

Tiny Tots Summer Camp Parent Handbook

PURPOSE OF THE PROGRAM

The purpose of the Tiny Tots Summer Camp is to provide a healthy, happy, secure, creative, and stimulating atmosphere for the growth and development of children. Also, to introduce children to the basics of math, science, reading readiness, language development, fine & large motor development, social skills, art, and music with a variety of hands-on and age appropriate activities.

REGISTRATION INFORMATION

The following items are required at the time of registration

- Signed Activity Registration Form
- Signed Student Information Form (health and pick-up information)
- Payment for Session

PROGRAM CONTENT

Our program recognizes each child as a unique capable individual. We strive to provide a program which fosters creativity and encourages curiosity and love of learning. Our program allows for optimum growth and development in the following areas: Social/Emotional, Language Development, Cognitive, Large and Small Motor Development, Communication Skills, Problem Solving and Self-Help Skills, Hygiene, Nutrition, and Ethnic and Cultural Recognition. These areas are addressed in a variety of fun and creative activities. ***The Tiny Tots Summer Camp is a recreational based program, not a licensed daycare.***

Dates, Times, Prices, and Themes

The Tiny Tots Summer Camp runs Tuesday through Thursday for seven (7) weeks during the summer. Parents may choose between two session times; 8:30am to 10:30am or 11am to 1pm.

Session Dates	Resident Fee	Non-Resident Fee	Theme
1. June 11-13	\$25	\$30	Swashbuckling Sea Adventure
2. June 18-20	\$25	\$30	Dino Dig
3. June 25-27	\$25	\$30	I Love the USA
<i>No Camp July 2nd - 6th in Observance of Independence Day</i>			
5. July 9-11	\$25	\$30	Welcome to the Big Top
6. July 16-18	\$25	\$30	Terrific Tiki
7. July 23-25	\$25	\$30	CarTOON TOWN
8. July 30-Aug 1	\$25	\$30	Fairytale Fun

WEDNESDAY WATER PLAY DAYS

Every Wednesday during the Tiny Tots Summer Camp is Water Play Day. Please send your camper in water appropriate clothing and be sure to send them with a towel. Shoes must be worn at all times. Please make sure you apply sunscreen to campers prior to dropping them off.

THURSDAY THEME DAYS

Campers are welcomed to dress up for Theme Days on Thursdays, but it is not required.

SNACK

We ask that parents provide a healthy snack and drink for their child each day of the program. Please do not send your child with candy, soda, or snacks with high sugar content.

NOTE: We are NOT a peanut/tree nut free facility.

BATHROOM USE

The Tiny Tots Program is for students who are fully potty trained (Have Mastered using the bathroom on their own). Regardless of age, a child will not be permitted in the program if they are not self-sufficient in using the restroom on their own. This includes letting the staff know when they need to use the restroom, being able to unbutton, unsnap, unzip, etc. all clothes and sitting in the toilet or standing in the proper position unaided. Children must also be able to clean up after themselves on their own. ***Diapers or Pull-Ups will not be permitted.*** We understand accidents can occur and teachers will call to notify. Parents must be available during class hours within 15 minutes of an accident to pick up child and take home to clean up and change.

SCHOOL ATTIRE

Think of your child's comfort and provide simple clothing that is free from complicated fastenings. It is important that your child wear **CLOSED TOED SHOES** at all times. It is recommended that your child wear leggings or shorts under dresses.

ARRIVAL AND DISMISSAL

Due to the many different programs that we offer, our 'drop-off' and 'pick-up' time schedule is **very important**. Our staff needs time to set up for each individual program. Please note the following procedures:

CLASS START TIME

- Front door will be unlocked at the start of class start time and not earlier
- Children must be able to walk in on their own. Staff will not carry screaming or kicking children into the program.

CLASS END TIME

- Children need to be picked up promptly at the end of class. Continued late pick up will result in child being dropped from the class.

AUTHORIZATION TO PICK UP CHILD

Only individuals on the authorization pick up list (must be a minimum of 18 years old) may pick up your child. The staff will question anyone who is unfamiliar to them and the staff will check that person's driver's license and Student Information Form. If you want to add a person to your list, forms are available for you to fill out. It is imperative that your entire child's paperwork is up to date.

VACATION OR ABSENCES

No credit will be given if your child is out sick or on vacation. It is recommended that you call the center if your child will be absent due to vacation or illness.

SICK CHILD POLICY

We cannot accept children at our program who are ill. At such times, the child must remain away from the program until the illness has passed and the child's temperature has remained normal for 24 hours. A doctor's note will be required if your child is out of school due to illness for longer than a week.

Guidelines for Keeping Your Child Home

1. Temperature of 100 degrees or above within 24 hours of attendance.
2. If your child has been diagnosed with an illness, antibiotics must be administered 48 hours before your child may return to the program.
3. Thick yellow or green discharge from the nose.
4. Earache or discharge from the ears.
5. Rash.
6. Diarrhea or vomiting within 24 hours of attendance.
7. Red, irritated, crusty or runny eyes.
8. Pale or flush skin.
9. Persistent cough.
10. Sore throat unchecked by a doctor for strep.
11. Constant crying and complaining of pain.

BEHAVIOR MANAGEMENT

When a child is having a difficult time following directions, treating others with kindness and respect, treating materials with respect, developmentally appropriate intervention techniques will be used. Some of these techniques are:

1. Positive Reinforcement
2. Re-direction of child
3. Talking with Child / Encourage problem solving process
4. Reflection Time
5. Call Parent

PARENT RESPONSIBILITIES

- Sign Children in/out each day. Inform staff if someone other than yourself is picking up your child on any given day. These adults MUST be listed on Student Information Form.
- Keep staff informed of any special needs, allergies, etc. for your child
- Keep staff informed of any phone number/address changes. Be available by phone at all times your child is in attendance. Provide emergency contact for any day that you are not available.
- Provide a healthy snack each day your child is in attendance.

WISH LIST OF SUPPLIES

Please do not feel obligated, but for those who would like to donate, here is a list of items our Tiny Tots Program will be in need of.

- Glue Sticks
- Water Colors
- Wiggle Eyes
- Assortment of Stickers
- Colored Pencils
- Dixie Cups
- Clorox Wipes
- Hand Sanitizer
- Box of Crayons
- Markers, Sharpies, Dry Erase, Highlighters
- Box of Tissues
- Spoons and Paper Plates
- Paper Lunch Bags