



# Summer Camp Handbook

**StarKidz Summer Camp** is more than a place for your kids to stay while you work. We provide a fun, enriching, and energetic summer program for Elementary, Intermediate, and Middle School students.

Each week at StarKidz has a theme, and each day consists of a related activity or field trip to ensure your child has an unforgettable experience! In addition, we always strive to implement genuine care, respect, and courtesy for children, parents, and each other, modeling good character while having fun.

## Hours of Service

Summer Camp hours are from 7:00am to 6:00pm. We close promptly at 6:00pm and there is a late fee of \$5.00/15 minutes per child that will apply to any child not picked up by 6:00pm. This fee will not apply if your child has a 6:00pm or 6:15pm dance or tumbling class that evening at StarMakers.

Children who have evening dance classes that dismiss after 6:00pm will need to be picked up in the StarMakers lobby or at the Tumbling Warehouse.

Our administrative office is open Monday-Friday from 12:00pm to 6:00pm to address any issues or concerns. We ask that you make an appointment with a staff person or the director to discuss these issues, as an impromptu conference could be distracting to staff who are responsible for the children.

## Records

StarKidz Summer Camp will provide you with the appropriate forms and ask that they be returned on, or before, the first day of care. Please notify the StarKidz director of any updates as they occur. Information regarding your family is kept private. StarKidz is also required by South Carolina law to report any suspected cases of child abuse to Social Services. This includes physical, emotional and sexual abuse, as well as neglect.

## Fees

StarKidz Summer Camp is a 10-week session. To be considered a Full-time Summer Camp student, students must commit to all 10 weeks. Full-time students are billed weekly, regardless of whether or not they attend. Full-time students receive one half week tuition that can be used as a “vacation week”. StarKidz that do not commit to the entire 10-week session will be considered Part-time. Full-time spots will always take precedence over Part-time.

## Departures

Every child must be signed out by an authorized person picking the child up upon dismissal. A child is not permitted to sign another child out. Authorized persons must be of legal driving age to have a child released into their care.

Written authorization signed by a parent and/or verbal consent will be required for dismissal to someone not listed on the child’s enrollment form. There will be NO exceptions to this policy as this is for the SAFETY of your child.



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You must list at least one person- other than both parents- as an emergency contact. We will always attempt to contact the parents first, the emergency contact person second, and only in the event that the parent is unreachable. We reserve the right to withhold a child from dismissal in the event that the person who is picking up the child is suspected to be under the influence of alcohol or drugs.

By law, we are not allowed to withhold a child from a parent due to a divorce/custody situation unless; there is a court order that authorizes such conditions. In that event, we are required to keep a copy of the court document in the child's file for reference.

If your child attends an evening dance class that is not dismissed by 6:00-6:15p.m. they are to be picked up from the StarMakers lobby or the Tumbling Warehouse. StarKidz closes promptly at 6:00pm.

## Sick Child Policy

StarKidz staff will notify you if your child becomes ill during the day. Illnesses include, but are not limited to the following:

- Rash (other than heat rash)
- Fever (Temperature of 100°F or higher)
- Pink Eye
- Head Lice
- Vomiting (1 occurrence)
- Diarrhea (2 occurrences)
- Any condition that renders the child unable to participate productively in the program activities

Parents are permitted to provide StarKidz with a bottle of non-prescription pain reliever with your child's name written on the label and the proper dosage for YOUR child. Please do not send medication through your child or in their school/dance bags. Please do not bring your child to StarKidz if they have exhibited symptoms of illness or fever within the past 24 hours.

## Meals and Snacks

StarKidz does NOT provide breakfast or lunch for your child. Parents are responsible for sending a bag lunch and drink each day. On days that a field trip is scheduled, please send a lunch that will not require any special preparation in a Ziploc bag labeled with your child's name.

StarKidz will provide your child with one snack per day. This snack is served mid-afternoon.

If your child dislikes the scheduled snack, parents are welcome to send an extra snack with your child. However, extra snacks must be eaten during the designated snack time(s).



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## Field Trips

Field trips are planned throughout the summer. Please refer to the calendars, that will be provided, for the monthly schedule. This schedule will include departure and return times, and any special instructions that parents should be aware of. Inclement weather and other factors beyond StarKidz staff control could force a change to the schedule. Parents will be notified of such occurrences.

All costs for Field trips and activities are included in your weekly tuition. Certain Field trips do require additional funds. Please remember to send a bag lunch that will require no additional preparation.

Students **MUST** wear their StarKidz t-shirts on field trips. If your child shows up without a shirt, one will be provided and \$10.00 will be charged to your account.

## Required Items for Summer

The following items are necessary for your child during StarKidz Summer camp:

- Change of clothing, labeled with child's name
- Bottle of sunscreen
- Lip balm
- Pair of socks (for skating/bowling trips)
- Beach towel (for water activities)
- Reusable water bottle (with your child's name on it)

## Items from Home

Children are permitted to bring ONE toy from home. iPods, Tablets, and other electronic devices are NOT permitted. Any toy that becomes a problem or is in violation of our policies will be confiscated and returned to the parents at pickup. StarKidz is not responsible for any loss or damage to items brought from home.

## Behavior and Discipline

StarKidz is committed to providing safety and quality care for your child. Our staff uses positive discipline techniques and physical/emotional punishments will not be used. Staff will make expectations clear and provide reminders and redirection before resorting to time-outs or removing privileges. All StarKidz are expected to adhere to the following guidelines:

- Keep hands and feet to yourself
- Use inside voice when inside
- Treat fellow StarKidz as you would like to be treated
- No taunting or bullying

In the event that the StarKidz staff is not successful in changing the undesirable behavior, the parents will be asked to intervene. If the problem cannot be resolved, StarKidz reserves



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the right to remove the child from the Summer Camp program. In the event that a child is removed from the program due to disciplinary action, no refunds will be given for any portion of fees that have been paid.

Examples of unacceptable behavior include, but are not limited to the following:

- Inflicts physical/emotional harm to self, other children, or staff
- Damages property
- Ignores/Repeatedly disobeys the instructions of staff and therefore endangers the individual or others.

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I, \_\_\_\_\_, have read and understand the StarKidz Summer Camp Handbook policies.

\_\_\_\_\_ (Student Signature)