



## Summer Camp Handbook

Welcome! SNYP is an outreach ministry of Sunrise Community Church, serving the children of our community by providing low-cost, high quality care. Please take time to read our policies and discuss them with your child.

### IMPORTANT NOTES:

1. Registration fees are due with completed paperwork in order to enroll your child. These fees are non-refundable if your child does not attend.
2. Please be accurate in the weeks you sign up to use. You are responsible financially for all weeks you sign up for unless written notice is given to the Director two weeks in advance.

We look forward to a great summer and to meeting old friends and making new ones. Thank you for sharing your precious gifts—your children—with us.

### PHILOSOPHY

The purpose of Sunrise Neighborhood Youth Program (SNYP) is to provide safe, low cost, organized recreational and social activities for the school-aged child in a Christian atmosphere. It is our desire to provide the best care and positive learning experiences for each child by creating an environment where your child feels loved and accepted by God and others. We feel each child is a unique individual and we will strive to develop positive self-concepts and a sense of belonging. Our materials and activities are designed to promote growth in social, physical, spiritual and cognitive development. We will strive to work together with you to promote the healthy growth of your child.

## Policies and Procedures

**DATES/HOURS-** Summer Day Camp consists of weekly sessions beginning June 4<sup>th</sup> and continuing until August 10<sup>th</sup>. Camp hours are Monday - Friday from 7:00am to 6:00pm. The camp is held at Sunrise Community Church, 4430 Manchaca Rd. Camp will be CLOSED on the 4<sup>th</sup> of July.

**AGES-** SNYP provides activities for school-aged children age three through middle school. Youth who have completed sixth grade and above are also eligible to apply for our junior counselor program. You can speak to Ashley for details about the junior counselor program. Please note that the JC program has different guidelines and additional requirements. It is a service opportunity for older students and does not qualify for day care. Youth who are not chosen for the JC program may still enroll as campers.

**PROGRAM-** Our program consists of a variety of activities including STEM, arts and crafts, music, drama, games, devotions, community service, swimming, field trips and much more. Field trip notices will be posted, in advance, on the sign out desk. Please be sure to keep up with the notices so your child can take full advantage of the special activities we offer. On certain field trips we will be walking, children must wear their SNYP camp t-shirts on outings.

**ATTENDANCE-** We operate on a week to week basis throughout the summer. Children may attend all summer or a specific number of weeks. In order to plan staffing needs you must specify, on the registration form, the weeks your child will attend. Please be accurate. In order to keep fees as low as possible, we must charge you for all weeks you enroll in unless you give written notice two weeks in advance so that we can fill your spot from the waiting list. Please notify the Director when your child will be absent. There is no reduction in tuition when your child is absent. Should you find that you need to add a week during the summer, please contact the Director to get your child's name placed on the list for that week.

**EMERGENCIES-** Emergencies requiring care by a physician will be handled on an individual basis. In all cases, parents will be notified immediately. It is the responsibility of the parent to keep current phone number(s) on file. We have an agreement with South Austin Medical Center and an on-call physician in the case of an emergency of an urgent nature.

**HEALTH POLICY-** A child should not come to camp if he/she has a fever, vomiting, diarrhea, active cold signs, or communicable illness of any kind. Should a child become ill while at camp, parents will be notified and arrangements must be made for the child to be picked up as soon as possible. We follow the guidelines established by the Texas Department of Protective and Regulatory Services when determining if a child may remain at camp.

REGISTRATION AND FEES- Enrollment will be affective when registration forms have been completed and received with the appropriate fees. If your child does not attend the entire fee is non-refundable. There is a one time registration fee of \$30.00 plus a \$30 fee to reserve your spot for each week enrolled. No registration fees are refundable for any reason.

Please Note: If you have registered for a week and do not give written notice two weeks in advance that your child is not attending that week, you will still be responsible for payment in full. Your written notice must be emailed to the Director, you will receive a confirmation.

Tuition must be paid at the office or in the drop box. Please do not hand your tuition payment to staff members or send it with your child.

LATE PICK UP FEES. If children are picked up after 6:00pm, a late fee will be assessed as follows: \$1.00 for every minute beyond 6:05pm. All late fees are payable at the time of pickup. Please call in advance if you know you will be late although, the late fee will still be collected.

ARRIVAL/ DEPARTURE PROCEDURES- Parents/guardians must enter the building to sign their child in and out every day. Please accompany your child to a staff member in the morning, and notify a staff member that you are taking your child at the end of the day. Only those people you have designated to pick up your child will be allowed to do so.

LUNCHES AND SNACKS- Children who bring their own food should bring a sack lunch with a drink and two snacks. Capitol Area Food Bank will be providing lunch and an afternoon snack throughout the summer.

MEDICINE- A medication consent form is to be completed by the parent or legal guardian. Prescription medicine must be in the original pharmacy container with the current prescription label listing the child's name, date, the doctor's name, directions concerning dosage and the pharmacy number. All medicines will be given at lunch unless special arrangements are made. Non-prescription medications will only be administered to children if their parent has brought the medication in its original container and completed a medication consent form.

## WHAT TO BRING:

- Towel for resting on, and a book to read while resting
- Swimsuit, swim towel, hat, flip flops to wear to the pool
- Change of clothing
- Water bottle
- Lunch and snacks, if desired

## WHAT NOT TO BRING:

- Money
- Toys, cell phones, video games, electronic devices, etc.
- Pillows
- Soda and candy

If these items are brought to camp, staff members will place them in the office for safekeeping until a parent can retrieve them. If staff members need children to bring a game, toy, or money for something special, they will inform you in writing ahead of time. Sunrise or it's staff will not be responsible for damage, loss, or theft of personal items.

## RULES OF CONDUCT

- Children's actions should reflect respect for staff, other campers, themselves and Sunrise property.
- Children are expected to follow instructions given by the staff.
- No child will be allowed to do anything that endangers themselves or others, or prevents the staff from leading the group.
- Children will be asked keep their hands and feet to themselves.
- Disruptive behavior will not be allowed.
- Foul, disrespectful language will not be allowed.
- Children must be with a staff member at all times.
- Damage caused by a child to any part of Sunrise Community Church or surrounding property or any property encountered on a field trip must be paid for by the parent/guardian and may be grounds for dismissal from the program.

CONSEQUENCES OF NEGATIVE BEHAVIOR- Positive reinforcement and redirection are best and usually resolve potential problems. However, if the child does not respond and negative behavior continues, our policy is as follows:

First offense: Warning

Second offense: Loss of privileges

Third offense: Parent conference

Fourth offense: Possible suspension, removal from program

SNYP reserves the right to ask any child to leave the program due to uncontrollable or unacceptable behavior that cannot be corrected with the above discipline guidelines.

SWIMMING AND FIELD TRIPS- All children will be going to the pool 1-2 times weekly. On the first visit all children will take a swim test to assess their swimming ability. Only children who pass the swim test will be allowed to use the diving board regardless of what is indicated on their enrollment form. Field trips will be posted on the sign in/out table along with any additional information you may find helpful.

FEES AND PAYMENT GUIDELINES- SNYP is proud to provide the most affordable summer camp program in Austin. Our enrollment policies have always been structured to provide the most flexibility possible. We will continue to allow the flexibility of enrolling for individual sessions, but we must adhere strictly to the following policies:

- Registration fees are \$30. This is due at enrollment and is non-refundable and nontransferable.
- Weekly sessions are \$130
- A camp deposit of \$30 for each week enrolled can be paid. This fee will guarantee a spot is being held for your child for your chosen weeks. This fee will be deducted from your total weekly camp fees as they come due. These deposit fees are non-refundable and non-transferable.
- The balance of each week is due 1 week before the session begins. A schedule of payment due dates is included below. A \$20 late fee will be charged if payment is received late.
- Additions can only be made if space is available; students will be placed on a waiting list and notified if space becomes available.
- Cancellation: There is no cancellation fee if written notice is received two weeks (14 days) or more before the first day of the session. The best way to cancel is by email, an email confirmation will be sent to you when your notice is received. Otherwise, you will be held responsible for the full amount of camp fees due, regardless of whether your child attends camp.

**CHILDREN WILL NOT BE PERMITTED TO ATTEND CAMP UNLESS PAYMENT HAS BEEN RECEIVED AND PROCESSED.**

PAYMENT OPTIONS- We accept checks, money orders, cash, or credit cards. We also offer auto pay for credit cards and debit cards.

NSF PAYMENTS- If your auto pay debit or credit card payment is not honored by your bank or credit card company, if your check is returned by your bank, or if your auto pay draft is declined, you are still responsible for the payment, plus an additional \$20 service charge.

## PAYMENT SCHEDULE

CAMP WEEK AND THEME	SESSION DATES	PAYMENT DUE DATE
1- Aloha Summer	June 4-8	May 28 <sup>th</sup>
2	June 11-15	June 4 <sup>th</sup>
3- Nature	June 18-22	June 11 <sup>th</sup>
4	June 25-29	June 18 <sup>th</sup>
5- Double Dare	July 2-6	June 25 <sup>th</sup>
6	July 9-13	July 2 <sup>nd</sup>
7- Around the World	July 16-20	July 9 <sup>th</sup>
8	July 23-27	July 16 <sup>th</sup>
9- The Arts	July 30- August 3	July 23 <sup>rd</sup>
10	August 6-10	August 30 <sup>th</sup>