

2019 Summer Camp Information

Saint Francis Central Catholic

41 Guthrie Lane, Morgantown, WV, 26508

www.stfrancismorgantown.com

(304) 291-5070

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Julia DeVincent, Director, jdevincent@sfccs.org (304) 216-1777

Dear Parents and Guardians,

Welcome to SFCCS Summer Camp! We have many exciting, adventurous, educational, and FUN activities planned for this summer! Please see the following page for a list of the weekly themes for our different age groups.

Here at SFCCS, we value your child's safety above all. The SFCCS Administrative Staff takes pride in selecting qualified, trained, and energetic Camp Counselors to care for your child. There will always be a Adult/Pediatric CPR/First Aid/AED certified staff member on the grounds. Also, all camp counselors have passed a national background check and are Virtus trained.

During our summer programs, your child will learn new skills, build new friendships, and HAVE FUN! It is important to remember that your child always wear proper outdoor clothing and shoes to camp each day. Also, please look inside this packet for a detailed list of items to bring daily.

Please review the entire handbook. It provides detailed information on camp policies and procedures. If at any time you have questions or concerns, please contact your child's Camp Counselor, Person In Charge, or Director of programs.

Thank you for choosing Saint Francis Central Catholic School to provide your child this Summer Camp opportunity!

Our summer day camp program is ready for your child and we are making it bigger and better than ever! Each week will be a different theme, with corresponding activities and games. Summer Day Camp is for our students Pre-K 2 – 5th grade and Summer Academy is for students 6th – 8th grade.

The themes for the 2019 SFCCS Summer Day Camp (SDC) & Summer Academy (SA) are:

- Week 1 June 3rd – June 7th: Jumping into Summer (SDC) / Self-Esteem Machine (SA)
- Week 2 June 10th – June 14th: Mad Science (SDC) / Care and Keeping of Me (SA)
- Week 3 June 17th – June 21st: Summer Camp Olympics (SDC) / The Trouble With Adults (SA)
- Week 4 June 24th – June 28th: Hawaiian Hullabaloo (SDC) / Home-Ec 101 (SA)
- Week 5 July 1st – July 5th: Stars & Stripes (SDC) / Finding Healthy Tribes (SA) **(NO CAMP ON FOURTH OF JULY)**
- Week 6 July 8th – July 12th: West Virginia Adventures (SDC) / CPR – Character, Pride, Respect (SA)
- Week 7 July 15th – July 19th: Bugging Out (SDC) / First Aid Basics (SA)
- Week 8 July 22nd – July 26th: Nature Know-How (SDC) / Tech 101 (SA)
- Week 9 July 29th – August 2nd: Animal Kingdom (SDC) / Health & Wellness (SA)
- Week 10 August 5th – August 9th: Farewell Carnival (SDC) / Farewell Olympics (SA)

The camp runs from 8:00 am – 5:30 pm each day, with a 7:30 am early drop-off option for \$5 a day.

We are excited to announce that we will be serving both breakfast and lunch, though you will only be charged for the meals that your child eats. The pricing is per week at:

Full Time (4-5 days a week)

- No Meals: \$175
- One Meal: \$200
- Two Meals: \$215

Part Time (1- 3 days a week)

- No Meals: \$105
- One Meal: \$120
- Two Meals: \$130

Important Dates:

June 3rd: First Day of Camp, **July 4th: CLOSED** for holiday, **August 9th:** Last Day of Camp

CAMP DAILY SUPPLY LIST

PRE-K 2-4

- Backpack containing the following items:
- Diapers
- Wipes
- Rash ointment/cream
- Extra change of clothes
- Water bottle (with name on it)
- Sunscreen (with name on it)
- Towel
- Closed-toed shoes

KINDERGARTEN THROUGH MIDDLE SCHOOL

- Backpack containing the following items:
- Water bottle (with name on it)
- Sunscreen (with name on it)
- Towel
- Extra change of clothes
- Closed-toed shoes

*SFCCS Camp is not responsible for lost items. Please write your child's name on all articles.

****Due to allergies, we cannot share sunscreen.** Please apply sunscreen to your child prior to dropping them off in the morning and have their sunscreen in your child's backpack. We will help them apply as needed.

General Program Rules & Policies:

- *Always send your child to Camp with sunscreen on their skin.* We will help your child (as needed) to re-apply the sunscreen that you send in with them.
- Electronic handheld games, tablets, and cell phones are not permitted at camp. If your child must carry a cell phone it is to be used for emergencies only and they must ask their Camp Counselor for permission to use the phone. If students are caught with these devices or using their phones in excess, these devices will be confiscated by their Counselor and can only be picked up by the parent at the end of the day.
- SFCCS is not responsible for any personal toys or items that are brought in from home that may be lost or damaged. Please use discretion in what you allow your child to bring in.
- Parents, please remember that SFFCS Camps are outdoor recreation based programs. Children must be willing to participate in outdoor physical activities. Camp is an active place, so campers will get dirty! Children should be dressed appropriately to provide comfort and safety. Sneakers, or comfortable, well-fitting closed shoes are best for footwear. **Please, no sport sandals, flip-flops, or open-toed shoes.**
- All drop-offs and pick-ups will be done through the cafeteria doors. In order to maintain a safe Camp environment, please refrain from directly approaching an outdoor group without first checking in with a Camp staff member at the cafeteria doors. Photo ID may be requested at pick-up.
- When the weather permits, we will offer age-appropriate water play. We will always provide a safe environment with watchful Camp Counselors. Please remember to pack a towel and a change of clothes every day. If an inflatable pool or water slide will be used, we will notify you at least one day in advance for you to pack a bathing suit for your child. **If you do not want your child to engage in water-based activities, you must notify us at the beginning of your Camp week.**
- We are a rain or shine facility. Where we will strive to have your child outdoors as much as possible, we will use our indoor resources in the event of inclement weather or extreme heat.
- We are not an allergy-free environment. For the safety of your child, you must notify us of any food or environmental allergies that your child has, as well as any medications used to treat these. All of this information is to be documented on our Medical Information/Emergency Contact Form and our Medical Authorization Form. These are the forms that we will reference for the health and safety of your child.

Daily Schedule and Pick-Up Policy

Summer Camp runs from 8:00 AM - 5:30 PM

- 7:30 AM early drop-off option for \$5 a day. In order to be properly staffed, you need to notify us in advance for the week if you will be using this option. Payment is taken in advance with your total Camp week fee.

Pick-Up Procedures:

- A Parent/Guardian is required to pick up their child **by 5:30 PM**. All pickups are done through the cafeteria doors.
- A photo ID may be required to dismiss your child at the end of the day. Only authorized persons may pick up your child.
- You must inform us of any changes to your child's regular pick-up schedule (ex. If you usually pick your child up, but his/her aunt is picking them up that day, you must inform us even if their aunt is on the pick-up Authorization Form).
- All changes to your child's form must be made by the parent/guardian, in-person with the Person-In-Charge or the Director; or, for SFCCS students, this may be updated by the parent/guardian through their RenWeb account.

Late Pick-Up:

- **Always be on time to pick up your child.** If you are going to be late due to **an emergency**, you must notify the **Person-In-Charge, Alison Conroy (304) 680-1421, or the Director immediately, Julia DeVincent (304) 216-1777.**
- If your child has not been picked up by 5:30 PM and we have not been notified of by you, we will try to contact you and/or anyone listed on the Pick-Up Authorization Form or Emergency Contact list.
- If you are **more than 5 minutes late (5:35 PM), even with prior notification, you will be charged a \$25 late fee.** Payment will be expected at the time of pick-up or at the following day's drop-off.
- ***If we have not heard from you and we are unable to reach you or an emergency contact after 30 minutes (6:00 PM) a phone call will be made to the local authorities.***
- If you are **late 3 times**, your child may be **suspended** from the Summer Camp programs **without refund.**

Health Information

Illness Policy:

- If a camper becomes ill during program hours, a parent or authorized person will be called to pick up the child. As part of your participation in SFCCS programs, you are agreeing to pick up your child within 1 hour of notification. If your child has a fever of over 100 degrees before the program begins, please keep them home until your child has been fever free for 24 hours without fever-reducing medication.
- **We will not medicate for a fever.**

Emergency/Health Information:

- Parents/Guardians must completely fill out a Medical Information and Emergency Contact Form. For existing SFCCS students, parents must review the data on file in RenWeb to ensure it is up to date and accurate.
- For existing SFCCS students who have a medication at school, you had to contact Nurse Ria in writing prior to the last day of school to have that medication transferred over to the responsibility of the Summer Camp program. All new campers and/or new medications need to be brought in original prescription bottles and accompanied with a Medication Form that has been signed by your child's physician. Information regarding dosage and times of administration must be completed.

Discipline Policy:

SFCCS Campers are expected to follow the rules established by the SFCCS Administration, Person-In-Charge, and Director of programs. These rules will be discussed with your child by our Camp Counselors on the first day of camp. In order to maintain a safe and fun environment, SFCCS staff will work closely with you and your child to ensure proper behavior. If, however, a problem occurs, the Person-In-Charge and Camp Counselors involved will complete an Incident report and you will be notified that day.

Minor infractions of rules and behavior will be dealt with by the Camp Counselor.

For serious infractions of the rules or behavior, these measures will be taken:

Level 1: First Warning

- This is used the first time serious rules/procedures are not followed.

Level 2: Second Warning

- This is used the second time serious rules/procedures are not followed.

Level 3: Excused from Program

- Suspension from camp without refund. Person-In-Charge and Director will determine the length of the suspension.

***Depending on the severity of the behavior problem, a Level 3 may be necessary even if the child has not been given Level 1 or Level 2 Warnings. In this case, the child may be immediately suspended without refund. Each child's disciplinary action will be handled on a case-by-case basis. Ultimately, our Discipline Policy exists to provide a safe, comfortable environment for all SFCCS campers.

SFCCS Zero-Tolerance Violence and Bullying Policy

SFCCS is committed to a safe, civil, educational and recreational environment for all campers and staff. Therefore, SFCCS follows zero-tolerance violence and bullying policy. Violence and bullying are inexcusable. Any camper who harms another individual physically and/or verbally (by violence or bullying) will be suspended or removed from the program immediately. On the first day of each camp week, Counselors will review this policy with all campers.

Please Sign here that you understand and accept the terms of the SFCCS Summer Camp Policies:

Camper's Name Printed: _____

Camper's Signature: _____

Parent/Guardian Signature: _____

Date: _____

For the complete SFCCS policy information on behavior and discipline, please go to our website, www.stfrancismorgantown.com and go to the "Parent" tab, then down to "Parent and student handbook" and reference pages 30-35.