



# SUMMER DAY CAMP

# 2023

This book should be used as a guideline to answer your questions about the LCPS Summer Day Camp Program. If you have any additional questions, please call the SACC office at 586.493.5660. The information contained within the L'Anse Creuse Public Schools – Summer Day Camp Parent Handbook is subject to change based on current state and local health and safety guidelines.

## PARENT HANDBOOK



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## CAMP LOCATIONS

<b>Higgins Elementary</b> 29901 Twenty-Four Mile Road Chesterfield, MI 48051 (586) 493-5210 ext. 2046 (SACC Office)	<b>Yacks Elementary</b> 34700 Union Lake Harrison Township, MI 48045 (586) 493-5630 ext. 2078 (SACC Office)
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## CONTACT INFORMATION

Program Director: Laura Holbert  
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(586) 783-6300 ext.1310

Secretary: Trish Piejak  
[piejatr@lc-ps.org](mailto:piejatr@lc-ps.org)  
(586) 493-5660  
(586) 783-6309 (fax)

**Higgins Elementary** (586) 493-5210 ext. 2046  
Camp Director: Jacob Henderson  
[hendeja@lc-ps.org](mailto:hendeja@lc-ps.org)

**Yacks Elementary** (586) 493-5630 ext. 2078  
Camp Director: Cheryl Meyer  
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Assistant Director: Kayla O'Malley  
[omallka@lc-ps.org](mailto:omallka@lc-ps.org)

Assistant Director: Alexandria Cain  
[cainal@lc-ps.org](mailto:cainal@lc-ps.org)

## CAMP DATES AND HOURS OF OPERATION

**Camp Session:** June 21 – August 18 (Camp closed Tuesday, July 4th)

**Camp Hours:** 6:30 am – 6:00 pm (Monday thru Friday)

## ENROLLMENT

LCPS Summer Day Camp is designed for children ages 5 through 12 years. Each site will have limited spots available.

You will be required to pay a \$25 non-refundable enrollment fee per family during the online registration process.

Go online to register your child: <https://www.lc-ps.org/programs/sacc/summer-day-camp/> . Select ENROLL Section and click on **REGISTER NOW** link.

**SACC balance must be paid in full to enroll for camp.**

## TUITION -WEEKLY

Children may maintain a full time (4-5 days per week) or part time (3 days or less per week) status throughout the summer.

FULL-TIME TUITION        \$170/week per child

PART-TIME TUITION       \$130/week per child

FIELD TRIP FEE            \$30/trip – If attending on Tuesday

A sibling discount of \$10 will be given for each additional child.

## PAYMENT AGREEMENT

All families are required to complete an Auto Pay Authorization Agreement for automatic withdrawal of payments. LCPS does not have access to your bank information via computer once your information is entered.

Your weekly balance will be automatically withdrawn from your bank account or charged to your credit card every Tuesday after each week of camp. The first withdrawal will take place on June 27.

### PAYMENT SCHEDULE:

	Camp Week	Balance drafted on
1	June 21 – June 23	June 27
2	June 26 – June 30	July 5
3	July 3 – July 7	July 11
4	July 10 – July 14	July 18
5	July 17 – July 21	July 25
6	July 24 – July 28	August 1
7	July 31 – Aug 4	August 8
8	Aug 7 – Aug 11	August 15
9	Aug 14 – Aug 18	August 22

If your draft is returned:

- You will receive a courtesy email informing you the draft was declined.
- We will attempt to redraft your account for balance owed.
- If we are still unable to draft your account we will give you a courtesy call requesting payment.
- If payment has not been received within 48 hours of the failed draft, we may remove your child from the program.

Declined Fee - \$20 charge:

- Accrued when a credit card/bank payment is declined after two attempts.

## LATE PICKUP/LATE FEES

A late pick up fee of \$20 per 15 minutes, per child will be charged beginning at 6:01 pm.

The summer day camp program closes at 6:00 pm. In the event that you will not be able to pick up your child by 6:00 pm, please contact an authorized person listed on your Child Information Card to pick up your child. A call notifying your camp site that you will be late is appreciated, but will not eliminate any late fee charges.

Action steps taken when parents are late:

- After 5 minutes: The Director attempts to call the parents.
- After 10 minutes: The Director uses emergency card to contact others.
- After 60 minutes: The Director may contact law enforcement.

Any child left after 7:00 pm (without a staff member being contacted by a parent) and we are unsuccessful in reaching you or an emergency contact person, law enforcement will be called for further assistance. Families who are consistently late may be subject to exclusion from the program.

## DHS ASSISTANCE

DHS – State Assistance Payments

- Parents are required to pay tuition weekly until DHS is approved.
- DHS does not pay for late fees, decline fees, or other additional charges.
- The parent is responsible for payment of all/any amount not paid by DHS.
- Approved DHS payments will be applied to your account.

## OFF-SITE ACTIVITIES

Children **MUST** wear the T-shirt provided by camp on all off-site activities.

In addition to regular off-site activities, on Tuesdays, children will travel in the metropolitan area on a special field trip. A schedule of all off-site and special field trips will be provided prior to the start of camp. There is an additional charge of \$30.00 per child for each Tuesday field trip. Lunch, admission and transportation are provided on Tuesday field trip day. Alternate care is not available on site. Bus capacity is limited.

All children will be treated as non-swimmers. Children should wear bathing suits under their street clothes.

## SWIMMING AND POOL

**Off-site trips to LCPS pools are TBD.**

## AGE GROUP ACTIVITIES AND ROUTINES

Age group activities are challenging short-term and long-term projects designed specifically for individual age groups. The children will participate in four age group activities every day.

## LUNCH AND SNACKS

Snack: A morning and afternoon snack will be provided by the Day Camp.

Lunch: All lunches and drinks need to be clearly labeled and disposable. The children will not have access to a microwave or refrigeration.

## WHAT TO WEAR

Dress your child appropriately for outdoor activities every day. Even if it's raining in the morning, it could be nice by afternoon.

All children must have a change of clothing (including underwear). This will be kept on site in a large Ziploc plastic bag. Please make sure the bag is clearly marked with the child's name. This bag should be checked regularly. Parents who fail to provide an extra set of clothing may be called in the event of an emergency.

Please provide sunscreen lotion for your child(ren). Label it with your child's name.

Clearly label all clothing. We cannot be responsible for lost items.

## MEDICATION

Under certain circumstances, the staff will administer current prescription medication from the original container with the child's name, physician name and dosage printed on the label. We cannot give over-the-counter medication to children who are excluded by age from the medication directions. A parent must fill out a permission form for administering medication.

Children cannot be responsible for bringing in medications.

## ILLNESS

Children who show signs of fever, vomiting, diarrhea, discharge from eyes or nose, or any undiagnosed rash should remain at home.

If a child becomes ill while at the Day Camp, the parent will be notified of the child's illness. The child will need to be picked up from the site within an hour of being notified. The child will be isolated comfortably until a parent or emergency contact person arrives. The Day Camp staff expects that if you are called in this situation, you will respond immediately.

## EMERGENCY

Every precaution will be taken to ensure a safe environment for the children. However, if a child is injured, the following steps will be taken.

1. Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice put on them.
2. In the event of a serious injury, the parent or emergency contact person on the Child Information Card, or the designated doctor, will be called.
3. If deemed necessary by the staff, paramedics or an ambulance will be called. The parent(s) will assume any expenses incurred.

## WHAT NOT TO BRING

Children should not bring toys or any items from home.

Electronic devices are not allowed in camp unless prior authorization from the director. LCPS is not responsible for lost, stolen, or damaged items brought from home. It is the policy of the School Age Child Care Program that NO electronic and/or gaming devices (ie: Pods, Laptops, I Pads, CD players, hand held video games) be allowed to be brought to or used during Summer Day Camp unless written permission from Site Director for field trip/event. The SDC program and/or staff will not be responsible for any lost, stolen or damaged items of this nature.

If a parent wishes for a student to bring a cell phone to camp for emergency purposes only, the cell phone must be stored in their backpack, turned off and may only be viewed or used with the permission of the SDC staff.

If a student is found to have one of these items, it will be locked up and only returned to a parent or guardian at the end of the day.

## DISCIPLINE POLICY

Our staff will use positive methods of discipline, which will encourage self-control and cooperation. Basic rules of conduct and behavior expectations will be discussed early in the program. If a rule is broken, the leaders will remind the child of the rule and discuss it with him/her. If the rule continues to be disregarded, the child will be issued a caution card. If necessary there will be a parent, director and child meeting or phone call. We will make every attempt to communicate to the parent(s) problems that may arise. The parent and child will need to sign the caution card. **If a child receives three caution cards, this may result in suspension or removal from camp. If the child is suspended, the parent is expected to pick up the child within an hour of notification. Failure to do so may result in removal from camp.**

For the safety of students and staff, physically aggressive or violent behavior cannot be tolerated.

## LOST AND FOUND

Items not claimed by the last day of camp will be given to charity.

## GETTING A MESSAGE TO YOUR CHILD

If a situation arises and you need to get a message to your child, please call your camp location. See "Contact Information" section in this document.

## SCHOOL MESSENGER

School Messenger may be used to inform parents of any issues or changes to the Summer Camp Program. If you are not receiving text messages from L'Anse Creuse Public Schools, please text Y to 68453. For more information please visit <https://www.lc-ps.org/parents/schoolmessenger/>.