



SUMMER CAMP PARENT HANDBOOK

Village Extended Day Services

Mailing Address & Administrative Office:

560 Market Street
St. Augustine, FL 32095

Phone:

(904) 655-6474

Physical Address of Camp:

Palencia Elementary School
355 Palencia Village Drive

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OUR PHILOSOPHY: We believe that we have a tremendous opportunity to impact the lives of children by providing an informal setting for safe, fun, nurturing and enriching summer camp and after-school experiences. We encourage team building, friendship skills, volunteerism, and personal growth all while having fun when school is not in session. Our philosophy is guided by the following principles:

EXCEPTIONAL QUALITY: Village Extended Day Services is committed to providing the highest quality summer camps and before and after-school experiences for the children in our care. We have over 40 years of child-care experience and provide excellence through the well-planned and supervised daily activities that allow for learning through play and exploration. We provide high quality professional training for our staff to ensure that our Directors and counselors remain current with evidence-based behavioral management and curricula implementation strategies.

PARTNERSHIP WITH PARENTS: We strive to exceed parent expectations in all aspects, especially when it comes to communication. We recognize the importance of family involvement in children's learning. We keep parents informed on the structure of the program, schedules of the day and daily activities. Our goal is for parents and staff to truly partner together in order to achieve the highest level of success for each child.

STRONG RELATIONSHIPS: We recognize that non-cognitive skills like attentiveness, motivation, self-confidence, and a positive attitude are equally as important as cognitive skills in children's future academic success and work-related skills. Healthy development of these and other social and emotional skills is dependent on the quality and reliability of a child's relationships with family members and other caretakers. Village Extended Day and Camp programs are arranged in ways to enhance social development. Our counselors not only model appropriate social interactions but provide opportunities to promote social functioning and directly teach appropriate ways to interact and handle problems with friends as well as provide a mentor relationship with children. We ensure that children know they are safe, secure, and loved regardless of their behavior on a given day. Our counselors strive to promote friendships among children recognizing that social growth and support will provide a strong foundation for children's character development and future life skills.

MISSION/VISION STATEMENT: The mission of Village Extended Day Services is to provide your child with a safe, fun, and enriching summer camp and after-school experience. Through our unique approach, we provide energetic environments that are nurturing and filled with a variety of structured activities that provide opportunities for learning, exercise, social development, and FUN! Parents are assured that children are properly supervised and provided with engaging and stimulating activities and have an appropriate balance between homework, exercise, skill development, and social activities.

WELCOME We thank you for entrusting your child to the caring, dedicated staff of Palencia Summer Camp. We look forward to the opportunity to “team up” with you in caring for your child. We operate our Summer Camps by opening with an all-group roundup. We then break into manageable camp tribes that rotate through a series of planned, supervised, fun activities. Daily activities include water activities, off campus field trips, science experiments (STEM activities), Fun with Food cooking projects, Maker’s Lab, music and movement, sports & outdoor games/playtime, challenges, and community service projects. Parents are ensured that children are properly supervised and provided with an enriching afterschool/summer experience.

INTRODUCTION This manual is intended to provide you with information about the Palencia Extended Day Summer Camp program and will help us to deliver the best possible experience for your child. Please let us know if you have any questions. We ask that you please read the following information carefully before signing.

I. General Information

A. About Village Extended Day Services, LLC. and Palencia Summer Camp program at Palencia Elementary School:

Village Extended Day Services has partnered with St. Johns County schools since 2012 to provide safe, nurturing, and stimulating summer camps and before and after-school care. We provide a variety of structured activities that provide opportunities for learning, exercise, social development – and fun! Parents can be assured that their children are properly supervised and provided with stimulating activities along with an appropriate balance of exploration, team building and friendship skills, self-confidence and leadership skills, volunteerism, and outdoor and social activities. We also provide special events such as themed parties, camp challenges and guest speakers & entertainers. We have delivered outstanding, child-focused services for over 40 years. We bring that expertise to the design and execution of Palencia Summer Camp. Our experience operating schools, summer camps, and other Extended Day programs allows us to bring a unique perspective to the daily life of your child.

It is the policy of Palencia Summer Camp program, to admit students without regard to race, culture, color, creed, national and ethnic origin, sex, religion, or disability.

B. Palencia Summer Camp Hours and Location

Palencia Summer Camp is located at the Palencia Elementary School at 355 Palencia Village Drive. Hours are from 7:00 AM until 3:00 PM. Morning drop off is from 7 am to 8:30 am and pick up is from 2:30-3 pm daily.

Late pick-up must be avoided as we are required and contracted through the St. Johns County School System to be finished by 3 pm. If you are concerned that you will be running late for any reason, please find an alternate adult on your pick-up list to get your child. In the event of an emergency our cellular number is: 904-655-6474.

II. Tuition and Fees

A. Registration A non-refundable camp registration fee of \$55 for currently registered Fall Extended Day students or Extended Day graduating 5th graders or \$75 for all others is due with registration packet. Summer camp tuition is \$185 per week. Field trips and one T-shirt are included. T-shirts must be worn on field trips. All camp tuition must be paid prior to June 7th.

B. Camp Tuition: Tuition is due by June 7th, 2021. The tuition reserves your child's placement in the camp weeks chosen and is not refundable for any reason unless weeks chosen are cancelled. Payment can be made by cash, check, money order, credit card or automatic withdrawal.

A \$40 charge will be assessed for checks returned or credit care refusal by the bank.
Tuition is nonrefundable.

III. State of Florida Laws | Program Rules & Expectations. Our summer camp follows the rules of the Florida Department of Children and Families (DCF). There is an extensive list of rules with which we conform, and it is important that you be familiar with some of these as they directly impact you.

A. Child Pick-Up Authorization No child leaves our care with anyone who is not named on the child's registration form or in writing. A parent/legal guardian may give separate **written permission** at any time for an individual at least 16 years of age to pick up the child. An email or text with your permission including your signature is acceptable. Verbal authorization is never permitted. That means there are no circumstances under which you can call us, even in a personal emergency, and provide verbal authorization to release your child to someone not on your designated pick-up list.

You may remove anyone from your pickup list at any time. The only exception is that you may not remove a child's parent without providing us with the appropriate court order.

For safety and liability reasons children may at no time be released from the care of Palencia Summer Camp to bike or walk home. As stated, an individual at least 16 years of age must be authorized to pick-up children from Palencia Summer Camp.

B. Health & Medication We would prefer that medication be administered at home whenever possible. We will not have access to the nursing office medications during the summer. We will only give medicine that is a prescription and emergency medicine such as an Epi-pen. We ask that any medication used during the school year be continued during the summer unless advised otherwise by your child's physician. Medication

needed less frequently should be administered at home whenever possible. All medication must be labeled and in its original container and placed in our designated Medicine Bag with a completed medication usage form. We cannot exceed the dosage written on the bottle or box without doctor's written approval. Always give medicine directly to your Director – please do not send in your child's backpack. An authorization form is required. We suggest that you apply sunscreen in advance before your child arrives at camp. We are not able to apply sunscreen or insect repellent while your child is in our care.

C. IEP & Behavior Plans Palencia Summer Camp strives to provide each of its students with the highest quality and safest camp experience. Research shows that consistency is pivotal to children's success. To aid in this, it is requested that you provide us with a copy of any IEP, 504 Plan, or other behavior plan that is on file for your child while they are in school. Then we will strive to implement the same strategies used during the school day during their summer camp days.

D. Abuse By Florida law, staff is required to document and report any signs of abuse and neglect to the Florida Abuse Hotline without Village Extended Day Services' knowledge or approval. In rare cases mistakes are made, but the staff will always err on the side of the child's safety.

E. Smoking Smoking is not permitted on the grounds or parking lot.

F. Fire and Disaster Drills We hold monthly Fire and/or Disaster Drills. We try to prepare the children for the experience, so they are comfortable with the procedure. We apologize in advance for any inconvenience this may cause as there will be no one to open the doors at this time, because we have evacuated for our drill. Please be patient. Our drills do not take a long period of time and we will be with you as soon as possible.

IV. Palencia Summer Camp Policies & Procedures

A. Waitlist Palencia Summer Camp enrollment opens in the spring. Enrollment occurs on a first come, first serve basis. Due to the limited space available, we have a finite number of spaces. Should a waitlist be required, families will be admitted in the order their enrollment forms & registration fees were received. **Enrollment is not considered complete until registration fee has been paid.** Availability is then based on capacity in your child's age level. Placement on the waitlist is not a guarantee of a future space. Please be assured we make every effort to place as many families as possible.

B. Discipline At Palencia Summer Camp, it is our policy to treat our children with love and respect. To accomplish this goal, we employ positive reinforcement. Children are curious and it is developmentally appropriate for them to test rules and limits. We believe that catching children when they make good choices by complimenting them and positively reinforcing good behavior is far more effective than disciplining children when they misbehave. We train our staff to talk to children on their own level by making eye

contact and validating children's thoughts and feelings. At no time are negative reinforcement techniques requiring the use of physical punishment, or the withholding of food or toileting acceptable.

C. Approach to Difficult Behavior & Bullying Aggression is unacceptable in any form, including hitting, throwing objects, disrespect and disruptive behavior, running away from the child's group/counselor, use of inappropriate language or note writing, and verbal threats of intimidation and cruelty. We work as partners with parents on behavioral issues. However, there are rare times when dangerous aggressive behavior OR deliberate unkind behavior can lead to suspension or dismissal from our program. Most behavior issues will be handled on site between the counselor and the child. Severe instances will result in an incident report and parent contact. Repeat occurrences of previously addressed behavior or extreme behavior may result in suspension from the Summer Camp Program. Our goal for short term suspension is for parents to work at home with children on strategies to improve and correct behavioral issues. Reoccurrences of the issue following suspension may result in disenrollment from our program. Please be sure to read and sign our Behavior Guidelines sheet.

D. Termination of Services Palencia Summer Camp reserves the right to dis-enroll any child for any reason at any time, to include non-payment for services, severe behavioral issues that may affect the safety of other children, teachers, or him/herself, and non-compliance with this Policies and Procedures contract. The parent will be notified by phone call and/or as part of a parent conference.

E. Dress Code Keep in mind your child will participate in potentially messy activities such as art, cooking, shaving cream games, or water play. While we try to use "washable" products, we know that stains do not always wash out. Please send your child in weather appropriate clothing, and swimsuit. We recommend writing your child's name on all clothing articles. Children should arrive to camp with sunscreen and/or insect repellent already applied.

F. Biting Policy Biting is not an appropriate behavior for school aged children and if this scenario is to occur, your child may be suspended or expelled from Palencia Summer Camp.

G. Personal Valuables & Electronic Devices We do not allow children to bring toys from home, electronic devices, cash, valuable jewelry, etc. Palencia Summer Camp will not be responsible for the loss or damage of such items. Regular use of cellular phones, iPads and other devices is not permitted during the hours your child will be attending Palencia Summer Camp

H. Medical Emergency In the event of emergency while your child is in attendance, you grant Palencia Summer Camp permission to administer care as it sees fit for the child's best interest.

I. Snacks Daily snack and lunches are not provided. Please provide a lunch and two

snacks for your children. If your child has food allergies and cannot eat some or all of the Fun with Food Cooking Projects, for any reason, it is your responsibility as a parent or guardian to ensure the Director is aware and to arrange a plan for your child's alternative food.

J. Religion Palencia Summer Camp does not have any affiliation with any religious orientation or organizations.

K. Illness and Contagious Symptoms (Please see our website www.villageextendedday.com for specific information about Covid-19 in regard to summer camp as this is a changing situation-any Covid-19 requirements and DOH requirements supersede those below)

We know it is an inconvenience to be called out of your work-day to come pick up your child due to an illness, and while we do sympathize, we also believe that it is important that we work together to minimize the spread of germs. You may be called to pick up your child if he/she develops any of the symptoms listed below:

- a. Severe coughing
- b. Difficult or rapid breathing
- c. Stiff neck (especially if the child cannot lift their head up and down)
- d. Vomiting and/or Diarrhea (2 or more abnormally loose stools within 24 hours) *
- e. Temperature of 100 °F or higher when in conjunction with other signs of illness*
- f. Temperature of 100.4 °F or higher in the absence of symptoms*
- g. Eyes that are irritated and discharging*
- h. Exposed, open skin lesions
- i. Green discharge from the nose that lasts more than 2 days*
- j. Unusually dark urine and/or gray or white stool
- k. Yellowish skin or eyes
- l. Any other unusual signs or symptoms of illness

**** These items require your child to be symptom-free for 24 hours before returning unless approved by a doctor with a doctor's note.***

**** If your doctor determines that your child has a contagious disease, such as chicken pox, whooping cough, measles, etc., please notify us immediately so that we can inform the other parents.***

If your child is found to have head lice or nits, they may be asked to leave camp and may not return until you have treated their hair and pulled the nits. Your child will be checked by our staff, before returning to the program. If live lice or numerous nits are found after initial treatment, we cannot accept your child to return to the program. Please check your child's head nightly and pull any nits you see, so that they may not hatch again.

****Note that these policies for illness and symptoms are a combination of the State of Florida DCF requirements that we follow and our own guidelines.***

V. Parent Responsibilities The following parent responsibilities outlined in the parent handbook are critical to the success of our partnership:

- REVIEW THE PARENT HANDBOOK FOR IMPORTANT INFORMATION
- KEEP CONTACT & PAYMENT INFO CURRENT
- PROVIDE THE DIRECTOR WITH MEDICAL UPDATES
- BE SURE TO DROP OFF AND PICK UP YOUR CHILD ON TIME
- HELP US MAINTAIN A HEALTHY ENVIRONMENT FOR YOUR CHILD BY KEEPING SICK CHILDREN AT HOME

A. Parent Signature A parent/guardian signature on the separate authorizations page is required acknowledging receipt of Palencia Summer Camp Parent Handbook for enrollment to be considered complete.

Thank you for taking the time to read Palencia Summer Camp Handbook. Please fill out attached paperwork to show that you have read and agreed to the contents of this handbook.