

**ASBURY UNITED METHODIST CHURCH  
ASBURY PRESCHOOL  
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**SUMMER CAMP HANDBOOK  
2014**

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# TABLE OF CONTENTS

OUR PURPOSE, PHILOSOPHY, AND GOALS.....	3
FROM THE DIRECTOR .....	4
ASBURY SUMMER CAMP POLICIES AND GENERAL INFORMATION.....	5
Operating Hours:.....	5
Arrival and Dismissal: .....	5
Registration and Enrollment: .....	5
Custody Related Issues: .....	5
Release of Children to Impaired Adults: .....	5
Late Pick Up: .....	5
Payment Policies:.....	6
Returned Checks: .....	6
Delinquency of Tuition Payments: .....	6
Withdrawal from Summer Camp:.....	6
School Closing:.....	6
Illness: .....	6
Contagious Diseases: .....	7
Absence:.....	7
Staff:.....	7
Supervision: .....	7
Health and Safety:.....	7
Discipline: .....	7
Child Abuse and Neglect: .....	7
Playground: .....	7
Snack:.....	8
Lunch: .....	8
Hand washing and Cleaning: .....	8
Toileting/Potty Training: .....	8
Clothing: .....	9
Personal Items:.....	9
Visitors:.....	9
Communication:.....	9
Board of Directors: .....	9
Negotiating Difficulties: .....	9
Special Needs Children:.....	9
General Mills Boxtops for Education: .....	10
Cell Phone Use and Other Electronics:.....	10
Falsification of Children’s Records: .....	10
Medication and Sunscreen:.....	10

## **OUR PURPOSE, PHILOSOPHY, AND GOALS**

### **PURPOSE:**

The purpose of the Asbury Preschool is to provide a place for children to receive loving Christian care. Each child will be treated as a special creation of God, with the opportunity to grow spiritually, physically, socially and intellectually.

### **PHILOSOPHY:**

Educational activities and social experience/intervention will be dealt with from a Christian perspective. This is God's world and we are all His children. Children of any race, creed, or culture will be welcomed. Protection and enhancement of a child's self-esteem, and the impact on future self-esteem, will be matters of continuing concern for all staff members. Discipline, when necessary, will be administered gently but firmly and with love. A short "Time Out" within the classroom will be used if redirection and explanation prove ineffective.

### **SUMMARY of Goals**

- 1. To serve our membership and community by providing a weekday Christian Early Childhood program in a format that is appealing to children.**
- 2. To nurture young children as they experience positive physical, mental, social, emotional, and spiritual growth in a caring, Christian environment.**
- 3. To relate children's experiences in learning and social interaction to God's world, God's plan for His world and for us, and the demonstration of His love for us through Jesus Christ.**
- 4. To help children understand their feelings and those of others, and to be accepting of their and others' feelings, including joy, anger, disappointment, fear and love.**
- 5. To build self-confidence and promote a positive self-esteem within each child.**

## **FROM THE DIRECTOR**

**Welcome to our fifth year of Asbury Summer Camp! We are excited to continue this summer adventure in ministry at Asbury. We are pleased that you have chosen to have your family involved in our summer program. Thank you for your support. I especially want to thank our board of directors and staff who have played a critical role in making our Summer Camp a reality. We are going to have so much fun this summer and we have so many activities planned. Along with all the summer fun, we know that your children will thrive as they develop socially, spiritually, and physically in a developmentally appropriate environment. The wonderful summer weather will be enjoyed as we spend time exploring the world around us.**

**I hope you find this handbook helpful. It will keep you informed about policies and procedures of Summer Camp. You help us when you read it carefully and save it for reference.**

**Happy Summer!**

**Lori Tremper, Director**

# **ASBURY SUMMER CAMP POLICIES AND GENERAL INFORMATION**

## **Operating Hours:**

Asbury Preschool Summer Program hours are 9:15 a.m. to 1:15 P.M. Tuesdays, Wednesdays, and Thursdays. All children are dismissed 1:15 P.M.

## **Arrival and Dismissal:**

Teachers are ready to receive children at 9:15 a.m. It is important that children arrive at their classrooms on time. Teachers will take attendance as campers arrive. Children who arrive after the teacher's introduction and the beginning of activities are at a disadvantage. Parents will bring their child to his or her classroom upon arrival and pick up from the classroom at 1:15 p.m. Please let the teacher know if you need to pick up your child early. If another person is picking up your child, his/her teacher will need a written note. If your child is in a car pool with other children, please make sure the other drivers' names are listed on your child's registration form under permission to pick up. If someone new is picking up your child and is not familiar to us, the driver needs to provide us with photo identification to verify the parent's note. No child will be released to anyone unless parent has notified us in advance.

## **Registration and Enrollment:**

Registration for the summer session will begin in March. The birthday cut off for each class level is on or before August 31.

Please note: If we are unable to fill a minimum number of spaces in a week, we will have to eliminate that week from the program. Should this occur, we would return the tuition for that particular week. If you have any questions regarding this information, please feel free to contact the preschool office at 919-846-4773.

## **Custody Related Issues:**

It is presumed that both parents have equal right to the custody of their children unless Asbury Preschool is provided with a certified copy of a custody order showing otherwise. Should a dispute arise between divorcing/divorced parents regarding release of the child, the wishes of the parent with primary legal custody will be respected. Confidential information regarding this issue will be maintained in the child's file.

## **Release of Children to Impaired Adults:**

If an Asbury Preschool staff member feels that a person picking up a child is under the influence of alcohol or drugs, they will notify the director immediately. An alternate contact from the emergency pick up list will be made for pick up of the child. Should no one be available, a taxi will be called at the parent's expense to safely transport adult and child home. This is for the safety of the child and parent as well as others on the road. If a parent becomes belligerent, staff will call 911 for assistance.

## **Late Pick Up:**

It is the parent's responsibility to pick up their child at 1:15 pm. Being late creates a lot of emotional stress and worry for your child. When a parent is late, children become apprehensive about being left behind or forgotten. Asbury Summer Camp does not provide an after camp care program for our students. After children are dismissed, staff need to proceed to other

responsibilities. A **\$2.00 per minute late fee** will be assessed for each child who has not been picked up by the completion of the class day. After the second late pick-up, the Board of Directors will be notified and the family may be asked to leave the summer program and waive any early registration privileges for the following summer.

### **Payment Policies:**

For children enrolled in one to three weeks of camp, payment is due at the time of registration. If a child is registered for four to six weeks of camp, one half of the student's total summer camp tuition is due with registration. The remainder of camper's tuition payment will be divided between the due dates of May 1 and June 1. Children who register for camp after May 1 will pay their tuition at the time of registration. Payments must be current in order to attend summer camp. The tuition box is located in the preschool office on the wall nearest the door.

**Please note: No tuition will be refunded after May 1.**

### **Returned Checks:**

The parent will be notified if a check is returned for insufficient funds. At this time, another check may be written, or the tuition may be paid in cash. The parent will be responsible for reimbursing the Preschool \$25 as a result of the returned check. After two returned checks, remaining tuition must be paid in cash.

### **Delinquency of Tuition Payments:**

For students attending 1-3 weeks of camp, tuition is due at the time of registration. For students who are registered for four to six weeks of camp, ½ of their total tuition is due at the time of registration with the remaining ½ divided between the due dates of May 1 and June 1. Unless different financial terms were previously discussed with the director, enrollment of the child shall be discontinued immediately if tuition is not paid by the due dates and the parent will give up the opportunity for the child to continue at summer camp.

### **Withdrawal from Summer Camp:**

Due to the short duration of the summer program and in fairness to all families who want to enroll, it is expected that a child will attend the camp session registered. **If a child withdraws from the program after May 1, no refund will be given.** Asbury Summer Camp expects that parents will abide by the financial commitment made at the time of registration.

### **School Closing:**

Asbury Summer Camp will operate for six weeks from June through August. If there is a threat of hurricane and Wake County Schools are closed, the Camp will be closed as well. If there is an early release due to severe weather such as hurricane, The Preschool Board of Directors will determine the schedule of make-up days due to hurricane. If Wake County dismisses school early due to inclement weather, parents are expected to pick up their children at the earliest time that Wake County Schools are closing. WRAL and WTVD will carry Summer Camp announcements.

### **Illness:**

A child who has any symptoms of illness will be kept at home. After any fever, please keep your child at home for observation until there has been no fever for 24 hours. PLEASE BE CONSIDERATE AND KEEP RUNNY NOSES, DIARRHEA AND UPSET STOMACHS AT HOME UNLESS YOUR DOCTOR GIVES WRITTEN CERTIFICATION THAT YOUR CHILD IS NOT CONTAGIOUS. We ask that you keep your child at home if he or she appears sick, has an unexplained rash, skin or eye infection, or has not been kept home 24 hours after fever, vomiting, or diarrhea. Children who become sick at school will be isolated from the other

children and parents or their designated contacts will be called to pick up their child. This will help everyone stay healthy.

**Contagious Diseases:**

The teacher or the preschool office will immediately notify parents when a child has been exposed to or contracts a communicable disease such as measles, chicken pox, etc. Sick children will be kept in the preschool office away from other children.

**Absence:**

Please call the preschool office when your child will be absent for any reason. Our number is **919-846-4773**. If you know in advance that your child will be absent, please inform your child's teacher or call the preschool.

**Staff:**

Asbury Preschool has a qualified staff that provides loving, developmentally appropriate early childhood experiences, guidance, and instruction in a Christian environment. Our staff also meets the regulatory requirements of the North Carolina Division of Child Development and NAEYC accreditation standards.

**Supervision:**

Children will be supervised by sight and sound at all times. Children are never left alone.

**Health and Safety:**

Each child will show proof of immunization by having a licensed physician fill out the health form prior to the beginning of camp. If a child is behind in their shots, a written note from the doctor must accompany the health form. This must include a schedule of how the shots will be administered in order to be in compliance. If a child receives a DT rather than a DTP shot, the doctor must provide a reason for the change. This information must be in the child's folder prior to the start of Summer Camp.

**Discipline:**

No child will be subjected to any form of physical punishment or verbal abuse. We direct and redirect children by telling them what they can do rather than what not to do. Time out is used as a last resort. A signed discipline policy must be in your child's folder prior to the start of Summer Camp.

**Child Abuse and Neglect:**

By North Carolina law, all staff members are required to report suspected cases of child abuse/neglect. If such cases arise, the alerted staff member will report them to the director or designee. The director will then notify the Protective Services Unit of the Department of Social Services. All preschool staff members, even those not directly working with children, have been finger printed and have had a criminal records check done by either S.B.I. or F.B.I. in those instances where a staff member has lived in North Carolina less than five years.

**Playground:**

Children have access to outside play each day under direct supervision of the teachers of Asbury Preschool. Children should wear closed toe shoes with rubber soles such as sneakers. For your child's safety during play, please do not bring them to school in Crocs or dress shoes. Please apply sunscreen prior to coming to camp. We will go outside every day weather permitting. If there is an ozone alert, we will alter our playground time for the children's protection. Children who are not registered for Summer Camp shall not be on the playground during Camp hours. We

encourage you to enjoy the playground area after the Camp day ends. Parents are responsible for the supervision of their children before and after Camp. Please do not allow children to climb the fences or the trees. It is a playground safety rule and causes confusion when it is allowed after camp as well as being dangerous. Parents are responsible for supervising their children if they are using the playground. Sand toys must be placed back in the toy bin and the sandbox re-covered with the fabric cover. Please keep the gate closed at all times.

### **Snack:**

Snack time is a social time for children. The children bless their food before snack and lunch times. Teachers sit with children and interact with them, assisting the children when necessary and working on table skills and manners. Older children will be serving and pouring their snack and drink. Younger children will be learning this skill as well as keeping their places tidy. Snack is provided by the Summer Camp staff. Children are not forced to eat snack but we encourage them to try new things. The snack menu and portions are based on recommendations from the state. Snacks may include pizza, peanut butter and crackers, low sugar cereal such as Chex or Cheerios, fruit, or cheese. There are also special themed snacks throughout the summer. **Parents must notify staff of any food allergies their child may have.** A list of children and their food allergies is posted in the preschool kitchen and their child's classroom. Teachers will verify these allergies with you.

### **Lunch:**

Please provide a simple lunch for your child. Lunch should include *milk or water*, utensils, napkin, and cup, but NO SWEETS or SODA. **NC Licensing requires that only milk or water may be served with lunch.** Sweets such as candy will be returned home. We cannot serve whole grapes, popcorn or nuts to children less than 36 months due to choking potential. If your child's lunch requires refrigeration, parents must provide an insulated lunch box and cooler blocks as required by the Wake County Health Department. Perishable foods not properly packed cannot be served to students at any time. All children are dismissed at 1:15 P.M. *Parents should wipe out or wash their child's lunch box after each use. Sanitation requirements do not allow us to serve a lunch that has been kept in a moldy or dirty lunch box.*

### **Hand washing and Cleaning:**

Summer Camp staff sanitizes kitchen and classroom surfaces each morning with a bleach solution. Toys and other objects are also sanitized. Any toy that is "mouthed" by a child will be removed from the shelf and washed and sanitized by the staff. Staff and students wash their hands before coming into the classroom, before snack and lunch, and before using the water table or cooking. Parents need to wash their child's hands with soap and water before entering the classroom. Hand wash procedures are located near each sink. Restrooms are located near the sanctuary and in the education building closest to the large playground. Classrooms with sinks will have children wash hands in their classroom.

### **Toileting/Potty Training:**

All students in four and five-year-old classes must be **fully potty trained** and able to use the bathroom independently including wiping themselves and being able to pull pants up and down. Students in three-year-old classes are strongly encouraged to be potty trained before attending school. Those who are not potty trained need to wear disposable diapers or pull ups. Staff use protective gloves for each diaper change or clean up after a bathroom accident. The changing table is cleaned with soap and water, followed by a solution of bleach and water. The surface is cleaned after each diaper change.



**Clothing:**

All children should bring an extra change of clothing, including underwear and socks, in a labeled zip lock bag. Diapers and wipes should be included for children who need them. Children should dress in play clothes including sneakers or sturdy shoes. Shoes with smooth bottoms or flip flops or Crocs are dangerous when children are running and climbing and are not acceptable for safe play. Please remove all drawstrings from your child's jacket (hood and waist) and clothing. Reports of children getting injured or choked from their drawstrings have encouraged us to take this policy. We will have water play during Summer Camp. Teachers will tell you when to dress your children in swimsuits and bring towels.

**Personal Items:**

Each child should come each day with a tote bag to keep personal belongings in. It is your responsibility to check your child's bag each day for any notes, artwork, etc. We ask that you place **YOUR CHILD'S NAME ON ALL ARTICLES**, or parts of articles, that come to school (including tote bags, diapers, lunch boxes, and clothing). Do not leave any medications in your child's bag. All medication must be labeled and placed in the lock box in the preschool office. Medicine must be in the original container with the doctor's directions attached. There is a medication form that will need to be filled before we can administer any medication. If your child has an EPI pen, it needs to be in the original container and will be kept in your child's classroom. All other medication must be locked in the medicine box in the preschool office.

**Visitors:**

Visitors are welcome at any time. If you have volunteered in your child's class, please go directly to their classroom. Parents, who are not associated with the preschool, must stop in the office first and they will be escorted to the classroom. For your child's safety, we do not allow strangers wandering around the building.

**Communication:**

Parents will receive information via the door notes, and handbook. Much of this information is also available online at [www.asburyraleigh.org](http://www.asburyraleigh.org). It is the parent's responsibility to read the information sent home with your child.

**Board of Directors:**

Asbury Preschool and Summer Camp are governed by a board of directors nominated by the Church Council of Asbury United Methodist Church. The majority of board members have children in the program currently or in the past. Each board member serves a three year term of office. Board members set policy and procedures for the program. All board members are members of Asbury United Methodist Church.

**Negotiating Difficulties:**

Asbury Summer Camp has an open door policy if you have a concern. Depending on the situation, the director may include the board chairperson or vice chairperson in the conference.

**Special Needs Children:**

Asbury serves children with many different special needs. We ask that children with IEPs from Wake County Public Schools have a copy of it in their file. This assists your child's teacher in planning, modifying the classroom environment, and providing the most positive camp experience for your child.

**General Mills Boxtops for Education:**

Asbury Preschool and Summer Camp participate in the General Mills Boxtops for Education. For each boxtop clipped, Asbury receives ten cents. All money raised in this program goes toward the Teel Padgett Scholarship Fund which provides temporary assistance to families at that attend preschool during the regular school year. Just drop your boxtops in the box in the preschool office.

**Cell Phone Use and Other Electronics:**

Please keep cell phones and other electronics in your car when dropping off and picking up your child from camp. During transition times between home and camp it is important to give your child your full attention and support. A child needs that word of encouragement or greeting during arrival or dismissal from the classroom and your undivided attention when leaving the building and moving into the parking lot. Please refrain from spending time on your cell phone if you are out on the playground before or after Camp. Your child needs your undivided supervision when climbing and playing.

**Falsification of Children's Records:**

If a parent falsifies any part of their child's registration or medical forms including date of birth or immunization records, they will be immediately dismissed from Asbury Summer Camp.

**Medication and Sunscreen:**

*Parents are responsible for putting sunscreen/insect repellent on their child prior to arriving at Summer Camp.* If your child has an allergy and uses an Epi Pen, inhaler, or needs insulin for diabetes, a form must be filled out prior to their first week at camp and signed by the child's doctor. This form is available in the preschool office. If your child already has a form on file from the 2013-14 school year, no additional form is required. Staff cannot administer any prescription or over the counter oral or topical medications without the written permission given by the parent and physician. **NO medications or sunscreen can be stored in your child's tote bag. This is a health department and licensing regulation.**