

Heritage Elementary School
SUMMER CAMP
June 1st through July 21, 2023

PURPOSE

The purpose of the Madison City Schools' Summer Camp Program is to provide an exciting and enriching summer program in a safe and pleasant environment.

REGISTRATION

The Summer Camp Program will begin on Thursday, June 1st and will end on Friday, July 21, 2023. The Summer Camp Program will be closed June 19th for the Juneteenth holiday and July 3rd and 4th for the Fourth of July holiday. Children will be received at 7:00 a.m. and should be picked up no later than 6:00 p.m. Registration is open for students enrolled in K-6th grade for the upcoming school year. Students from all Madison City Schools are welcomed to register. Students enroll on a full-time basis. Part time and drop-in services are not available for Summer Camp.

In order to register your child for Summer Camp, registration paperwork and the registration payment must be delivered to the school hosting the summer camp. Enrollment is subject to availability and is based on the date we receive registration and payment. An announcement will be posted to the school website when Summer Camp is full. *Once Summer Camp reaches capacity, new registrations will not be accepted.*

Please note, a minimum number of registrations must be received by April 26th in order to hold a successful Summer Camp. If the minimum is not reached, you will be notified by May 1st.

REGISTRATION / ACTIVITY FEE

A non-refundable summer registration / activity fee of \$150.00 per child plus the first week of tuition is due by May 1, 2023. After May 1, 2023, registration fee increases to \$180.00 per child. This fee will be used to help cover the cost of activities/field trips. The initial payment will be made via cash or check. All other payments will be made using the ProCare app. Information regarding ProCare will be shared by the program director once your child is officially registered.

TUITION

Per Week	One child	\$160.00
	Two children	\$250.00
	Three children	\$330.00

TUITION IS DUE ON Monday.

Summer Camp tuition is to be paid IN ADVANCE and is due on **Monday** only and must be *paid using the ProCare app* or check. You may pay by the week or month. If paying by the month you must pay at the beginning of the month. Once tuition is paid, days missed outside of the approved reasons below will not be credited to a student's account. In accordance with our Expanded Day policies, you will be charged a late fee of \$5.00 per family if payment is late. *Your child will be dismissed from the program after two weeks of nonpayment of fees.*

Each child is allowed a one-week vacation during which no fees are imposed. This week must be communicated in writing a minimum of 2 weeks in advance to the Summer Camp Director in order to waive fees. Exemptions from payment of fees will be given only for death of an immediate family member or the child's illness resulting in an absence of one week or more. A doctor's excuse may be required.

Children who withdraw from the program must pay the FULL registration fee (\$150.00) to return. Upon withdrawal, any payments made in advance will only be refunded for complete weeks (i.e., If a student

withdraws on Tuesday, the fees for the remainder of that week will not be refunded.). Registration fees will not be refunded or transferred to other City of Madison schools.

LATE CHARGES

Summer Camp closes promptly at 6:00 P.M. A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED. This fee will be strictly enforced and must be paid no later than the day following the late pickup. Failure to pay on the day following the late pickup will result in immediate removal of the children from the program.

ACTIVITIES

Summer Camp offers a variety of enjoyable and developmentally appropriate activities at each school. The local school will provide a daily and monthly schedule. Scheduled activities, to include possible field trips, will be announced closer to the start date of Camp and/or during Summer Camp. *A PERMISSION FORM MUST BE SIGNED BY A PARENT AND BE ON FILE BEFORE A CHILD CAN PARTICIPATE IN ACTIVITIES AND TRIPS. This will be shared at a later date.*

Typically, registration covers the costs of activities/field trips. Due to the rise in fuel prices, etc. it may be necessary to request additional funds for specific opportunities. Schools will work hard to avoid additional requests to the extent possible.

TRANSPORTATION FOR ACTIVITIES AND TRIPS

A Madison City school bus and certified driver will be utilized for all activities and trips.

BREAKFAST

A light breakfast of cereal and juice or water will be served from 7:15 a.m. until 8:00 a.m. There will be no additional charge for breakfast.

LUNCH

Each child must bring a lunch. The lunch bag or box should be labeled with the child's name. The Summer Camp Program may provide special lunches occasionally. Dates for special lunches will be posted.

SNACK

Please send a morning snack and afternoon snack for your child each day.

QUIET TIME

Every child, regardless of age, will observe a quiet time. Children may read a book and or rest during quiet time.

HEALTH AND SAFETY

If a child becomes ill or injured, parents will be notified of the situation immediately. Emergency phone numbers must be current to ensure immediate notification. Information concerning allergies or health restrictions must be on file along with the physician's name and phone number.

MEDICATION

Medication is given only with a doctor's prescription, stating times and amount. A School Medication Doctor/Parent Authorization form must be signed by a parent/guardian. No medication will be given without the information form on file.

Madison City School System, Student Code of Conduct, applies to the Summer Camp Program. To the extent any inconsistency is perceived between Summer Camp procedures and the Madison City School System Student Code of Conduct, the Code is controlling.

PICK-UP PROCEDURES

A child may not leave the school premises until an adult listed on the registration form has signed him/her out. In any emergency, a parent will be contacted for authorization. Parents should provide a note or call the Summer Camp Director if pick-up procedures for a child change. Children will be released only to adults listed on the registration card added in ProCare. In the event of an emergency or late pick-up, parents are to contact the Summer Camp Director. After 6:00 p.m., a late fee of \$1.00 per minute will be charged.

SEVERE WEATHER

The Summer Camp Program will follow the guidelines for severe weather that are followed during the school year. If severe weather occurs in the area, parents should monitor radio and television stations and arrange to pick-up their children as soon as possible.

DISCIPLINE

Discipline will be consistent and fair. Limits and rules will be explained to the children. No corporal punishment will be administered at any time. If a child exhibits disruptive behavior, such as fighting, abusive language, disrespect or disobedience, it will be noted and the parent notified. Upon the second infraction, if circumstances warrant, the parent may be called to pick up the child. A conference will be arranged and a three-day suspension may be imposed. Additional offenses may result in removal from the program. A child dismissed from the program will not be eligible for re-enrollment in the Summer Camp Program, but may be eligible for enrollment in the local school's Expanded Day Program. If a child's behavior endangers the safety of himself or others, the child may be dismissed from Summer Camp immediately and indefinitely (even upon first offense).

It is the goal of MCS Elementary Summer Camp Program to provide students with a safe, enjoyable, and productive experience. In order to maintain a positive environment, proper discipline must be maintained.

Students in Expanded Day/Summer Camp will be disciplined for the following infractions:

- 1) being defiant to a staff member or teacher.
- 2) causing bodily harm to another child, staff member or teacher.
- 3) using inappropriate language.
- 4) demonstrating other inappropriate behaviors listed in the Code of Student Conduct 2022-2023.

Consequences for violations of the rules are as follows:

First offense: The student will be written up and disciplined as staff deems necessary. The offense will be discussed with the parents and they will sign the discipline form.

Second offense: The student will be written up and sent to the Director or the teacher in charge. If possible, an administrator will speak with the student. The parent will be called and will sign the discipline form.

Third offense: The student will be written up and sent to the Director or teacher in charge. The director/teacher will contact the parents to remove the student from the premises. The director will contact an administrator and the student will be dismissed from Summer Camp. The director and administration will determine when or if the student may return.

Due to the nature of any offense, the consequence may result in an immediate removal of the student following a meeting with an administrator/Summer Camp director. In addition, the order of consequence may vary based on the nature of the offense.

Thank you for helping us to maintain a safe and positive Summer Camp environment for our students.

HERITAGE ELEMENTARY

Summer Camp

Information Registration Form

Student(s) Name: _____ Full-time Registration Required _____
 Date(s) of Birth: _____ Parent Email: _____
 Grade(s): _____ Current School: _____
 Address: _____
 Mother's Name: _____
 Address: _____
 Driver License Number: _____ Home Phone Number: _____
 Place of Employment: _____
 Work Phone Number: _____ Cell Phone: _____
 Father's Name: _____
 Address: _____
 Driver License Number: _____ Home Phone Number: _____
 Place of Employment: _____
 Work Phone Number: _____ Cell Phone: _____
 Name of Insurance Company and Policy number _____

Persons who may check the child out without a note or phone call from the parents:

Emergency Contacts – in case the parent can't be reached, list the name, phone number and relationship of person(s) to be contacted.

Name	Phone Number

IF YOUR CHILD IS ALLERGIC TO ANYTHING OR HAS A MEDICAL CONDITION, WE SHOULD BE AWARE OF, LIST BELOW AND INFORM THE DIRECTOR.

The Madison City School System has my permission to seek any medical treatment necessary for my child during a school-sponsored field trip.

PARENT SIGNATURE: _____ Date: _____

Please provide the week of your vacation (fees waived for one week if listed in advance): _____

Is either parent an employee of Madison City Schools? If yes, please list work location/school. _____

HERITAGE SUMMER CAMP

Please read and initial each item below

_____. Label any personal items (electronic devices, games, books, toys, etc.) that your child/children bring from home. *Summer Camp is not responsible for any lost, stolen or damaged items.*

_____. I have verified that the information on the registration form is correct.

_____. I have written down my insurance information.

_____. I have turned in any medication and the appropriate forms.

_____. I have included the \$150.00 enrollment fee AND the first week tuition for each child being registered. (Add phone number and driver license number to the check.)

_____. I will download the ProCare app once invited by the program director for all future payments.

_____. I have read and agree with the discipline plan for the Expanded Day Program at MCS Summer Camp.

_____. I have read and understand all the policies governing the Summer Camp program and will abide by them.

Parent Signature: _____ Date: _____

Elementary School Summer Camp Quick Overview

1. Please sign children in and out daily. Sign in / out will be at the front office area. A Summer Camp table will be set up inside the foyer.
2. PLEASE BE PREPARED TO SHOW YOUR ID UPON PICK UP!
3. Camp begins at 7:00 a.m. and ends promptly at 6:00 p.m. There is a fee of \$1 per child/ per minute charged after 6:00 p.m.
4. All payments will be paid using the ProCare app or check by Monday of each week. A late fee of \$5 will be charged for late payments. After two weeks of non-payment students will be automatically withdrawn from Summer Camp.
5. Make certain you have provided your exact dates for your vacation. Remember, each family is allowed 1 week of vacation where they do not pay tuition – we need to know 2 weeks in advance to adjust staffing.
6. Breakfast will be served daily from 7:15 am - 8:00 a.m.
7. Children will need to bring a lunch from home each day. Please label the lunch bag / box with the child's name.
8. Every child must bring a morning snack and afternoon snack daily.
9. Please put sunscreen on your child *prior* to arrival.
10. Children MAY bring electronic devices. We are NOT responsible for lost, stolen, or broken items. Please ensure all devices are labeled with the child's name.
11. When appropriate, please refer to the calendar for field trip departure times. We will NOT be able to hold the buses.
12. Due to safety concerns, children CANNOT be dropped off at our field trip destinations. Additionally, when on field trips there will not be anyone at the school to receive them. Please see the calendar of events for dates and times.
13. Please label everything! Each year we end up donating lots of things that are never claimed. Everything not claimed by the last day of camp will be donated.

