

St. Peter Prince of Apostles Summer Camp Handbook

ARRIVAL AND DEPARTURE OF CAMPERS

Camp Hours

St. Peter Prince of Apostles School offers a day camp program from 8:30am to 3:30pm Monday through Friday.

Extended Hours are available as follows:

From 7:00am –8:30am for no additional fee.

From 3:30 PM-6:00 PM for no additional fee.

Drop-off

Drop-off for all students is at the St. Peter Prince annex gym at 141 Grove Place. Sign your child in at the sign-in desk each morning when you bring them to camp. St. Peter Prince of Apostles does not and will not assume responsibility for children that arrive before 7:00 am.

Early Pick-Up

If your child will be leaving early, please notify the site director, in writing, on or before the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Pick-Up

Sign your child out when you pick them up from camp. Please bring a photo ID with you every day.

If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to the camp staff ahead of them. This person must also bring a photo ID with them when they pick up the camper.

****Note:** Appropriate legal paperwork is required to be on file with St. Peter Prince of Apostles Brainpower Camp when the custodial parent requests the center not to release the child to the other parent.

Late Pick-Up

We close promptly at 6:00 PM. For all children not picked up by the end of the program, the following late policy will be in effect:

Each minute after 6:00 PM: \$1.00 per child per minute

If you know you will be late, please attempt to make alternate pick-up arrangements. The St. Peter Prince Brainpower Camp should be notified if you foresee late arrival.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pickup" policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked up.

Absences

If your child is not going to attend camp for the day please report his/her absence by calling the school office at 210-824-3171 or email directors at summercampsp@stpeterprince.org.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of an engaging, fun activity. Here are some other reminders of clothing for camp:

Bring an emergency change of clothes daily in a backpack with backpack labeled.

- No sleeveless shirts, halters, or tube tops
- Shorts (No more than 5in. from the knee)
- Skirts (No more than 5in. from the knee, and must have shorts underneath)
- Socks
- Tennis Shoes (No sandals)

Tuesdays and Thursdays ONLY during pool hours

- T-shirt or cover for the pool and a change of clothes for after.
- floaties or life jacket
- Water shoes and flip flops
- towel
- Swim suit or swim trunks
- LABEL EVERYTHING!! (Even underwear and swimwear!)

Camp T-Shirts

Each camper will receive one St. Peter Prince Brainpower Camp T-Shirt for the entire summer. Camp shirts must be worn on Fridays during field trips. Additional shirts, if available, can be purchased for \$10.00.

Clothing & Other Belongings

All belongings brought to the St. Peter Prince Brainpower Camp should be properly marked with the child's first name and last initial.

Should children need to bring specific items from home for activities, appropriate notice will be given to parents ahead of time.

PERSONAL BELONGINGS

Please do not allow your child (ren) to bring personal belongings to camp. The St. Peter Prince Brainpower Camp cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Please DO NOT bring the following to camp:

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, or CD Players)
- Money **(Only allowed on Field Trip Days and must be in a bag or envelope with child's name)**
- Cell phones
- Trading Cards of any kind
- Guns, knives or weapons of any sort - fake or real
- Valuable items

Lost and found

We have a lost and found area at St. Peter Prince Brainpower Camp. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, the St. Peter Prince Brainpower Camp will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the camp day before leaving. **At the end of each week, we will display the found items, and then take any remaining items to**

Goodwill.

FIELD TRIPS

St. Peter Prince Brainpower Camp will participate in one field trip a week. Please check your child's camp bag for trip announcements. In case of rain, a field trip may be changed or cancelled. On trip days, please bring extra water and snacks.

Permission slips **must be signed in advance** for your child to attend. Notice of such outings will be posted prior to any trip and a permission slip is included in your registration packet. Extras will be available at the front desk if lost/misplaced.

LUNCHES & SNACKS

All campers are required to bring their own lunch. Please, no sodas, candy, or glass containers. We do ask to please limit food that needs to be heated up in a microwave. We ask this to insure everyone has enough time to eat their food. If sending food that needs to be heated, **please limit heating time to ONE MINUTE.** Again, we want to insure all of our campers have time to eat and are not left waiting.

On field trip days, we will not be heating food so please send something that does not require heating.

There is limited fridge space so we ask you include an ice pack if your child has food that will spoil without refrigeration. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in desk.

We will have 2 snack periods daily. Please send extra food for these times as well as a water bottle.

NAPTIME

Three to five year old campers will take a daily nap. Please send the following:

- plastic nap mat (no cloth)
- thin towel

MEDICAL/ EMERGENCY INFORMATION

Essential Forms:

Each camper must have a completed:

- Camp Registration form
- Health/Immunization Form
- Policies and Waivers Form
- Parent Handbook Acknowledgement
- If needed, a Medication Consent form

These forms must be given to the St. Peter Prince Brainpower Camp at the time of registration or your child will NOT be able to be dropped off at camp. Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

Address & Telephone Numbers

Please inform the St. Peter Prince Brainpower Camp in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the St. Peter Prince Brainpower Camp if you are going out of town; this allows

us to quickly contact others on your emergency contact list if necessary.

Illness Policy

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore will not be able to allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 9:30am and let the staff know of your child's absence. When your child has a fever (temperature of 101 or above) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal.

We may require a physician's release for any medical or health condition. If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible. The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

Please notify the St. Peter Prince Brainpower Camp if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the St. Peter Prince Brainpower Camp within 24 hours or the next business day. In the case of a life-threatening illness, please notify the St. Peter Prince Brainpower Camp immediately. It is important for us to post a notice to other parents as soon as possible. In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated.

If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

Accidents/Emergencies(Cont.)

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the St. Peter Prince Brainpower Camp incident report.

The St. Peter Prince Brainpower Camp does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

Medication Policy

Only medication necessary for a student to remain in school is given during camp hours. Medication is brought to the office by the parent. If the medication is liquid, it should be accompanied with a calibrated medication dispenser that has legible numbers on it. **Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist is administered during school hours.** Only the Health Coordinator or her designee dispenses medication. Over-the-counter medication (including but not limited to acetaminophen, ointments, cold tablets, and cough drops) is only given during school hours if accompanied by the Archdiocese of San Antonio Medication Permission Request Form signed by the parent/guardian and a specific prescription from a physician indicating the medical reason for use. This form can be found on the school's web site. Student medication must be in its original container and clearly labeled with the following information:

- Student Name
- Physician/Dentist name
- Date
- Name of medication
- Dosage
- Directions for Administration
- Duration of Administration

Medication that has expired will not be administered. Unused medication is returned directly to the parent. By physician's written direction, self-administered inhaler medications and Epinephrine Pens (EpiPen) may travel with the student via teachers.

Bugs & Bees

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken:

- Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers.
- Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing and avoid the use of perfumes.

- Please also try to use a sun block of at least SPF 15 that is unscented.

Bug Spray and Sunblock

Should your camper be required to use sunblock/bug spray while participating in the camp day, the following procedure MUST be followed :

- Apply either or both BEFORE dropping your child off at summer camp
- Keep the insect repellent and sun block in the original container, labeled with your camper's name and hand into the camp counselor for storage.

St. Peter Prince of Apostles Brainpower Summer Camp staff or volunteers are not allowed to apply sunblock/bug spray. Should your camper need to reapply sunblock/bug spray while participating in the camp day, we will instruct them in the proper application procedure.

Allergies

In recent years, there has been an increase in the number of children with severe allergies to certain and many products. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the St. Peter Prince Brainpower Camp in advance so we may take proper precautions.

Disabilities

In order for the St. Peter Prince Brainpower Camp to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally the St. Peter Prince Brainpower Camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Lice

Any child sent home with lice may not return until all signs of lice are gone. The Archdiocese of San Antonio follows the nit-free policy of many local, county health departments. The camp director must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone. (Approximately 48 hours)

CONDUCT

To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a St. Peter Prince Brainpower Camp program. We expect persons using our program to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct.

Specifically this includes but is not limited to:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

***Hitting or biting of staff members by a camper will not be tolerated and is grounds for immediate dismissal.**

****Recurring behavior incidents during camp hours, 7:00 am to 6:00 PM, may result in forfeiture in enrollment for the remaining camp time registered.**

DISCIPLINE POLICY

If your child needs to be disciplined, acceptable measures may include; verbal warnings, time out from activity, removal from activity and placed with staff away from group, and in severe cases, suspension from camp, or removal from camp. Discipline will be administered by teacher or camp counselor. Counselors will only be allowed to discipline in the presence of and with the guidance of a camp director or teacher.

Behavioral Guidance

In order to promote your child's physical, intellectual, emotional, and social wellbeing and growth, staff shall interact with the child and one another to provide needed help, comfort, and support as well as:

- Respect personal privacy
- Respect differences in cultural, ethnic, and family backgrounds
- Encourage decision making abilities
- Promote ways of getting along
- Encourage independence and self-direction
- Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

EXPECTATIONS

Three to five year olds must be fully potty trained. Pull-ups will not be allowed.

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Day Camp Program. Certain abusive behaviors will result in immediate dismissal.

CHRISTIAN CODE OF CONDUCT

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, procedures, or ANY behavior which does not promote the school in a positive manner (this includes social media sites)
- Threats of any nature (implied or actual) toward personnel or families
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, procedures, or ANY behavior which does not promote the school in a positive manner
- Consistent and persistent disagreement with the administration or teacher policies.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

Rules are established to maintain order, provide a safe environment, and teach strong academics. We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave when the standards for Christian conduct are not followed.

St. Peter Prince of Apostles Catholic School reserves the right to withdrawal any student and/or students who they, themselves, or their parents, create situations considered to be detrimental to the welfare and/or learning process of the other campers within the school.