



EL CENTRO DE ABRIENDO PUERTAS PARA FAMILIAS
OPENING DOORS FOR FAMILIES, INC.

Summer Camp 2016

Parent/Guardian Handbook



Dear Parents and Guardians:

Welcome to Abriendo Puertas/Opening Doors (AP/OP) summer camp program 2016.

Parent Communication

We want our families to feel that they can share their concerns, comments and suggestions with us. If you have any questions or problems with Abriendo Puertas/Opening Doors summer camp, please speak to the Program Director.

This handbook is designed to give parents and guardians a helpful insight into the summer camp program offered by Abriendo Puertas/Opening Doors. It includes detailed information about summer camp activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during summer camp.

HOURS OF OPERATION

Monday – Friday
Hours – 9am-3pm

Camp Information

Village Residents only
Camp starts Monday, June 27th to Friday, August 5th
Ages of participants 5-13 (child must have completed 1st. year of Kindergarten)
Camp is closed on July 4th

Thank you for enrolling your child in our program.

Ivette O’Sullivan
Camp Director

Mission

Abriendo Puertas/Opening Doors provides an educational adventure shaped by fun, friends, featuring science, natural wonder and humanist values.

Values we teach: integrity, empathy, creativity, critical thinking, and community.

Vision

Abriendo Puertas/Opening Doors envisions a world in which children grow up exploring, thinking for themselves, connecting with their communities, and acting to make the most of life for themselves and others.

Our Pledge

The Program pledge is to offer high quality care and programming with lasting benefits to children, families, and the community.

Our Philosophy

We intend to create a warm and happy place for children in a positive environment . We all share a common goal- to provide a safe and trusting atmosphere in which the children can grow, develop new interests, create friendships, and have fun.

Program Goals

1. To foster a positive self image in our children and a belief in their own ability to succeed by recognizing their talents, accomplishments, and worth as individuals.
2. To provide a safe and fun environment for personal and social growth
3. To encourage exploration of the natural world
4. To provide opportunities for children to learn new physical skills and channel energy into a variety of athletic activities.
5. To enable children to develop their own minds and unique perspectives through programming that encourages imagination, reflection, and expression.
6. To offer a safe, quality, and affordable program option to parents who need summer camp service.
7. To build character and a strong sense of values by stressing the importance of caring, honesty, respect, and responsibility, and trust.

ABRIENDO PUERTAS/OPENING DOORS (AP/OP) SUMMER PROGRAM CONTACT INFORMATION:

**2582 South Ave.
Wappingers Falls, NY 12590**
(845) 605-2519 or (845) 297-8773 ext. 7
Email: abriendopuertas65@gmail.com

For concerns about your child and/or questions about schedules, tuition, policies, or staffing, please call the Camp Director Ivette O'Sullivan at **(845) 605-2519**

To report an absence, a change of pickup information, or a pickup delay, please inform the program site director or call the camp director Ivette O'Sullivan **(845) 605-2519**

Drop-off

Sign your child in at the sign-in desk each morning when you bring your child to camp. AP/OP does not and will not assume responsibility for children that arrive before the start time (9:00am).

Early Pick-up

If your child will be leaving early, please notify the program site director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Sign In/Out Procedures

Parents/Guardians Responsibilities

- All campers registered in the summer program are signed in and/or out daily. This includes a full signature at the time of morning drop off and afternoon pick up.
- It is very important that **AP/OP** be notified of a child's absence No later than 9:00am.
- Only those adults authorized to pick up (as stated on the camper's authorized release form) will be allowed to pick up the campers from AP/OP summer camp.
- Prior written notice is required if any persons other than those listed on the authorized release form should arrive to sign out your child.
- **A photo ID must be presented to pick up each camper. Please bring a photo ID with you everyday. Note: Appropriate legal paperwork is required to be on file with AP/OP when the custodial parent requests the camp not to release a child to the other parent.**
- It is important that if your child becomes ill while at AP/OP camp, a parent/guardian or designated emergency contact must be available to pick up your child.

Late Pick-up

We close promptly (at 3pm). For all children not picked up by the end of the program the following late policy will be in effect: First 5 minutes: Grace Period

Each 5 minutes thereafter: \$5.00 per child the late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

AP/OP should be notified if you foresee late arrival, as it is often stressful for a child when parents are late. **NOTE:** When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above “late pick-up” policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

Communication

- ❖ On the first Monday of each session you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference. Trip fee are additional. Signs will be posted outside the clubhouses in reference to field trips and special events. Please make sure that you take time to read them at the end of each day so that your child does not miss out on any activities.
- ❖ An indoor facility may be used in the event of inclement weather. Notices will be placed at the clubhouse to let you know where to drop off your child.
- ❖ The camp concession stand will be open on a daily basis to sell refreshments and snacks.
- ❖ Sprinklers may be used in the afternoon on hot days. Your child will need a towel and appropriate clothes and footwear on these days. **Please label all items.**
- ❖ The United Methodist Church will provide lunch daily.
- ❖ In the event that your child has food allergies and needs to bring a bagged lunch with them please make sure you use ice packs. We do not have sufficient refrigeration space to store the lunch bags. Your child’s name must be on the lunch bag.

Children at Risk

Parents who arrive at AP/OP camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child’s emergency contact list
- Call the other parent
- Call a taxi
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Billing Policy and Payment Procedures

Payments \$ 50/ week per child must be made prior to the child’s participation in the program and will be made to the **(ABRIENDO PUERTAS/OPENING DOORS).**

Program fees are charged on a weekly basis and payments are collected on the Friday prior to the Monday start dates using cash, money order, check- No credit cards. (Checks and money orders made out to Abriendo Puertas/Opening Doors).

1. Failure to pay: If payment cannot be made on set date, parent must contact the Program Director to schedule a day to make payment.
2. Bounced check fee: A fee of \$35.00 will be charged for returned checks plus checks will no longer be accepted; cash or money orders must be submitted instead.
3. An additional fee is charged for camp trips.

Sick Days

A copy of your child's immunizations and most recent physical must be submitted with this application.

Credit will not be given for sick days. If your child has an illness which will keep him or her out of camp for an extensive period of time (longer than one week), please submit a doctor's note and we will gladly suspend your contract until your child is ready to return to camp.

Medical Emergency Treatment

In the event of a medical emergency, first aid will be administered to your child by the program director or other qualified staff member. Every attempt will be made to reach the parent/guardian first. If further medical treatment is needed 911 will be called and your child will be taken by ambulance to the **nearest hospital**.

Camp Attire

Please remember to dress your child appropriately for summer weather. AP/OP uses discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders of clothes for camp:

- All campers must wear athletic shoes (no open-toed or open-heeled shoes **no** sandals or flip flops, please!)
- All clothing apparel must be appropriate for camp activities (pants/shorts and shirts.)
- NO halter or tube tops, NO short shorts, No skirts), etc!
- Please be sure your child uses sun block and bug repellent.

Health & Safety Regulations

Medication Policy

By law, medications will not be administered to the children. If a child needs to use medications a parent or guardian must come to the camp to administer the medication. Please do not send the medication with the child. The parent must bring the medication at the time of administration.

First Aid

All staffs are trained in First Aid. To treat for minor injuries AP/OP will use soap, water, ice (if needed) and a Band-Aid. A form will be completed and given to the designated pick up person to help keep parents informed of any minor injury.

Management of Communicable Disease

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur during the hours of camp, parents will be called to take the child home. The child may not return to camp until he or she is symptom free for 24 hours.

- Acute Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Conjunctivitis
- Elevated oral temperature of 101.5 degrees Fahrenheit or auxiliary temperature of 100.5 degrees Fahrenheit
- Untreated infected skin patches
- Severe pain or discomfort
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

The child will be separated from the group and the parents will be called immediately and asked to promptly pick up their child. Upon departure from the site, parents/guardians will be notified verbally or by written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

Discipline Policies and Procedures

Children's Code of Conduct

1. Children must remain on camps site. Leaving without permission will result in termination from the program with no refunds of tuition will be issued.
2. Playground rules and policies of the program will be followed.
3. Children must respect the rights and property of others. (The camp cannot assume responsibility for any toys, gloves, food, money, etc. Please make sure your child secures their items).
4. Children are to act courteously and appropriately, be cooperative and follow the instructions of the staff.
5. Appropriate and acceptable language is expected (profanity or derogatory remarks will not be tolerated from any parent or child). Violation of this rule will result in termination suspension or expulsion from camp at the discretion of the Program Director. No refunds of tuition will be issued.
6. Bullying and physical fights will result in expulsion from camp. No refunds of tuition will be issued.
7. At no time are weapons allowed on the premises. Having a weapon on premises will result in immediate termination. No refunds of tuition will be issued.

Discipline Policy

The approach to guidance at AP/OP camp is a positive one, which encourages self-control, self-esteem, and cooperation. Smooth, healthy functioning of the group requires rules, which are consistent, clearly defined and developmentally appropriate.

Through preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the program, the need for disciplinary actions will be limited. The best motivations for encouraging positive behavior are modeling appropriate conduct, praising positive behavior, and consistently enforcing program rules.

Items not allowed during camp time at AP/OP

Expensive Jewelry
iPod
Toys from home
Trading cards
Video games
Bikes

Cell phones and money may stay in child's bag pack.

As a Parent/Guardian, I agree to:

1. Complete all enrollment paperwork required and sign all authorizations necessary.
2. Comply with program procedures set forth by **Abriendo Puertas/Opening Doors summer camp program.**
3. Comply with payment schedule set forth by **Abriendo Puertas/Opening Doors summer camp program.**
4. Encourage my child to abide by the camp's rules and participate in all areas of the program.
5. Show a positive interest in what my child is doing each day (This will be reflected in your child's attitude toward the camp, his/her peers, and the world at large. With your help, we hope to help your child grow into a successful adult.)

Confirmation Receipt of Parent Handbook

Print Child's Name: _____

I acknowledge receipt of the **ABRIENDO PUERTAS/OPENING DOORS (AP/OP) SUMMER PROGRAM HANDBOOK**. I understand the procedures outlined in the handbook were developed to make certain the safety and well being of all children and to make parents/guardians aware of important payment deadlines and policies.

Parent Signature/ Guardian Date

Staff Signature Date

Please return this page to the program.

Thank you,

Ivette O'Sullivan
Program Director