

# Crestwood Local Schools

## Happy Trails Summer Camp

Dear Camp families,

Welcome to our Happy Trails Camp this is in connection to the Surround care program as well. Our goal is to provide dependable and economical childcare for working parents, a pleasant informal atmosphere where children feel safe and accepted, and a setting where positive attitudes are stressed for children K-5<sup>th</sup> grade.

Our program is a self-supported one, which means program fees are used to cover all the cost. Keep in mind the cost of the summer camp will be used to fulfill the summer field trips, salaries, and fun events! The staff to be hired will be based on the number of campers we have using the guidelines of the State of Ohio.

Thank you for using the Crestwood Primary Surround Care and Summer Camp Program. We are happy to be of service to our community. Please read the remainder of the information contained in this handbook to familiarize yourself with other aspects of our programs. If you have any questions please contact Kim Ule at 330 977 0092.

Sincerely,

Kimberly Ule  
Director of Surround care and Happy Trails Camp  
330 977 0092  
Kule@crestwoodschoools.org

**Summer Camp Hours**  
**June 4<sup>th</sup> through August 22<sup>nd</sup>**  
**6:30am - 6:00pm**

Happy Trails Summer Camp at Crestwood Elementary operates Monday-Friday EXCEPT July 4<sup>th</sup>. This camp is open to any child K through 5<sup>th</sup> grade or ages 5-12. If your child has any special needs please call Kim Ule to discuss how our program could fit the needs of your student.

Parents MUST come in to sign-in as well as sign-out on a daily basis. If the child is picked up after 6:00pm, without previous notification, there will be a charge of \$5.00 for each additional 5 min to your child's account. If there are recurring situations of late pick-ups a meeting with the director and parent (guardian) will be scheduled.

**Registration/Emergency Forms**

A registration and emergency form must be completed by parent/guardian BEFORE child attends Happy Trails Summer Camp. A registration fee of \$25.00 per WEEK OF ATTENDANCE is due with registration packet. Check is made payable to CLS (Crestwood Local Schools), cash or credit card at the board office (hours are 8am-3pm).

**Attendance**

Good communication between Parents and Summer Camp Staff is essential for the SAFETY of your child. It is the parent's/guardian's responsibilities to keep the Summer Camp Staff informed of the summer schedule. WE FEEL THERE IS NO SUCH THING AS OVER COMMUNICATION. Please contact Camp Director/Administrator anytime your child will be absent, late or need to be picked up at a different time than normal.

**Full Time \$140 Part Time \$105**

**Per week per child**

**An additional 10% discount for multiple children**

### **Payment**

Payments are to be paid to the Summer Camp Director. Please do NOT send payment in with your child's backpack. Checks, cash or credit card (only in Board office located in Intermediate school within the hours of 8am-3pm) are acceptable means of payment. Checks can be made out to CLS Crestwood Local Schools. Thank you for providing cash in the amount due since we are unable to make change. You may receive a receipt for payment upon request. Please talk with the Director to make arrangements for payment per week or bi-weekly. The payment needs to be submitted the week prior to service.

The summer camp program is self-supporting. No Crestwood Local School District funds are used for summer camp programming. It is very important that the parents keep accounts up-to-date. Failure to pay program fees will result in termination of childcare services.

### **Student Arrival and Release**

Parents must enter the building and sign-in their child in the morning and sign-out in the afternoon. Parents may designate another responsible adult to pick up the child if previous authorization has been supplied to the Director. The Director will require positive identification (ID card with photo) before releasing a child to any person designated on the registration/emergency form. No child will be released without proper picture identification. Parents who have a custodial situation or a restraining order in effect which restricts a

particular family member from contact with a child must supply Summer Camp with copies of the complete court document. The time restraint for summer camp are for the safety of the campers so they are properly accounted for each day. Please make sure your camper is no later than 9am and CANNOT be picked up prior to 3pm. There are arrangements that may be made for certain days but must be discussed with Summer Staff ahead of time.

### Behavior

Students are expected to follow the same behavior expectations at summer camp that they do during the regular school day. They need to follow the directions of the summer camp staff and play safely with other children, respecting their rights and feelings.

Disruptive students will not be tolerated. Parents will be notified if their child is not following behavior expectations. One verbal warning and one written warning will be given before further action is approached. Subsequent behavioral issues will result in progressive discipline and possible removal from the program

When traveling on the bus to and from field trips, campers always need to follow the directions of the bus driver and the camp counselors. For everyone's safety while on the field trip it is ESSENTIAL ALL CAMPERS follow the counselors directions and to stay with the group at all times.

### Dress

The Crestwood Schools dress code is in effect during the summer camp. Students will go outside for play and activities when possible and should dress appropriately for weather conditions during the summer months. One exception is that sandals will be allowed on NON-Field Trip days.

## **Snacks/Meals**

Happy Trails Summer Camp will provide a morning and afternoon snack with a drink. We ask that you bring a lunch everyday for your camper. You can use what you prefer for a lunch bag whether it is brown bag or actual lunch box. Also, water bottles are acceptable. Please put your child's name on it so we can keep track of the right person and not spread germs.

## **ACCIDENT/ILLNESS**

The following procedures will be followed if your child is injured at Summer Camp:

- Call 911 (if necessary)
- Call parent or person listed on the registration form
- Make child comfortable until medical help/parent arrives Should a child feel ill during Summer Camp they will be moved to a safe place to rest away from the other children until the parent arrives.

Parents/guardians or designated person from the registration/emergency form are required to pick up the injured/ill child within 60 minutes.

If you have any questions regarding the Summer Camp program, please

contact: Kim Ule 330 977 0092

Your Supervisor for the Summer will be

Holly Rogers 330 221 5691

# Happy Trails Summer Camp

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_  
Parent 1 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent 1 Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Other Parent(s) Name: \_\_\_\_\_  
Parent 2 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent 2 Cell: \_\_\_\_\_ Work: \_\_\_\_\_

In the event of an emergency and the parent cannot be reached, please contact:

Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell: \_\_\_\_\_

\*May we release your child to any of these emergency persons? Circle: YES NO

List any special medical situation:

List any medication currently being administered:

List any dietary restrictions:

**\*\*IN AN EMERGENCY MAY WE TRANSPORT YOUR CHILD TO THE NEAREST HOSPITAL FOR TREATMENT? Circle: YES NO**

Parents who have a custody situation or a restraining order in effect (which restricts a particular family member from contact with a child) must supply Surround Care with copies of the complete court document. Surround Care does not have access to school records, therefore all communication/court documents/etc. must be personally provided by the parent/guardian to Surround Care Staff.

The following people are authorized to pick up my child/children from the Crestwood Surround Care Program prior to 6:00 pm., if I am unable to do so:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

A \$25.00 fee per week must accompany the registration form.

# Parents Page!

I have read and agree to the terms and responsibilities as a parent/guardian of \_\_\_\_\_ (child's name).

Parent (Guardian) Signature:

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Parent's(Guardian) Name: (printed)

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Date Received: \_\_\_\_\_

Please return this page to Kim Ule.

# JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	<del>4</del>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			