



Summer Camp Handbook 2018
1708 North Westmoreland Rd
DeSoto, Texas 75115
972-572-7200

Welcome!

Dear Canterbury Summer Camp Family,

We are excited that you will be a part of our Summer Camp this year. The mission at Canterbury Episcopal School is to inspire in each student a love of learning in preparation for college with an emphasis on academic excellence, spiritual development, appreciation of diversity, and social responsibility. We work towards this mission even during our summer months where the emphasis shifts towards outdoor activities and fun learning experiences along with practice with social responsibility. We are both excited and honored to serve your family this summer and look forward to getting to know your child better.

Canterbury Episcopal School's Summer Day Camp offers themes and weekly activities and events that are aligned with the overall objectives of the week. Families can choose to attend one week or multiple weeks, that best fit their needs and schedules. Summer Day Camp curriculum is designed by our in-house Curriculum and/or purchased from industry experts who are the leaders in their respective fields. We take pride in the quality programming that we offer our families.

Our caring staffs are current teachers, mostly from Canterbury. Each staff person is thoroughly screened and knows how to work with students. In addition, all staff are trained in CPR/First Aid certified and Child Abuse Awareness. Our Camp Director will be one of the teachers for the week. The two directors are getting their feet wet in administration and will help answer questions, take payment for camp and be the direct contact for you during your classes.

Please read through our handbook and take notes where needed. If you should have additional questions, please contact us anytime at our main number: 972-572-7200 ext. 154.

Summer Camp Location

Summer Camp at CES will be held in the Chafin Learning Center and the Primary Building. The address to the school is 1708 North Westmoreland Rd, DeSoto, 75115. On Monday of each new week, students will all be dropped off at the Chafin Learning Center for an all camp orientation. Tuesday through Friday, students can be dropped off at their designated building. Primary grade students (entering Prekindergarten through first grade) will go to the Primary Building. Upper Elementary students (entering second through sixth grade) will go to the Chafin Learning Center.

Summer Camp Policies

OPERATIONAL PROCEDURES

Sign-In Procedures

- Morning Drop off begins at 7:30am in the Primary building.
- On the first day a student is at camp, a responsible party or parent/guardian must walk child in to camp and sign child in so staff can meet and visually identify the responsible party or parent/guardian. Forms must be completed and payment made on the first day of camp each week.
- Tuesday through Friday, Express Drop off is available at the Primary building. A camp leader will meet parents at drop off areas of each building and sign children in from 8:45-9:00 am.
- After 9:00 am, camp is underway and parents must enter the camp location to drop off. It may be necessary to ask front desk to call the camp phone to find where camp is located at that time.
- Parents are strongly encouraged to drop off students no later than 9am as all activities for the day have started by that time.

Sign Out Procedures

- Camp pick up at express pick up between 3:30pm – 3:45 pm. Parents must come to the camp area to sign out their camper if express pick up is not available.
- Campers staying after 3:45 pm will be in the Chafin building in Mr. Moore's room and may be picked up there no later than **5:00pm**.
- A driver's license must be presented to the staff before the child can be released. Staff will become familiar with the responsible party or parent/guardian on the pick-up list and may not ask for I.D after the first week of camp. Please be ready to present picture I.D. whenever asked.
- We will NOT release children to unauthorized persons who are not listed on our enrollment forms.
- Only the person who signs enrollment form can change information on the form and must do so in writing.
- If you wish for someone to pick up your child who is not on your list you must provide the name of person at least 2 hours in advance to the Camp Director.

- Persons under the age of 18 can only pick up with a signed permission letter by the guardian who has also listed this minor on the pick-up list.

Attendance Policy

When you enroll your child in CES Summer Camp, you are reserving your place in the day camp for the entire week. We are unable to refund or prorate fees based on individual attendance, inclement weather, illness or in the case that a child is removed from the program by a parent or by the Camp Director.

We do not refund or prorate fees for cancellations/changes in activities and/or events. We will do our best to reschedule an equivalent alternative activity to the one that was cancelled or changed.

Because we know that emergencies can happen, we are willing and open to discuss options for families experiencing personal or financial hardships. The following situations are examples of, but not limited to events that could be considered when reviewing eligibility for a partial or full refund:

- A doctor's note stating child's health will prohibit him/her from participating in the program for five or more days.
- A child moves out of the area or to another state.
- A family emergency requiring five or more days away from home (in a given week).

Any absence or late arrival should be reported no later than 8:30am to the Camp Director.

Wednesday, July 4

Summer Day camp will be closed Wednesday, July 4th. Fees will not be prorated on the July 4th week.

Administration of Medication

The Canterbury Episcopal School Program does not administer non-rescue or non-emergency medications on site.

For emergency medications, each parent is required to complete an Authorization for Dispensing Medication form. You may obtain this form by contacting our Camp Director. Any emergency medication brought to the Camp Program must be prescribed by a physician, be in its original container, and be clearly labeled with the following information:

- Child's first and last name
- Legible dosage instructions for administering the medication
- Date of prescription
- Name of pharmacist and/or physician
- Expiration date

- Legible storage instructions
- All treatments such as breathing treatment, diabetes equipment monitoring, etc. must be approved by our Administration and include written instructions from a physician.

Over the counter medication can never be administered at our program. Camp staff does not administer shots or any therapy or treatment requiring physical contact. We will try our best to accommodate the needs of every child. Proactive communication is needed to ensure we can safely accommodate the children.

Illness and Injury

If a child becomes ill or is injured at camp, our staff will provide first aid or emergency care consistent with their training. An attempt will be made to notify the parents or legal guardian. If parent or legal guardian cannot be reached, the staff will call the emergency pick up person listed.

For those injuries and illnesses requiring medical attention, 911 will be called immediately. Parents will be notified of our course of action immediately after we have stabilized the child or environment and/or called 911.

In cases of illness, children must be fever-free or symptom-free for 24 hours without the use of fever reducing aids in order to return to camp.

Field Trips and Transportation – If Applicable

- Children will be transported to and from field trips by our school bus. All drivers must have a background check and are licensed and trained to operate a bus.
- All campers will be provided a wristband on fieldtrip days. Wristbands include the contact information of their camp location.
- Field trip times vary per camp and trip. Please be sure to check camp calendars for times campers need to be at camp.
- If you choose not to have your camper join the fieldtrip we do not refund or prorate fees. During trips no one stays back.
- Children cannot buy their lunch or bring money on field trips.

Sunscreen

CES staff does not supply sunscreen. Parents must supply their child with sunscreen daily and/or ensure their child knows how to apply sunscreen.

Children will spend time outside and in the water. Our staff will make every effort to keep children protected from the sun, but please recognize that children may still burn regardless of sunscreen application.

Emergency or Inclement Weather during camp day

Canterbury Episcopal School has a crisis management plan and it will be followed in the event of any emergency situation.

In the event of a disaster/or emergency the students will move to a pre-designated secure location. The Camp Director will update all staff and front desk personnel in order to help parents trying to locate campers. We ask that parents wait to be notified before trying to call, as the staff need to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our school for more than 20 minutes we will contact each parent to pick up their children as soon as possible. In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days, we will take extra precaution to keep children in shaded areas and well hydrated. When possible, indoor space will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat.

*It is imperative to keep emergency contact information current so we can reach you in an emergency.

Immunization Requirements

Canterbury Episcopal School does not need to obtain a copy of your child's immunization records if child is enrolled in school at CES. We need new copies of these each year. Any pertinent information regarding your child will be added to his/ her file throughout the summer. Records are shredded after the summer session if your child is not a current Canterbury student.

Your Child's Files

We cannot release internal Canterbury records or documents to any individual. If you are in need of copies, please contact the Camp Director for the appropriate process for a review of rosters, enrollment, incident, accident or other internal documents.

Children with Special Needs, Medications or Therapies

Canterbury Summer Program strives to include all children in our programs. In some cases, however, it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. Please refer to our medication policies in this handbook for further information on camp medication policies and requirements.

Please disclose all severe/life-threatening allergies including but not excluding food, environment or other allergies which are severe, life threatening or require emergency medication on your enrollment form. The Camp Director may contact you for more information or to assess if we can make the appropriate accommodations for participation.

Parent Conferences

Conferences may also be required to problem solve and share strategies for dealing with spirited behaviors. Please contact the Camp Director to arrange for a conference if needed.

Food Allergies

Canterbury Episcopal School and Camp makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies.

Though we make these efforts to educate our staff and families of possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their children require and if necessary, provide alternative snacks on days when our snacks may include items that their child may not eat.

Healthy Snacks

We are committed to offering healthy options at our location. This includes whole grain, fruits and vegetable selections weekly. We serve primarily water and 100% fruit juices. We make every effort to work with our summer food sponsors to insure we are offering the healthiest option available to our campers. CES Summer Camp provides two snacks each day. Friday, students may choose to order a pizza lunch for an additional \$5.00. This lunch includes two slices of pizza (cheese or pepperoni), a fruit (there will be different fruits offered), a water and a small dessert.

Playground

Our staff monitors and checks the safety of grounds and equipment each day and during usage to ensure compliance with safety standards.

Behavior Policies

DISCIPLINE

Canterbury Episcopal School teaches all children the values of caring, honesty, respect and responsibility. We encourage and reward positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values, the following behaviors will result in the automatic evaluation of a child's ability to return to the program:

- Fighting or exhibiting aggressive behaviors
- Running from staff and/or hiding from adults
- Any action that requires our staff to physically move or restrain a child
- Acting in a way that requires a counselor to spend an inordinate amount of time with only them, neglecting the needs of other children in their group.
- Any other disruptive behaviors that a Director may deem inappropriate

Camp Ethos

Caring

I show caring by using kind words and helping others.

Honesty

I show honesty by telling the truth and talking to my counselors about how I am feeling.

Respect

I show respect by keeping my hands and feet to myself, walking inside, using an inside voice, and listening to the staff.

Responsibility

I show respect by picking up messes and taking care of my environment.

Child Abuse Prevention

We make an active effort to prevent child abuse.

For the safety of the children entrusted in our care, CES conducts and requires a background check and references for all camp staff, every person employed in or by our programs. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Interviews/evaluations can be conducted with children and parents regarding day to day experiences if parents request.

Staff is required to report all incidents and/or the disclosure of abuse.

Babysitting and contact with staff outside of the programs

Staff is not to fraternize, babysit or have contact with children outside of the programs hours.

Staff of the CES Summer Program must notify School Administrators of any and all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of programming hours. This policy is in place for the safety of your child(ren) and our staff.

Payment Policies

Fees

One time \$45 registration fee per child is due at registration; this fee is non-refundable or transferable. **Space is limited at our day camp, if you choose not to pre-register or register in the middle of a week for the next week of camp, space is not guaranteed.**

Method of Payment

- Check or Cash – payment is due Monday morning of each week. If payment is not made on Monday by 4:00 pm, the camper will not be allowed to return to camp the following day and their space will be forfeited.
- Weekly Draft - includes credit cards, debit cards and pre-paid cards. The balance for each week is drafted on Monday of each week. Please see the CES Business Office to set up a credit card draft or a special program to pay for multiple weeks of camp.
- Any payment returned due to insufficient funds will be subject to a \$25.00 fee per returned item. CES is not responsible for any bank or credit card fees incurred by the payee in the event of a returned or declined payment.
- A two-week notice is required to cancel or transfer any week of camp. Changes should be made in writing to the Camp Director or the business office (bridgesm@thecanterburyschool.org). A \$30 cancellation fee will be charged if the cancellation is not made within the two-week time frame.

Late Pick Up Fees

The CES Summer Day Camp Program is closed at 5:00 pm.

Late Pick-up Charges will be assessed at the rate of \$5/minute after 5:00 pm. Invoices will be completed by the Camp Director and given to Business Office.

Please note we reserve the right to cancel a registration with excessive tardiness of pick-up. In the event of no communication from caregiver/parent and child not been picked up within an hour, authorities will be notified.

Receipts and Tax Information

Payment history reports and End OF Year tax statements may be requested from the Business Office at CES. Please email your request to alarcioc@thecanterburyschool.org.

Please note the request may take 3-4 business days to process. Receipts will be emailed to address on file. End of year tax statements are available by January 30 for the previous year by email upon request.

What to Bring to Camp

Age and value appropriate reading materials for resting time.

On splash days (Friday), please allow the child to have swimming clothes under regular outfit.

Comfortable Closed Toe Shoes. Flip Flops may only be sent for splash day.

Change of Clothes

Sunscreen (spray)

Insect repellent

Hat

Water Bottle

Lunch (Two snacks are provided daily. Please send lunch each day. Friday, students can purchase a pizza lunch for \$5.)

Swimsuit and towel on splash day.

Plastic bag for wet clothes on splash day

Please dress your child in appropriate play clothing and closed toe shoes that can get dusty and/or dirty outdoors.

*** Please write your child's name on everything**

What Not to Bring to Camp

Electronics/video games/cell phones/inappropriate magazines which depict violence, inappropriate language or content etc.

Toys

Personal items from home

Money or other valuables

Clothing/Belongings/Lost and Found

Please check Lost & Found at the end of each day for your child's missing belongings. Please note: items will be donated to local charities at the end of each week.

Calendars

Weekly calendars with themes, newsletters, special events, and other important information are posted every week and are available upon request. If you have questions about the week's activities, please contact the Camp Director.

A Typical Day at Camp

7:30 – 9:00 – Early stay – Supervised Free Time (games, Legos, toys, etc.)

9:00 – 10:00 – Thematic Programming

10:00-10:30 – Snack time

10:30 – 11:30 – Thematic Programming

11:30 – 12:30 – Lunch and Outside Play

12:30 – 3:00 – Technology, Gymnastics, Art Time (stations) (Rest time 1-2pm for youngers.)

3:00 – 3:30 – Snack time

3:30 – 5:00 – Late stay – Supervised Free Time (games, Legos, Toys, etc.)

Additional Camp Information

Procedures for parental notification

Parents will be notified in person, over the phone, or in writing of any special discipline problems with their child, as well as any communicable diseases at CES summer camp.

Animals

Animals are not a regular part of the summer camp program. There are occasions for animals to be present at the program. If this is a concern for your child, please let the Camp Director know.

Questions and concerns about the policies and procedures of Summer Camp

Questions and concerns can be directed to the camp staff or Camp Director in addition to the administration of the Canterbury Episcopal School.

Parent/Guardian site visitation

Parents/Guardians, upon presentation of identification, have the right to enter and visit the day camp facility in which their children are receiving care, without advance notice to the provider. Entry and inspection is limited to normal operation hours while their children are receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian if they are behaving in a way that poses a risk to the children and staff in the facility.

Under no circumstances should a parent /guardian approach another child other than their own. A parent who behaves in this manner will be asked to leave the facility and their ability to be present on the premises in the future will fall under review of administration. No parent/guardian is to be alone with their child unless child is checked-out for the day.

Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies and procedures of the CES, Minimum Standards for Child Care Centers and the Texas Family Code. All CES staff and volunteers are knowledgeable of these standards, policies and procedures:

- Please communicate with the Camp staff daily if possible.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- Please do not confront a child or staff in a threatening manner.
- Please do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Camp Director.
- 911 will be called if threatening behavior is displayed to staff or children.

- Consumption of alcohol or controlled substances without a prescription is prohibited.
- Canterbury Episcopal School is a gun free property and guns will not be present at our program events whether on or offsite.
- Use of tobacco products is prohibited at the Canterbury Episcopal School, on the playground, in transportation vehicles or during field trips.

Procedures for parents to participate in the Camp's operation

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the camp's operation. Applications must be submitted at least 1 week prior to volunteering. We are limited to the number of parents which can be accommodated as chaperones on field trips. Parents wishing to accompany their children on a field trip must drive their own vehicle and cover all entry and parking fees. Children are not allowed to be signed out of the program early or leave their assigned group at any time. For more information please contact your Camp Director.

Healthy Environment of Staff

Canterbury Episcopal School does not track or verify if staff are current on adult immunizations where it is not required by a city government. However, all staff are required to complete First Aid and CPR training in which Blood Borne Pathogen training is received.