



Adams Traditional Summer Camp

Open to Preschool through 8th grade

**Parent Handbook
&
Statement of Services**

602-938-5517

A Choice Services, LLC. School
(revised 4/2023)

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To register, please complete pages 8-13 and return to the school with all necessary paperwork.

ALL items on the checklist and the \$95 non-refundable registration fee must be received to complete your child's enrollment.

Mission Statement

The Summer Camp program offers a safe and nurturing environment to enrich the lives of children from grade level Preschool (age 3 and older and fully potty trained) through 8th grade. The Summer Camp program will provide families the security and confidence that their child is in the care of competent and skilled staff creating a sense of community among all grade levels.

Program Goals

The goal of our summer camp program is to provide a secure environment for self-discovery, team-building and creative expression. Each day will offer something new, indoor and outdoor fun, individual activities and group play, recreational and flexible learning experiences. Campers will be supported in developing self-confidence through social interactions and skill building projects.

Our Staff

Members of our staff are CPR and First Aid certified, hold valid fingerprint clearance cards, have passed background checks, and are well-trained in the care of children of all ages.

Hours of Operation

Monday through Friday

May 31 — July 14

7:00 a.m. to 6:00 p.m.

*The program begins on Wednesday due to Memorial Day and staff training.

Payment of Fees

Payment is due in **advance** each Friday for your child's participation for the next week.

Fees not paid by your child's first day of attendance each week will be assessed a \$10 late fee, which must be paid prior to your child returning to camp.

Contact Information

Building A Camp Room

Phone: 602-938-5517 ext. 137

Building B Camp Room

Phone: 602-938-5517 ext. 300

Building B Drop-off Area

Phone: 602-938-5517 ext. 318

ATB Front Office

Phone: 602-938-5517 ext. 327

Mrs. Preston, Account Manager

Phone: 602-938-5517 ext. 106

E-mail: cpreston@choiceacademies.org

Mrs. Ryder, Director

Phone: 602-938-5517 ext. 327

Email: dryder@atbchoice.org

Program Fees

Registered students of the school are welcome to join. We are accepting children going into preschool (age 3 and completely potty trained) through 8th grade.

\$42.00 camp fee per child per day.

All fees must be paid one week in advance.

10% Multi-child discount. Oldest child pays full price. The 10% discounted rate is then applied to each additional child.

Registration Fee

A non-refundable registration fee of \$95.00 per child is due at the time of program enrollment with a completed packet.

Late Pick-Up Fee

The program closes at 6:00 p.m. Students who are picked up after the program closes will be assessed a late pick-up fee of \$10.00 in addition to \$1.00 per minute that he/she is in the program after 6:00 p.m.

How and Where to Pay

Payment may be paid at the school by cash, check, or money order. Checks and money orders should be made payable to Adams Traditional Beginnings or ATB. Payment can be made to either the front desk or in one of the payment drop boxes located in the multi-purpose room and the front office. Please do not put cash in the drop boxes. Credit card payments may be made online via our website www.choiceacademiespayonline.org. **Field trip payments should be made separately from camp fees.** Please see page 5 for more information.

Toileting

Adams Traditional Beginnings holds a state license for three-year-old children who are fully potty-trained. A child who is fully potty-trained can use child size and adult size toilets, recognizes the need to use the restroom without reminders and can independently manage cleaning themselves and redressing. An occasional belt, zipper, or button may require an adult's assistance. Toileting accidents will be handled discretely and in a caring manner. If a child is experiencing three or more accidents in a week, we reserve the right to place your child on a re-training plan that will include time away from school/camp.

Late Pick-Up

The program closes at precisely 6:00 p.m. Students who are picked up after the program closes will be assessed a late pick-up fee of \$10.00 in addition to \$1.00 per minute that he/she is in the program after 6:00 p.m. Any student left one hour after the normal operating hours will be considered abandoned, and the proper authorities will be notified.

Non-Payment

Payment is due in **advance** no later than Friday each week for your child's participation for the next week. Fees not paid by your child's first day of attendance each week will be assessed a \$10 late fee, which must be paid prior to your child returning to camp. A credit will be applied to your child's account for any unused days that have been paid for in excess of weekly fees. A balance owed carries forward and prevents your child, and his or her siblings, from participating the following week.

Discounts

10% multi-child discount. The oldest child pays full price. The discount is then applied to each child after the oldest child. No discount applies to the registration fee.

Enrollment/Disenrollment

Children who enroll in the Summer Camp program must complete a registration packet before the child(ren) can attend Summer Camp. Should a child be withdrawn prior to the end of Summer Camp, charges will be based on the days of attendance in the program. No advance notice is required to withdraw your child(ren) from the program.

Daily Sign-In and Sign-Out

Only individuals listed on the emergency blue cards will be allowed to pick-up students from Summer Camp. Authorized individuals listed on the child's emergency blue card will be required to sign-in the child at drop-off and sign-out the child at pick-up, in accordance with state requirements. In the event your child will be picked up by someone not listed on your emergency blue card, you must call the school and provide phone authorization. This phone authorized person will be required to show photo identification before the release of a child.

Once you have completed the electronic clock-in/clock-out, please proceed to the sign-in/sign-out sheets. The sign-in sheets are audited by the state and are required to be filled in properly. If for any reason an error is present on your child's sign-in sheet, a staff member is **REQUIRED** to ask for you to correct the line item. Please assist us in keeping these records clear and precise by following these guidelines:

1. Make certain you are signing your full name on YOUR child's line.
2. Please use the appropriate time at drop-off and pick-up. Do not PRE-SIGN any line for any reason.
3. Due to the nature of our state audits, please note the exact time to the minute.
4. Please make sure your signature is clear and legible.
5. Please instruct anyone picking up for you that this process is extremely important and to have identification ready.

Meals/Snacks

Breakfast and lunch will not be served. Please bring a sack lunch from home for your child(ren) each day. Students should also bring nutritious snacks to eat throughout the day. Free and reduced meals are not available during Summer Camp.

Transportation

Transportation will be provided for any scheduled off-campus field trips. Otherwise, there will be no transportation provided to and from the Summer Camp program. Bus transportation will be provided for students attending off-campus field trips.

Child Records/Updates

It is extremely important the Summer Camp program receive prompt updates regarding any address or phone number changes as well as any illness, allergy or family circumstances that may need to be on record. Never hesitate to inform the Summer Camp program of anything that may be affecting your child personally. Our staff is obligated to keep information you share confidential, and it may assist in handling situations arising during their day.

Pick-up/Drop-off

For children participating in the Summer Camp program, a parent or authorized adult will need to take the child directly to the Summer Camp program. **Do not drop your child off in the parking lot and leave. A parent or authorized adult will be responsible for the sign-in and sign-out of the student.** It is the responsibility of the parent or authorized adult to sign-out the child every day.

Discipline Guidelines

The staff members and administration of the Summer Camp program will use every opportunity to reinforce proper behavior and redirect improper behavior. If a child exhibits behavior that is harmful to himself, others or property, or acts disrespectfully or defiantly, consequences will be imposed. Forms of discipline used in accordance with the age and circumstances of the infraction include, time-out, losing recess or other privileges, phone call to the parents, removal from the program for the day, and suspension from the program. If a child's behavior continues to disrupt or interfere with the objectives of the Summer Camp program or if the child's behavior has shown malice toward another student more than three times, the student's enrollment will be terminated with no refund granted. Snacks and meals will not be withheld for discipline purposes.

Parking Lot and Campus Safety

Please follow all directional arrows in the parking lot and drive at slow, safe speeds to ensure the safety of our families and staff. All children are required to be brought into the facility by an adult. Children will be in the presence of a qualified staff member at all times while on campus.

Fire Drill and Evacuation

Fire drills may be conducted during the normal operating hours of Summer Camp. The children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and to remain with the group. It is helpful if parents have a discussion with their young children regarding these safety practices.

Field Trip Information

Field trips will be scheduled through the summer both on and off-campus. A schedule of field trip and events and their times, locations, age groups and fees will be made available the first week of summer camp to all families enrolled. Permission forms will be required for each event.

Fees and permission forms must be returned no later than the Friday of the week before the field trip. Due to payment processing requirements, late registrations will not be accepted. Students not attending the field trip will participate in supervised activities on campus. **Field trip fees are non-refundable.** If you'd like your child to have extra money to purchase items not included in the field trip fee, please send it with your child on the day of the field trip. Extra money sent will be your child's responsibility. Please refer to page 2 (How and Where to Pay) for payment options.

Tablet/iPad Policy

Summer Camp will have many engaging activities for campers to participate in each day. 1st through 8th grade Summer Campers may be allowed up to one hour per day to use their personal devices, tablets, or iPad during snack, free time, or lunch. The preschool/kinder camp does not allow tablets and iPads to be brought with a student.

In order for your child to bring their tablet or iPad, a contract needs to be signed by the summer camp participant, parent, and Summer Camp director. Contracts will be handed out on the first day of camp.

If you choose to allow your child to bring a personal device to campus, you do so **at your own risk**. All personal items should be clearly marked with your child's full name. Summer Camp will not be held responsible for lost or damaged items. Misuse of these devices is subject to disciplinary action and confiscation of the device and the device will be returned to the parent.

Online Payment Information

Choice Academies accepts payments made through Edutrak, an online payment system. Payments for Summer Camp, and scheduled field trips are accepted through this online system.

Credit card and debit card transactions have a \$3.00 per use fee. You are under no obligation to use this system. Cash and checks are still accepted at the front office for all payments for all programs. We do not accept credit cards on campus.

It is easy to get started. Our online payment site is www.choiceacademiespayonline.org. Family Key information is not required to make payments for Summer Camp. Once you are logged into the website, go to the school of your choice (ATA or ATB) and select the summer camp icon for the payment you are making. Follow instructions to complete your payment. If you need assistance completing an online payment, contact the business department at 602-938-5517.

Licensing

The Summer Camp program is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing located at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. Arizona Department of Health Services can be reached via phone at, 602-364-2539, toll-free 800-615-8555, fax 602-364-4768.

Inspection reports from the Arizona Department of Health Services are available on site.

Insurance

Liability insurance for Adams Traditional Beginnings is carried by Choice Services, LLC. through Hanover Insurance Company. Documentation of the liability insurance coverage is available for review on site.

Pest & Weed Control

Adams Traditional Academy and Adams Traditional Beginnings routinely has the premises sprayed with pesticide. A notice will be posted in the Building A lobby a minimum of 48 hours before the pesticide is applied to the facility's premises and remain posted for 48 hours after application. Records will be maintained and may be accessed on site.

Insect Control is done monthly by Griffin Pest Control.

1. Posting of pest control will be 48 hours in advance of application.
2. Posting will include name of chemical/s, concentration, and location of application.
3. MSDS of each applied pesticide is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24 month period.

Weed Control is done quarterly by Arizona Weed Guard.

1. Posting of weed control will be 48 hours in advance of application.
2. Posting will include name of chemical(s), concentration, and location of application.
3. MSDS of each weed spray application is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24 month period.

Emergency and Medication Policy

Proper authorization forms will be required to have a staff member administer any prescription medication. Only prescribed medication in its original container with doctor's instructions posted will be administered at camp. All medications are kept under lock and key. In case of illness, a parent will be contacted for the child's retrieval within a reasonable time frame. When a parent cannot be reached, the secondary contact person from the enrollment information will be contacted. In case of fire, accident, evacuation or other school emergency, the Summer Camp staff will follow procedures appropriate for the circumstances and authorities will be called upon for assistance.

Health Policy

We care greatly for the well-being of our families and staff. For that reason we want to keep the spread of illness and infection to a minimum. If your child has experienced any of the following in the past 24 hours, please keep him or her at home.

1. Fever of 100 or more
2. Vomiting
3. Persistent diarrhea
4. Flu symptoms
5. Severe cold symptoms (green mucus)
6. Conjunctivitis
7. Unexplained rash
8. Head lice or nits
9. Rapid or labored breathing
10. Other contagious illness or infection

Campers are welcome to return once symptom-free for 24 hours without the aid of medication. A slight cough and slight runny nose, as long as it is clear, are not reason enough to keep a child home. If your child becomes mildly ill while at camp, we will keep him/her comfortable and isolated from the rest of the campers. You will be notified immediately to pick up your child. If you are not reachable, the emergency contacts listed on the **blue card** will be called and asked to pick-up your child in a timely manner. We ask that you inform the school of any contagious illnesses so we can post an alert on the Parent Information Board.

Injury: If your child is injured and needs anything beyond simple first aid treatment, a staff member will determine whether there is time to consult a parent by phone or pursue emergency services first. An incident report will be filled out and any first aid given by the school will be noted within 24 hours. When a child needs to be transported, parents will be notified to meet at the hospital and a staff member will accompany the child to the hospital. All emergency phone numbers are kept in a centrally located binder.

Allergies: Parents should notify staff if the student has any allergies.

Hazardous Materials: All toxic and hazardous items will be kept out of the reach of children.

Cleaning: Tables and counters will be sanitized routinely throughout the day. Restroom cleanliness will be monitored frequently. Professional cleaning services will be utilized daily.

Infection Control: Children will be instructed to keep hands clean especially after toileting and in preparation for snacks and meals.