

2010 School Age Services Summer Camp Guidelines

Welcome to Summer Camp 2010!

West Point School Age Services Summer Camp of 2010 will be housed in building 693. Children ages 10 and older will NOT be allowed to sign themselves in and out of the building. A parent, sponsor, or sibling 13 years of age or older who has taken and passed the baby sitting course is permitted to sign in and out campers. The only other party allowed to sign in/out youth must be designated by parents in writing. Most camp activities will take place away from the main camp site. Specific destinations will be noted in the weekly schedules and permission slips. Campers will return back to building 693 on trip days and will need to be picked up by 1730 daily.

When will summer camp begin/end?

What are the hours of operation?

Summer Camp 2010 will begin June 7th and end August 13th for military families and September 3rd for civilian families. The hours of operation for building 693 are 0600 to 1730. For any child picked up after 1730 there is a \$1.00 per minute fee charged for each minute of late pick up, up to fifteen minutes. Fees will be collected immediately.

SAS will be closed for Staff Development Day, Friday, June 18th and Independence Day, Monday, July 5th. These days have been prorated.

Who will be supervising my children during Summer Camp?

The Summer Camp staff consists of the School Age Services staff. Teen counselors and parent volunteers will supplement but not be counted in the required adult/child ratio.

To assure the best possible care for your child, all SAS staff members have received training in the following areas: First Aid, CPR, identification and prevention of child abuse, communicable diseases, asthma training, administration of medications and a safety driving course. School Age Services maintains a staff to camper ratio of 1:15 to assure adequate supervision.

Teen counselors range in age and volunteer their time by assisting the SAS staff. All teen counselors have received preparatory training and are CPR certified. The counselor experience offers teens an introduction to the working world as well as an opportunity for them to learn valuable life skills.

More information about training and counselor applications is available through the Training and Program Specialist, Julie Vanderberg at 938-8148; and through the Assistant CYSS Director, Neania Buehler, 938-0715.

What meals will my child be offered?

Breakfast, lunch and an afternoon snack will be provided daily/ Menus meet USDA Child and Adult Care Food Program requirements.

The children will be broken down into three groups depending on their age. Each group will eat at a different time in order to accommodate all the children in the snack area. Please refer to your child's weekly schedule to reference designated eating times.

Breakfast will be offered between 0700-0815.

Lunch will be offered between 1045-1200.

Snack will be offered between 1415-1500.

Parents bringing in children after these times must ensure the child has eaten. Food and drinks (except water) may not be brought into the SAS program. Exceptions to policy may be granted for documented religious requirements or medically documented allergies. These exceptions require a written request to the SAS director for review and will be handled on an individual basis.

What if my child becomes ill?

Children will be screened daily for illnesses in accordance with the CYS Health SOP and Patron Information Handbook. Children who appear to be ill or who show visible signs of illness will be closely screened, and may be denied admission and sent home to receive medical treatment. Children will be readmitted in accordance with the above mentioned SOP. This SOP is available upon request.

What if my child has special needs or requires medication?

Special needs can be defined as, but not restricted to, the following: allergies (food, medications, environment), asthma, ADD, behavioral difficulties, diabetes, hearing impairment, heart murmur/disease, learning disabilities, physical impairments, seizures, speech/language delay, visual impairment and requirements for daily medications. Parents of children with special needs must make their child's needs known to Outreach Services staff at the time of registration. Requests for accommodations will be reviewed by the installation (SNAP), a multi-disciplinary team of professionals who work with children.

Parents of children on medications are responsible for ensuring their child has been on a new medication for at least 24 hours prior to camp participation. Medication dispensation forms must be completed. Medication containers must include instructions for administering meds to your child and must be prescribed by a doctor. Over the counter medication cannot be administered without a doctor's note and instructions. A list of approved over the counter medications is available upon request. The medication policy for SAS children will follow the guidelines in the Patron Information Handbook. Only approved medications will be administered by the SAS staff.

Parents of asthmatic children must obtain an Asthma-Care Plan through Outreach Services (OS), prior to the beginning of camp (June 7th, 2010).

What do campers need to bring?

- ❖ Back Pack
- ❖ Bathing Suit
- ❖ Towel
- ❖ Water Bottle (bring home daily to wash)
- ❖ Water Shoes
- ❖ Sneakers (NO sandals, open toed shoes, flip flops, jelly shoes or Croc's.)
Please no black soles shoes in the gym!
- ❖ Hat
- ❖ Sunscreen- free from insect repellent. (A permission slip is required to be signed for this item)
- ❖ Sunglasses (optional)
- ❖ Change of Clothes (shirt, shorts, underwear and socks)
- ❖

** If you know your child is vulnerable to "accidents" a change of clothes is mandatory. If on an Off Post trip and there is no change of clothes, and an accident occurs, you will be required to come and pick up your child.

**A cubby will be provided to each child to store their belongings in daily. Please bring home items nightly, as to prevent anything from going missing.

What is my role as a parent in Summer Camp?

Parents are welcome to involve themselves in the Summer Camp experience. You may assist with activities as a volunteer for field trips. Please call (x0086 or x8530) or stop by the building to sign up for trip slots. Also, please be aware that space is limited; parents will only be allowed to volunteer on one trip. Additional ways parents can help include:

- ❖ Take home wet clothing and towels daily.
- ❖ Ensure your child wears his/her camp shirt on trip days.
- ❖ Arrive on time on trip days and pick your child up before the close of each business day.
- ❖ Make sure your child is dressed appropriately for the day's activities and weather.
- ❖ Take home crafts and projects daily.
- ❖ Ensure that your child is not bringing toys or food from home.
- ❖ Discuss the rules of participation with your child.

*For questions regarding fees, please call the Central Registration Office at 938-4458. Fees are due the week prior to the entire camp beginning. You may call SAS with a credit card number and pay your bill over the phone, to ensure that payments are received in a timely manner.

*Failure to pay for a weekly session on the due date will result in a loss of services.

Important Phone Numbers

Lisa Watson (SAS Director)	938-0086
Amanda Reichert (Administrative Assistant).....	938-8530
Julie Vanderberg (Training & Program Specialist).....	938-8148
Building 500 (YS) Front Desk.....	938-3727
Building 1207 (CDC) Front Desk.....	938-4798

****Reminders****

- If your child does not participate in any of the field trips, you **MUST** find alternate care.
- There will be **NO** money allowed on any field trip. This includes trips to the bowling alley, Round Pond, Delafield, and any off post field trips.
- Camp t-shirt **MUST** be worn on any day we have an off post field trip.
- **NO** outside toys will be allowed to be brought into SAS.
- There will be **NO** refund for patrons who scheduled a family vacation on the week of camp or for patrons whose child(ren) did not want to attend camp for any reason other than a medical emergency. Any medical emergencies must be confirmed with a doctor's note or E.R. bill.
- Hourly care will not be provided during Summer Camp. It will resume the first week school begins.