

Community Education
Shelby County Schools

PARENT INFORMATION GUIDE



ABOUT US

We are so glad that you have chosen us for your child care needs. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child. Our Summer Camp Program is for children zoned for Shelby County schools, ages 5-12 (entering kindergarten through completion of 5th grade). We are located in various Shelby County Schools and operate Monday-Friday from 7:00am until 6:00pm, June 1st-July 29th. We will be closed June 20th and July 4th. For more information about our program, visit shelbyed.k12.al.us/communityed.html . For questions, please call 205.682.5967.

SUMMER CAMP SITES and NUMBERS

Calera Elementary.....	682-6129
Forest Oaks Elementary.....	682-7229
Helena Intermediate.....	682-5529
Inverness Elementary.....	682-5249

ADMINISTRATIVE CONTACT LIST

Kay Dummier, Adult Enrichment Manager.....	682-5843
Janet Gullledge, Enrichment Manager.....	682-5941
Sarah Gaches, BSN, RN, Nurse Manager.....	682-5966
Bobbie McCullers, Bookkeeper.....	682-5967
Robin Neal, PreK Program Manager.....	682-5939
Rhonda Schaefer, Program Manager.....	682-5959
Cindy Warner, Supervisor.....	682-5940

REGISTRATION and PAYMENT INFORMATION

The Summer Camp Program reserves the right to cap any site that has reached capacity.

Please note:

- Must be 5 by May 6th to qualify for Registration
- Sites cannot accept any form of payment
- Payment is due on Monday one week prior to attendance (Parent is responsible for payment whether child is present or absent, unless cancelled two weeks in advance).
- There is a late pick-up fee (\$1 per minute) for any child picked up after 6:00 pm. If we do not receive communication from a late parent, the local law enforcement agency will be called after 30 minutes to arrange for the child's supervision. Notification by parent of being late does not negate payment of the late pick-up fee with the exception of circumstances outside of your control. Habitual tardiness in picking up children will result in their dismissal.
- To withdraw from the program, written notification must be delivered via email (communityed@shelbyed.org or "contact us" tab on ezchildtrack) or mailed to: Community Education 601 1st Street South, Alabaster, AL 35007.

Registration Fee:

\$50.00 (Non-refundable) - Payment is due upon completion of registration.

Weekly Fees:

\$165.00 or \$135.00 (SCBOE Employee, Reduced/Free lunch - *Proof of employment or lunch status required*)

Late Payment Fees:

\$15.00 - Will be billed to account one day after payment is due. In addition to the late payment fee, your account will also be suspended until payment is made in full.

Returned Transaction Fee:

\$30.00

Registration Deadline: May 6th
Register Online: ezchildtrack.com/scscomed/parent

TO BRING

Each child will need to bring:

- storage tub with a lid for storing belongings... quiet time supplies (mat/sleeping bag, book, magazine), towel and swimwear (for “water play” days).
- labeled water bottle (daily)
- change of clothes
- 2 snacks/drink (daily)
- sack lunch/drink (daily)

We do not have access to a refrigerator or microwave, so please keep this in mind when packing snacks/lunches. We also ask that mats and sleeping bags are taken home at the end of each week to be washed.

DRESS CODE

We ask that the children dress appropriately, wear comfortable clothes, closed toe shoes and socks. Field trip shirt should be worn on field trip days.

PERSONAL BELONGINGS

The Summer Camp Program is not responsible for personal belongings that are lost, damaged or stolen. We reserve the right to remove items from children that are deemed unacceptable. Retrieved items will be returned to parents. All personal belongings should be clearly labeled with the child’s name. Please do not permit your child to bring important, expensive, or dangerous items. Please, no toys, games, trading cards, electronic devices, etc...unless approved in advance by the In-Charge.

DAILY SCHEDULE

We offer theme based activities with games, arts and crafts, indoor/outdoor play, and in-house field trips as well as off campus field trips.

The following is an example of our Summer Camp Daily Schedule. Times are subject to change based on the needs of each individual site.

7:00 to 8:45	Morning Centers
9:00 to 9:20	Morning Snack
9:30 to 9:40	Opening Ceremony
9:40 to 10:25	Activity Time
10:35 to 11:20	Activity Time
11:30 to 12:05	Lunch
12:15 to 1:15	Quiet Time
1:25 to 2:10	Activity Time
2:20 to 3:05	Activity Time
3:15 to 3:25	Closing Ceremony
3:25 to 3:50	Afternoon Snack
4:00 to 5:45	Afternoon Centers
5:45 to 6:00	Clean Up/Pack Up

SAFETY

Your child's safety is of utmost importance. We have a low 15 to 1 student/counselor ratio, which allows for on-going supervision. The staff routinely practice fire, tornado and intruder drills. Our policy also requires the staff to ID anyone who is taking a child from our care.

CUSTODIAL PARENTS/GUARDIANS

Court approved documents must be on file in the Community Education office to restrict a biological/custodial parent's access to a child.

SIGN IN/OUT INFORMATION

Each child is required to be checked in/out by an authorized adult (QR code required) before leaving the building. Be prepared to show proper identification.

INCLEMENT WEATHER/EARLY DISMISSAL

In the event of any emergency closing due to inclement weather or in the case of an early dismissal, you will need to make arrangements for your child to be picked up promptly. Please make sure we have current local telephone numbers to reach you via Blackboard Connect Rapid Notification System. Listen to local radio and television stations for weather conditions and closings, as it is not always possible to contact all parents.

ILLNESS AND MEDICATION

Illness: For the health and well-being of our children and staff, please do not send your child to Summer Camp if she/he is sick. Your child must be fever-free for 24 hours without the aid of a fever reducer before returning to our program. If your child becomes ill while in our care, please make arrangements for your child to be picked up within the hour of notification.

Medication: Medication procedures were developed with your child's safety in mind. Due to the potential for allergic or asthmatic reactions, staff members are not allowed to apply insect repellent during Summer Camp. Contact the Nurse Program Manager at 682-5966 if your student requires medication, on-site nursing services, or to discuss any health concerns relevant to your child.

FIELD TRIPS

The cost of Field Trips is included in the fees, with no additional charge to the parent. If a Field Trip is planned, it is expected that all students will participate. Make sure to wear Field Trip shirts on field trip days and check with the In-Charge for information on what time the bus will be leaving from the site as well as what time the children will be returning to the site. It is important that the children are on time. We are not allowed to hold the bus for late children. If your child is left due to being tardy, it is the parent's responsibility to deliver their child to the field trip site or arrange for alternate care as there is no staff left on site to supervise.

ENRICHMENT

Enrichment classes (ex: dance, karate, gymnastics, cheer, golf) are available at various Shelby County Schools. For a current listing of classes, vendor contacts and additional information, visit shelbyed.k12.al.us/community/enrich.html

BEHAVIOR MANAGEMENT GUIDELINES

In order to create a positive and safe environment for all, children are expected to follow the Summer Camp rules. Be sure to obtain a copy from your Summer Camp Site. It is imperative that parents and staff work together. To accomplish this, all concerns must be brought to the attention of the In-Charge.

Rule infractions will be dealt with in the following manner:

- Time-out
- Loss of privileges
- Verbal communication with parent

For significant or repeated minor offenses, written Infraction Notices will be issued to the student.

Serious offenses will result in:

- Disciplinary Notice #1
- Disciplinary Notice #2, with possible suspension and/or Parent Conference.
- Disciplinary Notice #3, with dismissal from the program for one year. Parent may appeal this within one week of notice.

Other grounds for dismissal may include:

- Habitual tardiness in picking up children
- Failure to acquire a QR code
- Parents approaching/disciplining or using verbally abusive language toward any counselor or child in our care
- Habitual late payments and Unpaid balances
- Failure to adhere to the guidelines and procedures as outlined in the Parent Information Guide