handbook and sign the Policy Agreement. The Policy Agreement must be on file at your site. This agreement states that you have read this handbook and discussed any pertinent information with your child.

- Complete and submit all registration forms; all information must be kept current and updated.
- Weekly Camp Tuition is to be paid in advance or have auto-payment set up on the account.
- Tuition is **non-refundable** and the parent listed on the registration form is responsible for payment, child(ren) will not be able to attend if all fees are not paid.
- Summer camp activity fees are non-refundable.
- Read all communications from Site Director, for example: newsletters, calendars, posters, bulletin boards, and any postings located near the sign-in area that contain special announcements.
- Sign your child(ren) in and out on the iPad on a daily basis. Children may not use the iPad to sign in.
- Keep the Site Director informed of any changes or incidents at home that might result in a change in your child's behavior or attitude.
- Listen to concerns from the Site Director regarding your child.
- Label all of your child's clothes and property.
- Pick up your child by 6:00 pm.

# Electronic Devices/ Cell Phones



The Summer Camp program prohibits children from bringing in toys, electronic games and valuables from home. Per UCS Board Policy 5160 - Electronic Communication Devices, elementary students are not permitted to have an ECD without administrative permission.

- Children are not allowed to have cell phones or any other device that allows pictures to be taken
- UCS will not assume the responsibility for loss or damage to personal property.
- Summer Camp closes on Thursday August 8, 2024. Please make sure to pick up all of your child's belongings. We will not hold onto any personal property left at camp after August 8, 2024.

## Ratios

For daily summer care activities, Summer Camp follows state licensing regulations. Children are in age appropriate groups in a 1:18 ratio.

## Special Needs

The SACC program strives to meet the needs of every child enrolled in our program. In order to assist us in meeting your child's needs, it is vitally important that you complete the *Child Information Form* in as much detail as possible. This information will assist us in meeting your child's needs.

Furthermore:

- Share any information regarding your child's IEP, 504 plan, or any other specialized education plan they may have on file with the school.
- Our program utilizes a 1:18 employee to child ratio; students need to be able to function independently in such an environment, we do not provide one-on-one care.

American with Disabilities Act: UCS will comply with the spirit and intent of the American Disabilities Act and make reasonable accommodations to assist people with disabilities to have access and participate in our programs, facilities, and services. It is the policy of UCS that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination in any program by this educational agency.

# Health Policy & Injury Procedures

Children with signs of illness should be kept home to ensure the health and well being of others. Site Directors reserve the right to refuse admittance to any child that appears to be ill.

**If a child has any one of the following conditions, the parent will be notified to pick up the child within 1 hour of being notified.**

- Students with a temperature of 100.2° or higher will be sent home and not permitted to return for 24 hours after fever is gone, without the aide of fever reducing medication.

Communicable/Contagious diseases:

Chicken pox

Pink eye

Scabies

Fifth Disease

Hepatitis A

Ring Worm

Impetigo

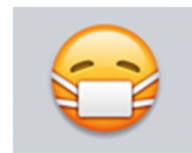
Mononucleosis

Scarlet Fever

Coxsackie virus Infection

Hand, Foot and Mouth Disease

Covid-19



Vomiting or diarrhea:

- A student will not be able to return to Summer Camp until at least 24 hours has passed since their last vomiting or diarrhea episode.

Head Lice:

If your child has head lice, the following steps must be taken:

- A parent **MUST** immediately pick up the child from school, begin treatment, and take other precautions to rid the home of the infestation.
- All family members must be checked for lice.
- The child may not return to Summer Camp until all nits and eggs have been removed.

**Please note: A child cannot return to Summer Camp until the period of contagion has passed and a written note from the child's physician is provided to the Site Director.**

**Serious Injury** - In the event of serious injury, 911 will be called. A parent or emergency contact person listed will be contacted immediately. In the event that your child must be transported to a medical facility, a staff member will accompany the child until a parent arrives.

**Minor Injury/Incident**- Every site is equipped with a first aid kit. For minor accidents, staff will carry out immediate and necessary first aid, cuts will be washed and bandaged, bumps will have ice applied, etc.

- Directors and staff are trained in CPR, First Aid and AED certification, and shall be on duty at all times.
- A written record will be kept of all injuries and accidents requiring first aid; parents will be notified of the accident when they arrive and will sign the injury report form.

# Allergies

If your child has any allergies, please notify your Director. If an allergy is life threatening or has serious medical implications, our staff will schedule a meeting with the school nurse and develop an emergency plan before your student begins Summer Camp.

# Medication

The parent and physician must complete a **Medication Authorization Form** when a child is to be given prescription or over the counter medication. Medication Authorization Forms are available from your Site Director. Over the counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, and method of use. Prescription medication must have the pharmacy label, including the doctor's name, patient's name, the instructions on dispensing, and name and strength of medication given. The child's physician must fill out the form for injectable medication, aspirin, or inhaler. After each dosage, the staff will note the date, time, and initial the medication log. A meeting with the District Nurse may be required before your student can begin Summer Camp.

**Please note: We are no longer allowed to administer Nebulizer treatments.**

External Topical Ointments - a permission slip must be completed and on file at site. The permission slip is available from your Site Director. A copy of the student's health plan must be on site.

# Child Abuse

In compliance with the Michigan State Law, we are required to report suspicion of abuse or neglect to Children's Protective Services.

# Confidentiality Policy

It is important that the privacy of our children, families, and staff is maintained. Staff are asked to keep information about children, families, and co-workers confidential. Staff and parents are asked to refrain from commenting about children or families in the presence of other adults/children. This includes communication with parents and staff outside of Summer Camp (personal contact). There are times when information regarding a home situation would help the staff take better care of your child. Please know that all information shared will be confidential.

# Discipline Policy

The Summer Camp staff will use a positive method of discipline which helps develop self-control, self-direction, self-esteem, and a spirit of cooperation with the child.

Children are entitled to a pleasant and harmonious atmosphere. Because Summer Camp is the children's home away from home, they need to feel safe and secure in this environment. Chronic disruptive behavior exhibited by a child on a continual basis will not be allowed.

- Minor behavior incidents can be handled with a cool down period in a designated quiet area where they can think about their actions. The staff will talk to the parents about any incidents that occur.
- If warranted, disruptive behavior will be dealt with in writing. A report of the incident will be given to the parent to read and sign. Students will be expected to adhere to behaviors as outlined in UCS Board Policy 5100.

Not abiding by the Summer Camp rules may result in suspension and/or termination from the UCS Summer Camp Program. All incidents will be handled by the Site Director or Child Care Coordinator with either a verbal or written warning. If physical contact occurs, there will be an immediate exclusion from the UCS Summer Camp Program. Ongoing incidents will necessitate a meeting with the Child Care Coordinator.

## **Immediate exclusion from Summer Camp will take place if any of the following disruptive behaviors occur:**

- Intentionally hurting/endangering others or self (physical or emotionally, including bullying)
- Running from staff/leaving designated areas without permission
- Destroying property
- Repeatedly disrespecting staff or other children
- Repeatedly cursing or swearing
- Threatening violence or physical violence
- Possessing illegal substances or weapons
- Verbal harassment of peers or staff
- Harm to self or others

If all reasonable approaches are exhausted and the disruptive behavior continues, the coordinator will dismiss the child from the program. Conditions for reinstatement will be determined by the Child Care Coordinator. If a child is excluded NO REFUNDS will be issued.

Cooperation and support from parents is essential. Parents who are uncooperative and/or disrespectful to staff, other parents, or children, will be asked to make other child care arrangements.

# Dismissal from Program

The following circumstances could result in your child being dismissed from the program. Conditions for reinstatement will be determined by SACC Coordinator:

- Failure to pre-pay for Summer SACC
- Failure to pick up your child by 6:00 pm
- Failure to sign your child in/out of the program
- Failure to complete all forms necessary for registration and to keep forms updated
- Any violent behavior that is directed toward another child or staff member
- Ongoing disruption to the program by child or parent
- Other reasons as determined by the UCS Child Care Coordinator

## Lunches & Snacks

Please pack your child 2 snacks, a lunch, and a water bottle every day. Due to lack of refrigeration space, we ask that parents pack a lunch that will not spoil or need to be refrigerated. No microwaves are available so lunches cannot be reheated. Do not send anything breakable, such as glass bottles. Your child's lunch should be clearly labeled with their name and grade.

**\*\*State of Michigan licensing rules require all lunches to be labeled with the date\*\***

**We are a peanut/tree nut free zone**



## Weather/Safety Drills

All children are expected to go outside everyday (weather permitting). The staff is careful in making decisions regarding outdoor activities during extreme temperatures (water is available) and/or when the possibility of severe weather is approaching the area. At the first sign of threatening weather or lightening, the staff will bring all children indoors into a safe area and monitor weather conditions.

An evacuation plan is in place in case of fire or building problems. Fire, tornado/severe weather drills are practiced during Summer Camp.



# Staff Screening and Qualifications

UCS believes the success of our School Age Child Care Program lies in the quality of our staff. Each location has a Director who is responsible for the day-to-day operations. The Director guides the staff in general site operation including communication, challenging behavior, teamwork, scheduling, etc. The Director is available daily for parental communication.

The School Age Child Care Program staff meets or exceeds State of Michigan licensing guidelines. All employees have undergone criminal history and background checks, training in First Aid/CPR, AED, blood borne pathogens, and safe food handling.

All Staff is mandated to acquire at least 16 hours of training per year in the following areas:

- CPR/first aid
- Child abuse prevention and reporting
- Child development
- Discipline
- Games/activities
- Age appropriate planning
- Nutrition
- Health and safety
- Communication

Directors and assistants are selected based on their experience, education, character, talents, and of course, a love for working with children.

## Volunteers

Volunteers must complete proper documentation and a background check before volunteering in the program. Volunteers will work under the direction of Summer SACC staff and will be supervised by staff at all times. Volunteers will not be allowed to escort children to the restroom.





## **BOARD OF EDUCATION**

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Mark Dziatczak	Assistant Superintendent for Teaching and Learning
CJ Wajeeh	Director of Community Education
Cassie Edwards	Child Care Coordinator
Cheryl Whiteman	Early Childhood Coordinator