

# **After School Adventures**

## **Parent Handbook**

### **2019-2020**

#### **Welcome**

The following information should serve as a general outline of what you can expect in our program. We look forward to working with both you and your family!

Our goal for After School Adventures is to provide a safe and fun environment to your children where they can grow socially, physically, emotionally & spiritually alongside other children their age. Camp Lake Stephens sits on 150 acres and offers many unique experiences such as hiking, canoeing, swimming, archery, and much more! Our staff members look forward to walking alongside your children each day and giving them opportunities to receive academic guidance and participate in various exciting camp activities.

#### **Registration Requirements**

The child must currently be in Kindergarten through 4<sup>th</sup> grade to be a part of After School Adventures.

- A registration fee of \$175 is required.
- Registration forms must be completed and delivered to the camp office by hand no later than August 20, 2019
- The “Parent Handbook Checklist” form must be signed and returned with registration forms.
- Current certificate of immunizations must be on file.

*Please note that After School Adventures at Camp Lake Stephens is not a special needs program and may not be suited for individuals with special needs.*

#### **Payment Options**

Price per session is \$100 (1 session covers 2 weeks).

Payments can be made by session, semester, or year.

If you choose to pay by session, invoices will run bi-weekly. Please refer to your After School Adventures events calendar for all payment due dates. An email will be sent out the week prior to the payment due date. The Thursday before, a hard copy will be sent home. If we have not received your payment by the Wednesday after the due date, you will be notified that morning of a \$5.00 late fee, and your child will not be allowed to return until the fee has been paid. Because counselors are hired based on the enrollment, we cannot refund tuition for days your child may be absent.

#### **Hours of Operation**

- Monday – Thursday from 3 p.m. – 6 p.m.
- The program will begin the Tuesday after Labor Day (9/3/19) and will primarily follow the same schedule as Oxford and Lafayette County schools, including holidays.
- School Pick-Up will take place at Lafayette Lower Elementary, Lafayette Upper Elementary, Bramlett Elementary, Oxford Elementary, & Della Davidson Elementary

#### **Inclement Weather**

In the event of inclement weather, After School Adventures will follow the cancellation of the local school systems. We will not meet if Lafayette County or Oxford City Schools cancel classes.

### **School Pick-Up**

It is very important to notify us if your child will not be picked up by us on a specific day. We cannot leave the school until the school confirms your student's absence, early pick-up, or pick-up change. In order to have an efficient pick-up schedule, we need to be notified if your student's pick-up method will change prior to 1:30pm daily.

### **Parent Pick-Up**

Dismissal starts at 5:30 p.m. and ends at 6:00 p.m. During this time, participants will be playing games at the Snack Shack, and you will pick them up at that location. A CLS staff member will be directing the flow of traffic through camp during this time.

### **Late Fees**

The program ends at 6:00p.m. Beginning at 6:05 p.m., a late fee of \$1.00 for each minute per child will be assessed, payable immediately upon pick-up.

### **Children must be picked up by one of the persons authorized on the Release Form.**

If your child will be picked up by someone other than you, please call and let us know who will be coming in your place. They will be required to produce picture identification to protect the safety of your child. If someone who is not on your authorized pick-up list will be taking your child home, you will need to add their name and information to the student's release form prior to pick-up. You may call and give verbal confirmation, e-mail, or fax the information to the After School Coordinator.

### **Expectations and Discipline Policy**

Children will be expected to follow the staff's instructions at all times, to observe the rules and guidelines for each activity, and to respect each other and each other's possessions. **Physical fighting and bullying will not be tolerated. In the event of physical violence, the parents will be notified and the child will be dismissed immediately. As a result, the child will be asked to not attend their next scheduled day.**

1. Age appropriate, constructive disciplinary practices are used for the children in care.
  - a. Discussion with child about appropriate behavior
  - b. "Time Out" from ongoing activity
  - c. Consultation with parents or guardians to seek answers or understanding of behavior
  - d. If the problem escalates or does not improve, dismissal from the program may be necessary

If the problem is not resolved by these means, temporary or permanent suspension may be enforced for the well-being of others in the program.

2. Children are not subjected to discipline which is severe, humiliating, frightening, or physically harmful to the child.

### **Attendance**

Please call us as soon as possible if your child will not be attending our program for any reason. Any day that the child arrives at the program, it is understood that the child will be there until dismissal, unless the parent or guardian arranges otherwise.

Additionally, children should not attend after school programming if the child has not attended school that day due to illness or suspension. In the event that a child becomes ill while at camp, a parent will be notified and the child will be isolated until the designated person comes for the child. If the parent cannot be reached, the emergency contact person will be notified.

**Contact Information**

Please e-mail or call us if you have any questions or concerns. Also, please let us know if any of your contact information changes at any time.

Chap Fenwick – Assistant Director

Main Office Number: 662-234-3350

Email: [chap@camplakestephens.com](mailto:chap@camplakestephens.com)

**Thank You**

Thank you for the time you have spent learning about our policies and plans. Our hope is that you will keep a copy of this information and refer back to it if you have any doubts or questions. If you need further information, or simply have a question, feel free to give us a call at 662-234-3350, or email us at [chap@camplakestephens.com](mailto:chap@camplakestephens.com).

We look forward to the opportunity of building meaningful relationships with both you and your children over the course of this year!

Camp Lake Stephens | 117 Camp Lake Stephens Dr. | 662-234-3350 | [www.camplakestephens.com](http://www.camplakestephens.com)

## **Parent Handbook Checklist:**

I have reviewed and understand the policies of After School Adventures listed in this Parent Handbook.

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**Parent/Guardian Signature**

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**Date**

**Please turn in this form only from the handbook. Hold on to the remainder of the handbook to reference in the future if needed.**