



Camp Handbook 2020

Our Staff is excited and looking forward to a wonderful summer. This handbook contains Silverlake Summer Camp's policies and procedures, which are important to you and your child.

By signing the online waiver, you agree that you have received and read a copy of the Silverlake Camp Parent Handbook prepared by Silverlake, "The Family Place".

You also agree to follow the policies, procedures, and practices placed before you within the Camp Handbook.

A copy of your child's immunization record is required to attend camp. You can upload it online or turn in a printed copy. Please keep this entire handbook for your records.

Silverlake Summer Camp Handbook

Silverlake, The Family Place
301 Kenton Lands Road
Erlanger, KY 41018
Phone: 859-426-7777
www.silverlakefamily.com

Membership

1. **Silverlake Summer Camp is a member-only program.** All children must be a member of Silverlake to enroll and participate in camp. Membership is specific to Silverlake "The Family Place" and does not include those with memberships specific to our Better Bodies location. If at any time during the summer, your family's membership is expired or terminated; your child will no longer be able to attend camp.
2. **Help with Membership:** All of our membership advisors would be happy to provide you with information regarding Silverlake "The Family Place". For help with membership, please visit our Front Desk or contact Camille Devita at cdevita@silverlakefamily.com or (859)426-7777 ext. 102.

Policies and Procedures

1. **Sign In/Check In:** All children, upon arrival at Silverlake, must be signed in by their parent/guardian. We do not allow car-side drop offs.
Pick up/Check Out: All children being picked up from Silverlake, at any time and under ALL circumstances, must be signed out by his or her parent/guardian or designated pickup person. **We do not allow car-side pick ups.** All children must be picked up no later than 6:00pm or a late fee will be charged. The late fee is \$1 for every minute the parent/guardian or designated pick up person is late, past 6:00pm. Amount should be paid directly to the counselor checking out by cash or check. A debit/credit card or charge to your membership account is not allowed.
2. **Designated Pick-up Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before release of the child will be permitted.
3. **Responsibility for Child:** Silverlake will not assume responsibility of any child before being signed in or after being signed out by a designated pick-up person.
4. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children. Perspective parents can observe by appointment only. Parental visitation is subject to time restrictions to ensure the safety of all children. Parents are not permitted to chaperone field trips.

5. **Child Immunization:** Parents/Guardians must provide Silverlake Academy with a copy of your child's immunization record/certificate.
6. **Age Groups:** Children will be split into age appropriate groups depending upon the grade they will be entering in the fall. If your child would like to be with a friend please designate whom on your child's registration form. **Parents are prohibited from changing his/her child's group without Director's permission.**
7. **Plan of Evacuation/Lock down Procedures:** If an emergency evacuation must occur, all children will be transported to Erlanger Public Library or Dixie Heights High School. Tune to channel 12 for emergency information. All staff are briefed of our lock down procedures prior to working with children.
8. **Lunches:** Lunch is not included in your camp tuition, but is available at an additional cost of \$3.75. If you forget lunch, we will supply the lunch menu item for an additional cost. This fee must be paid the same day lunch is provided or will be charged to your membership account. If you choose to buy on a field trip day, Better Health Café will pack your child a brown-bagged, portable lunch. If packing, **School-Aged children must bring their lunch in a brown/ non-reusable bag.** Lunches will be refrigerated. We are not able to microwave food. If you choose to bring a re-usable or unapproved bag, it will not be refrigerated. Your child will be responsible for their lunch bag/box. **Early Childhood children may bring an insulated or re-usable bag,** as they will not be refrigerated.
9. **Snack:** Snack is provided free of charge to full day enrollees. If you choose to allow your school-age child to purchase a snack from the Better Health Café, you must designate the snack your child can purchase when signing in and whether it will be paid for with a virtual gift card or credit card on file. We do not accept cash for snacks. If you do not designate a specific item, your child will not be charged or receive a snack from the café. **Campers are not allowed to purchase snacks at the outdoor waterpark.**
10. **Lunch/Snack and Virtual Gift Card Procedures:**
Your child's lunch/snack can be charged to the same card you have on file for your membership or you may also add money to a Virtual Gift Card. These two options are labeled "COF" (Card on File) and "VGC" (Virtual Gift Card) at the sign-in table. We are unable to charge lunches to checking or savings accounts. If your child receives a lunch and you have not made proper arrangements or your method of payment has insufficient funds, it will be charged to your Silverlake account. If your card declines for any reason or your virtual gift card has insufficient funds, the costs will be billed to your account. These charges will continue to accrue until you pay your balance or will be billed to a checking or savings account on the 5th of every month. A pricing sheet has been included in your camp packet so you can estimate the amount you will be spending each day. You can check your gift card balance at the front desk or via telephone.

11. **Personal Property:** Silverlake Summer Camp is NOT responsible for lost, stolen or damaged items brought to camp. **Do not bring toys, cell phones, trading cards, video game systems, iPods, tablets, etc.** All personal property must be labeled with child's first and last name. Silverlake retains the right to hold personal property until parent pick-up.
12. **Lost and Found:** Clothing/items left at camp will be placed in Lost and Found at the close of each camp day. It is the parent's responsibility to check daily. Camp items are stored behind the Control Desk in the downstairs lobby. There are also lost and founds located at the outdoor waterpark and the towel desk. Lost and Found items are donated every two weeks.
13. **Change in Personal Information:** Silverlake's Camp Director must be notified immediately when there are any changes in any pertinent information, i.e., telephone numbers, address, emergency contacts, family structure, or any other information designated on registration forms.
14. **Parents Authorization:** I hereby grant permission for my child to be transported by Silverlake and contracted providers chosen by them, to and from the Silverlake campus. I also authorize Silverlake to transport my child at any time Silverlake chooses to transport for daily excursions, without notifying parent or guardian. Walking excursions are also permitted on and around the surrounding property/buildings of Silverlake and the city of Erlanger. In case of emergency on field trips, transportation may be provided by a Director or Coordinator with parent permission.
15. **Field Trips:** **Should you decide that you do not want your child to attend a scheduled field trip, you must find alternate care for your child during these trips.** Silverlake Academy does not provide alternative care during any scheduled field trips. All scheduled field trips, including departure and return times, are subject to change.
16. **Registration and Payment:**
 - Returned Payments:** Up to a \$32 fee will be charged for any returned payments. Any returned payments that accrue in your account will be drafted on the 5th of every month. Accounts that are delinquent may result in suspension or termination from Silverlake Summer Camp without refund.

Payment Options- Absolutely NO credits or refunds are given for absences.

1. **Pay in Full**—Pay in Full for camp by May 1st and receive 5% off total summer tuition. There are no credits or refunds given for absences.

2. **Auto Withdraw from a credit or debit card**— Pay the first week's deposit when you sign your child up for camp. Put your card information on file with Active by clicking the link on Silverlake's website. Tuition will be withdrawn every Monday.

Vacation Week—A parent does not need to pay for any requested vacation period. Days used must be consecutive and must be in the same days as normally attended.

Back-Billing—If you do not preregister your child for a week of camp, you will be charged the following week. If your card declines for any reason, tuition will be reran the following Monday.

Part-time camp is only available for early childhood and kinder camp enrollees. School-age camp is full-week only. Silverlake will not adjust payments for partial weeks or days missed.

17. **Discipline Policy** - Definition of a Behavioral Problem:

- Any behavior by a child that is viewed or deemed unsafe to the well-being of himself/herself, or any other person/child.
- The improper use of language or gestures directed to staff or other children.
- Damage or theft of Silverlake property, the property of others, or an overall disrespect to staff or other children.
- Unwillingness to follow rules of the camp set to ensure the safety and fun of each participant.

Discipline policy is based on age and development of child.

18. **Behavioral Disciplinary Actions**

1. Verbal warning from a counselor
2. Verbal warning from a counselor, documented and given to Program Director
3. Verbal discussion with the Program Director
4. Written notice for parent(s) to be signed, noting details of counselor warning and discussion with Program Director
5. Parent Conference with the Program Director
6. Suspension or termination from Silverlake Summer Camp without refund
 - *Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.

Silverlake retains the right to dismiss any student without prior written notice or a conference with the Director. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.

19. **Bus Rules**— In addition to the discipline policies above, children must follow the bus rules listed below. Incidents occurring on the bus will be documented and dealt with based on the Behavioral Disciplinary Actions listed above.

1. Refrain from eating or drinking on the bus. No food, candy or gum is permitted.
2. Keep hands, arms and objects inside the bus at all times.
3. Remain seated until the bus stops for unloading.
4. Use emergency doors for emergencies only.
5. Do not throw objects from the bus or to others on the bus.
6. Keep aisles clear from obstructions at all times.

7. Toys, games, or any type of electronic devices are not allowed.

20. Schedule for Silverlake Summer Camp & Academy Programs 2019—2020

<u>Program</u>	<u>Dates</u>
Early Childhood Camp	May 26 th , 2020—August 14 th , 2020
School-Age Camp	May 26 th , 2020—August 14 th , 2020
Silverlake Academy Pre-School	August 24 th , 2020—May 22 nd , 2020
After-School Care	TBD

These dates are approximate; we do our best to accommodate the differing schedules of the schools we offer transportation to. If for some reason dates change between January and August (2020), we will adjust our schedule. There are Day Camp options for schools whose schedules do not fit into this timeline. On the dates Silverlake is closed, parents must make alternate arrangements for their child's care.

21. Policy On Release of Children:

Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child by 7:00pm, we shall ensure that:

1. The child is supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Child – At – Risk Hotline at 1(800)792-5200 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
4. If at any time, an authorized pick-up person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director or staff member, the child would be placed at risk of harm, Silverlake reserves the right to not release the child.
5. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the Child – At – Risk Hotline at 1(800)792-5200 to seek assistance in caring for the child.

- 6. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Policy on the Management of Communicable Diseases: If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Once the child is symptom free for 24 hours, or has a physician’s note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/ camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Severe pain or discomfort Infected untreated skin patches Acute Diarrhea Difficult or rapid breathing Episodes of acute vomiting Skin rashes lasting longer than 24 hours Blood in urine	Oral temperature of 100.1 degrees Fahrenheit Red eyes with discharge Swollen joints Sore Throat or severe coughing Visibly enlarged lymph nodes Yellow eyes or jaundice skin Stiff Neck
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Table of Excludable Communicable Diseases

Respiratory Illness Chicken Pox German Measles* Homophiles Influenza* Measles* Strep Throat Gastro-intestinal illnesses Giardia Lamblia	Hepatitis A* Salmonella* Shigella* Whooping Cough Contract illnesses Impetigo Scabies	Meningococcal Mumps Lice (must remove all eggs/nits before returning to Silverlake with note from physician)
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Cause for Temporary Absence

22. Policy on the dispensing of medication: If your child needs to receive daily medication while at Silverlake, you will need to provide a medication form. Forms must state your child’s name, when the medication is to be administered, what the medication is for, and the dosage. If it is a long term prescription (an inhaler or Epi Pen), Silverlake Academy will also require a list

of possible symptoms or reasons your child should need the medication administered. All provided medications should be labeled “no refill”.

23. Communication

If you have questions about the program, field trips, schedules, counselors and day to day activities pertaining to the school-age camp program, please contact Whitney Thomas, Academy Director, at wthomas@silverlakefamily.com or 859-426-7777 ext 103.

If you have questions about the program, visitors, schedules, counselors and day to day activities pertaining to the early childhood camp or pre-school/pre-k program, contact Lisa Caudill, Early Childhood Coordinator, at lcaudill@silverlakefamily.com.

If you have billing questions, please contact Amie Nichols from our corporate office at anichols@silverlakefamily.com or 859-426-7777 ext. 310

If you have questions pertaining to membership at Silverlake or BetterBodies, please contact Camille Devita, Membership Director, at 859-426-7777, ext 102 or cdevita@silverlakefamily.com.

24. Required Supplies

The supplies pertaining to your child’s age group must be provided as needed by the child’s parent or legal guardian. **PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD’S NAME.**

Early Childhood & Kinder Camp (3—5 years) *must be potty trained

- (1 or 2) Extra set of clothes
- Small pillow and Blanket in a bag (napping, early childhood only)
- Backpack
- Swim Suit and Towel
- Gym shoes that are comfortable with socks
- Children should wear clothes that can get dirty
- **Please apply sunscreen to your child every day before arriving at camp**

School-Age (5—12 years)

- Please bring a swim suit and towel everyday
- Wear clothing that can get dirty
- Gym shoes that are comfortable with socks
- Belongings should be brought in a backpack or bag labeled with their name and phone number
- Water Bottle (recommended)
- **Please apply sunscreen to your child every day before arriving at camp**

24. Example of Daily Schedule

School-Age

7:00—9:00a	Drop off in downstairs lobby 8:30—Breakfast is available to be purchased
9:00—9:30a	Group Attendance/Review of Schedule/Stretch
9:30—10:15a	Silverlake Park
10:30—1:00p	Field Trip & Lunch
1:00—1:45p	FunNastics, organized game/free play
1:45—3:30p	Outdoor Waterpark & Snack
3:30—4:15p	Trampoline Park
4:15—5:00p	Gym
5:00—6:00p	Check Out

Field Trip Destination and Visitor Information is provided in your Summer Camp Packet labeled School-Age Schedule. Schedule is subject to change.

Early Childhood & Kinder Camp

7:00—8:30a	Drop off in Academy Room #2 7:45—Breakfast is available to be purchased
8:30—9:30a	Academy Rooms #1 and #3
	Break up into Groups
9:30-10:00a	Trampoline Park/Funnastics
10:00-10:30a	FunNastics/Trampoline Park
10:30-11:00a	Outdoor Waterpark
11:00-11:45	Outdoor Waterpark
12:00-1:00p	Lunch
1:00p-3:30p	Nap or quiet time for Early Childhood campers
1:00-3:30p	Kid's Quest/Bowling/Gymnasium
3:30-4:30p	Snack & Free
4:30-5:15p	Outside Playground
5:15-pickup	Kid's Quest

Daily Schedule and Visitor Information is provided in your Summer Camp Packet labeled Early Childhood Schedule. Schedule is subject to change.

25. ADDITIONAL INFORMATION TO PARENTS

Parental Input. The licensee should appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents. In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee should provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Communication. At the beginning of each day Silverlake will provide a lesson plan.

Parent Visits. You have the right to visit the center and your child at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and

must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

PROGRAM RESPONSIBILITIES:

Providing Information to the State Licensing Bureau

The program should make available any information requested by the State Licensing Bureau to determine compliance with any licensing regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. Anyone who has reasonable cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse (859) 824-7585. Parents may secure information about child abuse and neglect by contacting The Cabinet for Health and Family Services 275 East Main St. Section 3 E-G Frankfort Kentucky 40621 (859) 246-2301.

Notification of Injury

The licensee should notify you immediately of any injury which requires emergency care. The licensee will also notify you, in writing, within 24 hours, if any in depth first aid is administered to your child.

Availability of State Licensing Regulations

The program should maintain a copy of the state licensing regulations on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulation, ask the center to show them to you.

Early Childhood & Kinder Summer Camp

	Full Week	Full Week	MWF	MWF	TR	TR	Discount	Amt Due
	Full Day	9a-1p	Full Day	9a-1p	Full Day	9a-1p		
Week 1: May 26th-29th	\$180	\$100	\$125	\$85	\$125	\$85		
Week 2: June 1st-5th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 3: June 8th-12th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 4: June 15th-19th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 5: June 22nd-26th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 6: June 29th-July 3rd	\$215	\$120	\$155	\$105	\$125	\$85		
Week 7: July 6th-10th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 8: July 13th-17th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 9: July 20th-24th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 10: July 27th-31st	\$215	\$120	\$155	\$105	\$125	\$85		
Week 11: August 3rd-7th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 12: August 10th-14th	\$215	\$120	\$155	\$105	\$125	\$85		
Week 13: August 17th-21st	\$100	\$100	\$60	\$60	\$40	\$40		
*Week 13 reserved for enrolled Academy students only!							Total Due	

School-Age Summer Camp Weekly Options

	Price per Week	Sibling Discount	Amt Due
Week 1: May 26th-29th	\$180		
Week 2: June 1st-5th	\$215		
Week 3: June 8th-12th	\$215		
Week 4: June 15th-19th	\$215		
Week 5: June 22nd-26th	\$215		
Week 6: June 29th-July 3rd	\$215		
Week 7: July 6th-10th	\$215		
Week 8: July 13th-17th	\$215		
Week 9: July 20th-24th	\$215		
Week 10: July 27th-31st	\$215		
Week 11: August 3rd-7th	\$215		
Week 12: August 10th-14th	\$215		
Week 13: August 17th-21st	TBD		
Total Due			

*A \$10.00 sibling discount is offered if enrolling more than one child in any full camp week.