



# SPKIDS PRESCHOOL SUMMER CAMP PARENT HANDBOOK

2019

A Ministry of Southpointe Community Church

7227 Haley Industrial Blvd.  
Nolensville, TN 37135  
615.746.7722

[www.southpointecommunity.org/preschool-summer-camps/](http://www.southpointecommunity.org/preschool-summer-camps/)

## MINISTRY PURPOSE

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Our Preschool Summer Camp program serves as an extension of the children's ministry at Southpointe Community Church. The camps are designed to bring families into a life-changing encounter with the Kingdom of God while encouraging preschool children to grow spiritually, academically, emotionally, physically and socially. Our highest priority is to show them Christ's love and teach them that Jesus cares about every detail of their lives.

We believe that children are whole persons created in the image of God - valued for who they are, not who they are becoming. Our teachers and staff are intentional about relationships with our children and their families. Children are surrounded by an atmosphere that reflects God's truths. They are all known and loved.

## CURRICULUM

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The curriculum will focus on spiritual, developmental, social, and emotional growth, with less emphasis on academics. Each class will follow a daily schedule, including: Music, Art/Craft, Playground, Snack, Potty/Diaper Breaks, Lunch, Bible Story and nap (in younger classes).

## TEACHING STAFF

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Our teachers are committed to sharing in the heart of this ministry to love and care for our children and their families. We recognize the importance of qualified teachers. All of our teachers will meet the following guidelines: degree in education or minimum two years related experience, criminal background check, two references on file, CPR certification and program specific training.

## SCHEDULE

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We offer two, 3-week summer camp sessions! You may register your child for one or both sessions. Children must have been one year of age by August 15th, 2018 to attend the 2019 preschool summer camps.

The first session will be June 11-June 27th. The second session will be July 9-July 25th. Camp days are Tuesday, Wednesday, and Thursday each week. Camp hours will be 9:00AM to 2:00PM. There are no refunds due to missed days or inclement weather.

## REGISTRATION & FEES

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A registration fee is required to hold a place for your child. This \$25 fee per child is non-refundable and non-transferable. To ensure a place for your child, early registration is encouraged as enrollment is based on order of registration and availability for each age group.

Camp cost is \$310/session for the first child and \$300/session for additional siblings.

Full Payment for the June camp must be received (in person or by mail) by June 4th, 2019. Full Payment for the July camp must be received by July 2nd. After this, no refunds will be made for absences or withdrawals. If payment is not received by the due dates above, your child's spot will be re-opened to the wait list.

Payments can be paid by cash or check. Check payments may be submitted in the dropbox in the SPKIDS lobby or mailed to the following address:

Southpointe Community Church  
7227 Haley Industrial Drive  
Suite 1000  
Nolensville, TN 37135  
Attn: Hadley Elkin

Please make all checks payable to "Southpointe Community Church." Include "preschool summer" and your child's name in the memo line.

### Absences

If your child is to be absent, please notify us if possible so we can plan for the day. No price adjustments will be made for absences.

### Withdrawal

No refunds will be given after June 4th for the June camp and July 2nd for the July camp.

# HEALTH & SAFETY GUIDELINES\_\_\_\_\_

## Arrival & Departures

Drop off time is 9:00 am. Lobby doors will open at 8:45 am. Children are required to be signed in using our computer check-in system, and walked to their classroom. Please wait in the lobby until the children's hallway is opened at 9:00 am.

We will have a pick-up line in the north parking lot, in front of the building. Any child needing to be picked up early must do so before 1:40 pm. You will be required to present your child specific SPKids camp car-tag. If someone other than the parents/guardian will be picking the child up then arrangements must be discussed with the director and put in writing.

Please be prompt in picking up your child. Any child remaining after 2:10 PM will be kept by the staff until the parent/guardian arrives. After 2:10 PM, a late fee of \$1.00 per minute will be charged.

Camp cost will not be discounted for days you choose to pick your child up early.

## Custody

The parent/guardian that enrolls the child in the camp and signs the agreement/release form has the right to say who may or may not pick up the child. There is a place on the enrollment form to list all persons allowed to pick up the child. The staff will verify names and valid driver's licenses with the list.

Any changes needing to be made concerning the release of your child must be given to the director in writing by the parent/guardian. Your child will not be released to anyone other than the parent or guardian unless we are notified in writing.

If a domestic issue should arise that might concern an SPKids family, please notify the director, especially in a situation of marital separation or divorce. It is our desire to protect all children in our care.

### Illness Policy

We cannot allow children who are ill to come to camp. We are depending on you to maintain this policy and keep all of our children healthy. Please keep your child at home if they have any of the following: fever, diarrhea, vomiting, skin rash, impetigo, chicken pox, persistent cough, head lice, colored nasal discharge, fifth disease or thrush.

Your child should be free of fever, vomiting and diarrhea for at least 24 hours prior to returning to camp. If your child develops the above symptoms during the day, a parent will be contacted and asked to pick up their child immediately. If your child's illness prevents him/her from participating comfortably in camp activities or results in greater need for care than our staff can provide without compromising the health, safety and supervision of the other children, we ask that your child not attend. This is also for the health of other children, their families, teachers and their families.

Parents will be notified when their child has been exposed to a communicable disease while attending our program. Parents/guardians should likewise notify the director immediately when their child has been exposed to a communicable disease. The child will be restricted to attend until a doctor states that it is safe for the child to return to camp.

### Medication

Staff members are not permitted to dispense prescription or non-prescription medication. The only exception is for rescue medicines and Benadryl (if consent is indicated by the parent on the child's medical intake form). All epi-pens must be in the original container with the original pharmacy label. A signed medical release form must be completed and kept in the child's file.

### Accidents

All staff will be trained in CPR and will take the appropriate measures to handle an emergency situation. Several staff members are also trained in First Aid. In the case of serious injury, we will make every attempt to contact a parent. If a parent cannot be reached, we will contact persons listed on your emergency contact form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital.

Please notify us with any changes to emergency contact numbers.

### Emergencies

If it is ever necessary to completely evacuate the premises, children will be taken to Ms. Nichole's Inc. (844-664-2273 ext. 703) across the street. The following emergency procedures are in place and all staff have been trained accordingly for each: tornados, fire, and intruders.

## CLASSROOM GUIDELINES\_\_\_\_\_

### Schedule

Each class will maintain a guideline of daily activities so the day runs smoothly. A schedule will be posted in the classroom.

### Snacks

Please send a small, healthy snack for your child each day. NOTE we are PEANUT FREE.

### Lunch

Children are to bring their own lunch. It should be a complete meal that does not need to be microwaved or refrigerated. Please have all your child's food cut and ready to eat in finger-food sizes. Please send a refillable water bottle with your child daily. Do not send carbonated drinks, glass containers or red juice.

**\*WE ARE A PEANUT FREE FACILITY\*** Please do not send anything that contains peanuts in your child's lunch. This is to protect the other children that may have a peanut allergy.

### Nap/Rest Time

Children in the Meerkat and Monkey classes will have a nap time unless otherwise discussed with the director. Please bring a nap-mat, blanket and any other sleeping comforts for older children.

Children will be required to rest on their nap mats for the allotted time. They are not required to sleep. A quiet activity may be provided while others sleep.

### Outside Play

Weather permitting, the children will have outside play each day. Please apply sunscreen to your child BEFORE drop-off. If playing outside is not appropriate, children will have group play-time to work on large motor skills.

### Clothing

Please send your child in comfortable, season appropriate clothing and outerwear. Please dress your child in easy to pull up and down pants. Tennis shoes and those that velcro are preferred. A change of clothing (including underwear and socks) will be needed in case of any accidents. The change of clothing will need to be sealed into a ziplock bag to be stored in the child's backpack. All clothing needs to be clearly marked with the child's name.

### Personal Items

Please keep your child's personal toys at home. This helps so that they do not become lost or broken. If a security item is needed during nap time, please limit it to only one item. Please also label all items brought (nap blankets, pillow, school supplies, drink cups, etc).

### Toilet Training

Teachers will assist children as needed in their bathroom needs. For those currently being toilet trained, please share with the teacher special needs and requests.

### Birthdays

Birthdays are very special to children and they are welcome to bring their favorite book to read during story time, an all about me bag, birthday or any other special non-food related item. Please arrange all details with the teacher.

## **DISCIPLINE**

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Our main objective is to love your child as Jesus does. Our discipline will be positive and will encourage children to make good choices instead of punishment. Food treats will not be used to promote positive behavior. Should a problem arise, corrective measures of a verbal reminder, restriction of privileges or a brief time-out period will be used by the teacher. Should a child demonstrate a more aggressive or disruptive behavior the parent will be contacted, and our staff will work together with the parent to solve the problem.

## COMMUNICATION

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We strive to work with your family in partnership to love and teach your child. Please feel free to talk with your child's teacher or the director.

### Correspondence

We will send home daily reports with your child about their day. All correspondence, including papers and crafts, will be sent home in a folder provided for your child. Please return the folder with your child each day.

### Concerns

With any concerns you may have with the camp program or with your child, please schedule a time to talk with either the child's teacher or the director so issues can be quickly resolved. Your suggestions are welcome as well, as we seek to constantly improve.

Thank you for your time and investment in SPKids! We look forward to spending part of the summer with you and your child!