



PARENT INFORMATION GUIDE 2023



ABOUT US

Our Summer Camp Program is for children zoned for Shelby County schools, entering kindergarten through completion of 5th grade (ages 5-12). We operate Monday-Friday from 7:00 am until 6:00 pm. We will be closed June 19th and July 4th. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child.

The Summer Camp Program reserves the right to cap any site that has reached capacity as well as enforce a registration deadline for the safety of our students.

ADMINISTRATIVE CONTACT LIST

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

SUMMER CAMP SITES and NUMBERS

Calera Elementary.....	682-6129
Chelsea Park Elementary.....	682-6709
Helena Intermediate.....	682-5529
Oak Mt. Intermediate.....	682-5229

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.

COMMUNICATION

Effective communication with all parties is crucial. To keep you informed, a newsletter will be sent home detailing schedules and special events. Announcements are posted at the site for your convenience near the sign out area when picking up your child.

DAILY SCHEDULE

The Summer Camp Daily Schedule consists of morning and afternoon centers, morning and afternoon snacks, an opening and closing ceremony, field trips, theme related activities, lunch and a quiet time.

DISCIPLINE/DISMISSAL/SUSPENSION

Children are expected to follow the Summer Camp rules in order to create a positive and safe environment for all. 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 Site Manager. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments.

Disruptive behavior will be dealt with in a fair and consistent manner including:

Rule infractions:

- **Time-out**
- **Loss of privileges**
- **Verbal communication with parent**
- **Infraction Notices**

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. Parents may appeal this within one week of notice.**

Other grounds for dismissal may include:

- **Habitual tardiness in picking up children**
- **Verbally abusive language by parents toward staff or children**
- **Unpaid balances**
- **Parents approaching or disciplining any counselor or child in our care**

DRESS CODE

We ask that the children dress appropriately, wear comfortable clothes, socks and closed-toe shoes.

EARLY DISMISSAL/INCLEMENT WEATHER

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 our 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.

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 www.shelbyed.k12.al.us/communityed.htm.

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 children will participate. Make sure to check with the Site Manager 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.

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 he/she is sick. If your child has signs or symptoms of diarrhea or vomiting, allow 24 hours from the last onset of symptoms before returning to camp. If your child has a fever (100.4 or above) they must be fever-free for 24 hours, without the aid of a fever reducer, before returning to our program. Do not send your child to camp if they have an undiagnosed rash or eye drainage/redness, until treated or diagnosed. 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: Our medication procedures were developed with your child's safety in mind and are in compliance with guidelines established by the Shelby County Board of Education, Alabama State Department of Education and the Alabama Board of Nursing. 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 child requires medication, on-site nursing services, or to discuss any health concerns relevant to your child.

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 (including, but not limited to: cell phones, smart watches), etc...unless approved in advance by the Site Manager.

REGISTRATION and PAYMENT INFORMATION

Registration: To register go to www.ezchildtrack.com/scscomed/parent and complete the registration information. An email confirmation will be sent once your registration is complete and has been approved. A negative balance on an account must be cleared before being able to register your child. Please document on the registration form if your child has any medical or special needs. If additional staff is needed for your child, there may be a delay in starting until adequate staff can be put in place.

Payment:

- **Registration Fee: \$50.00 (Non-refundable)** Payment is due upon completion of registration.
- **Weekly Fees: \$175.00 (Full pay) or \$145.00 (SCBOE Employee, Reduced/Free lunch *Proof of employment or lunch status required*)**
- **Late Payment Fees: \$25.00 - Will be billed to account one day after payment is due.**

Please note:

- Sites cannot accept any form of payment
- Refund requests must be made in writing. If approved, a check will be mailed to you from the Shelby County Board of Education. Please allow 10-14 business days for processing.
- Payment is due every Friday, beginning 06/02/23 and ending 07/21/23, for each week your child is registered. Payments are considered late on Sunday and a \$25 late fee is added. If payment is not received by Monday, your child will be suspended and not able to attend camp until balance is paid (parent is responsible for payment whether the child is present or absent, unless canceled two weeks in advance).
- 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, two weeks in advance.

SAFETY/SIGN IN/OUT INFORMATION

Your child's safety is of the utmost importance. We have a low 15- to -1 child/counselor ratio, which allows for on-going supervision. The staff routinely practice fire, tornado and intruder drills.

Each child is required to be checked in/out daily by an authorized pick-up person (listed on registration form) and must be 16 years of age. All children must be checked out using assigned pin numbers. The account holder is responsible for assigning PIN numbers for EACH pick-up person. PIN numbers are unique to each individual and may not be shared. If the pick-up person is not familiar to the staff, he/she will be asked to show proper identification for the safety of your child.

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

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.

Thank you for choosing our Summer Camp!



**601 1st Street South
Alabaster, AL 35007**

www.shelbyed.k12.al.us/communityed.html

205.682.5967