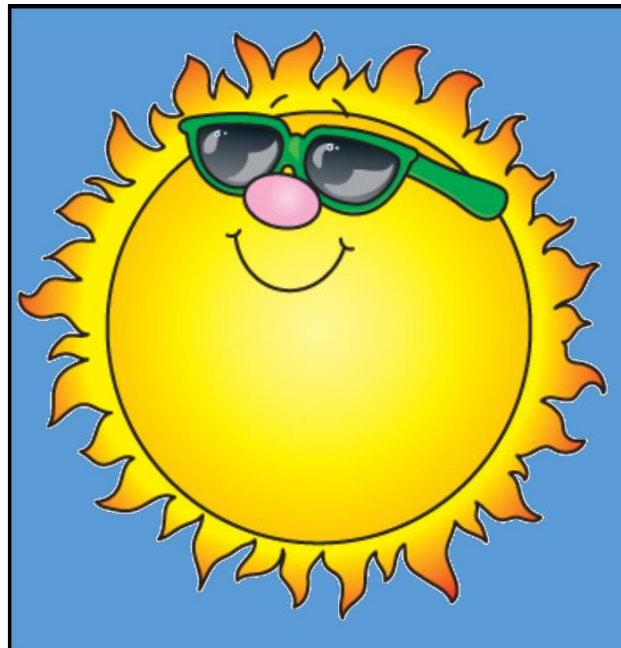


# Shepherd of the Hills Christian School

## Summer Camp Parent Handbook



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[www.ShepherdHills-School.org](http://www.ShepherdHills-School.org)

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## Welcome to Shepherd of the Hills Summer Camp

Welcome! We are looking forward to an exciting new year with you and your family. This handbook has been prepared to familiarize you with the policies and procedures of the program. If you have any questions or suggestions, please do not hesitate to stop by the ELC office. We hope that through an understanding of the policies, we can work together to help your child's summer camp experience be the best it can be.

### **Mission Statement**

The mission of Shepherd of the Hills Christian School is to help students grow as disciples of Jesus Christ, guide them in excelling academically, assist in cultivating Christian character and support parents in strengthening families.

### **Purpose**

We serve as an extension of the Shepherd of the Hills Lutheran Church ministry and Shepherd of the Hills Christian School. Our unified purpose is to spread the Lord's Gospel while nurturing each child's growth. We endeavor to discover each child's gifts in order to help all children reach their fullest potential and succeed spiritually, emotionally, socially, physically, and academically. We serve young children who are 18 months to 14 years of age.

### **Philosophy**

*To enable children to "Grow in the grace and knowledge of our Lord and Savior Jesus Christ." II Peter 3:18*

At Shepherd of the Hills Summer Camp, it is believed that:

- Education is an integral part of a congregational mission and ministry.
- Education is a significant avenue for congregational outreach in the community.
- Education is a ministry to the families of children by providing parents a program designed for support, encouragement, and opportunities that enhance the educational and developmental processes already present in the home.
- The young child is a gift from God (Psalm 127:3) and learns best about God's world through experimentation and exploration. Therefore, the summer camp program plans developmentally appropriate activities, and values play as an avenue for learning.
- Each child is a unique and special child of God and we encourage his/her self-esteem and individuality. We, therefore, subscribe to sequential learning and, while learning is encouraged, it is not hurried.
- Education provides a warm and loving Christ-centered environment where children can develop to their fullest potential creatively, spiritually, socially, emotionally, intellectually and physically.
- Education is a joint ministry that involves the congregation, the community, the staff, the family and the child.

### **Parent Responsibilities**

You are a vital part of our center and your help is needed for our program's success. To help ensure our partnership please:

- Read this handbook and sign the acknowledgement and agreement page at the end of this document.
- Read all newsletters, notes and check the Parent Communication Board daily - Important for good communication.
- Ask questions about items that need clarification.
- Make every possible effort to meet your financial commitment and timelines.
- Ask your child about his/her day, show interest in his/her work
- Give our program your prayer support.

### **Hours of Operation**

We are open from 7:00 am-6:00 pm for children ages 2 ½ - 14, Monday - Friday. For children 18 months-2 ½, we offer care from 8:15 am-3:15 pm, Monday - Friday.

**PLEASE NOTE: WE MAY BE CLOSED ON CAMP DAYS IF ONLY SEVEN OR FEWER STUDENTS ARE PRE-REGISTERED AND PAID.**

All children who meet the age requirements are welcome at Shepherd's Summer Camp. Please be aware that not all children are immunized at our center. In accordance with the Americans with Disabilities Act, we will be happy to assess the situation of any child to see if the program can meet their needs. Please address any questions to the director.

### **Before Your Child Attends Summer Camp**

- A Statement of Health and a copy of the child's immunization records must be updated annually. Children over six years old need to be updated every two years.
- An Enrollment and Emergency Information Form and Waiver and Indemnity Agreement must be completed.
- Sunscreen, lip balm and lotion release form must be completed.

### **Fees**

- A \$45.00 registration fee will be assessed for each child.
- ***No-show policy:*** Camp day charges are made for all reservations regardless of attendance. A 24-hour notice to cancel a pre-registered day must be received in order to avoid penalty. In the event 24-hour notice is not received, no refund will be issued.
- ***Summer Camp is a pre-paid program.*** Payment and schedule must be received by 6:00 pm on Wednesday of the preceding week. Due to licensing regulations, we are not able to provide drop-in care.

- **A late payment fee** of \$25.00 will be assessed if payment is not received by the twentieth of the month.
- **Late Pick Up Fees.** Families who arrive after 6:00 p.m. to pick up their children will be subject to a late fee of \$5.00 per minute, with a \$5.00 minimum. The fee will be due when the child is picked up.

### **Drop-off and Pick-up**

All Summer Camp drop-off and pick-up must take place through the child care entrance located at the northwest corner of the main school building. This entrance remains locked, so please be sure to knock loudly or ring the doorbell. When the children are not in the BASE Camp room, a notice indicating their whereabouts will be posted on the outside door or at the front office.

### **Sign-in and Sign-out**

***Children who are signed in or out incorrectly, or not at all, will be charged for the entire day.*** Children must be signed in by a responsible adult. Children must be signed out by a parent or other responsible adult listed on their Enrollment and Emergency Information Form. If you would like someone else to pick up your child, you must send written permission including the date, name of the person to pick up with their phone number and your signature. Children will never be released to unauthorized individuals. Anyone picking up a child should be prepared to show a photo I.D.

### **Toys, Personal Belongings, etc.**

Since it is disruptive to have toys from home, they will only be allowed at school on a child's classroom share or special day. Your child's teacher will post these days ahead of time. Because of licensing regulations we ask that all chapstick, hand sanitizer, lotions, etc. be kept at home unless there is an absolute need. Please speak with your child's teacher or the ELC Director if lotion or chapstick is necessary. Shepherd of the Hills cannot be held responsible for the loss or theft of these items. At no time are guns or weapons allowed, toy or otherwise. Shepherd strives to provide a program free from video games, tablets, cell phones, audio players, toys and other distractions. Please do not permit your child to bring any of these items to summer camp as they will be busy throughout the days and these items could be lost or misplaced.

### **Snacks**

A nutritious morning and afternoon snack is served daily as part of the tuition charge. The children drink out of a child sized cup with no lid. The snacks are prepared on the premises. All snacks served meet the requirements of the Colorado Department of Health and the Child and Adult Care Food Program. Weekly menus are posted on the Parent Information Board.

### **Packed Lunches**

When packing a lunch for your child, please send a well-balanced and nutritious meal. Children need a variety of healthy foods to learn and grow, so we ask that junk food is kept to a minimum and candy is enjoyed at home. All candy found in lunch boxes will be returned home with your child. Please send foods that can be opened easily or do not require special preparation. **Please send water or 100% juice with your child's lunch. We will also have milk available except for field trip days. Kool-aid, Gatorade, Capri Suns, etc. will be returned home and milk or water will be provided instead.**

### **Food and Beverage Allergies**

Please indicate on the Child Emergency Information and on your child's Health Status Form if your child has a food or beverage allergy. You will also need to ask the Director for an Individualized Health Care Plan to be signed by your child's physician.

Due to the growing number of children with food allergies in our classrooms, our policies include:

We would like to create an environment that is "Nut Aware," and, therefore, as safe as possible for children with life-threatening nut/peanut allergies. Depending on the severity, we will have special peanut-free areas for allergic children to eat or we will limit peanut products in our school.

All outside treats must be store-bought with the original packaging and seal intact. We cannot ensure the safety of homemade treats due to possible cross-contamination of allergens.

If your child has multiple or significant food and/or drink allergies, we request that you check the daily menu and provide your child's food when appropriate. The staff at Shepherd of the Hills ELC will not substitute any food or drink to a child if a parent fails to supply alternative food. An allergy list will be posted discreetly in the classroom to alert the staff to a child's food allergy.

The goal of this policy is to reduce the chance that a child with allergies will have contact with life-threatening foods. In addition, we will work with families on an individual basis to manage each child's situation. Please note that while we do our best to ensure the safety of all children with allergies, other groups use our facility throughout the week and we cannot strictly enforce these policies outside of school hours.

### **Illness Policy**

Please notify the ELC office if your child will be absent. If your child or any family member has contacted a contagious disease such as mumps, chicken pox, strep throat, flu, pink eye, hepatitis, impetigo, measles, meningitis,

whooping cough, lice, pinworms, etc.; immediately notify the classroom teacher and ELC Director. It is a licensing requirement that we notify the Health Department. We will then post warnings in the classrooms to make parents aware of possible exposure.

Please keep your child home if there is any indication of illness within 24 hours prior to attending Summer Camp, including:

- Itchy Hair and Scalp
- Forehead: Fever of 100 degrees or more within the last 24 hours
- Eyes: Dull, red, watery, weepy, itchy, or crusty which could indicate conjunctivitis
- Ears: Earache
- Nose: Yellow or green nasal discharge
- Mouth: Sore throat, deep cough or sores
- Arms and Legs: Unexplained rash, open sores or excessive bruising
- Overly tired and cranky
- Diarrhea or vomiting within the last 24 hours

Shepherd of the Hills reserves the right to send sick children home. Teachers will observe all children entering their classrooms in the morning and watch for signs of illness. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill. In such cases, the child is immediately isolated from the others after a parent is contacted. If you are contacted to pick up your sick child, please be prepared to pick him/her up within an hour. You must keep him/her at home for at least 24 hours after being picked up or symptoms have subsided.

Germs travel very quickly in a preschool setting. By keeping your ill child at home, he/she is not spreading illness or disease to others or being exposed to other germs while his/her resistance is low. Keep in mind, when your child returns to school, he/she will participate in both indoor and outdoor activities.

### **Accidents/ Injuries**

Scrapes, cuts, etc. are washed with warm water and soap. If necessary, a band-aid is placed over the scrape. If your child falls and gets a bump, ice will be applied. For every minor injury, we will fill out an accident report. This will tell you when and how the injury took place. A parent signature is required after reading the report and then it will be filed with your child's information. In the event of a more severe injury, the parents will be notified immediately. If the parents cannot be reached and it is determined that immediate attention is needed, 911 will be called to request professional assistance. If it is determined that the child must be transferred to the hospital, a staff member must accompany the child. The child's Emergency Care Sheet will be pulled and taken with the child.

### **Medication**

The staff will administer medication such as Epi-pens, inhalers, etc. for children who have life threatening illnesses. Doctor-prescribed medication must be in its original container for children enrolled in our school.

Medical permission forms are available in the office. All forms must be filled out and signed by the Physician. A parent signature must also be on the form. Please give the medication and the completed form directly to the Director. Never leave medication on the counter, in a cubby or in a backpack.

All medication will be stored in the ELC BASE Camp closet which is locked or the refrigerator in a closed container marked medications. We ask you to put the medication and the Physician signed Medical permission form in a zip lock bag with your child's name on it. All storing and administering of children's medication is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act."

**PLEASE DO NOT REQUEST THAT MEDICATION BE GIVEN  
TO YOUR CHILD UNLESS IT IS ABSOLUTELY NECESSARY.**

### **Emergency Procedures**

In case of emergencies or serious illness, it is the parents' responsibility to ensure that we have the most current information on the child's emergency contact sheet.

Shepherd of the Hills will then do the following:

- Attempt to contact the parent or guardian
- If direct contact fails, we will notify the persons listed as the emergency contact
- If deemed necessary, we will call an ambulance
- A staff member will accompany the child to the hospital and stay until a parent or guardian arrives

In the event of the following emergencies, Shepherd of the Hills will take the appropriate measures to keep all children as safe as possible:

### **Parent and School Communication**

Parent Information Board: This board is just for you (at the entrance of each classroom.) We have the weekly menu, newsletters, Shepherd of the Hills Summer Camp information and other important information posted. Please take a look when you enter the classroom each day!

***Parent Concerns:*** We encourage you to communicate regularly with the staff. The Director invites your opinions, suggestions and concerns regarding the Summer Camp ministry of Shepherd of the Hills Lutheran Church.



When parents have concerns pertaining to their children and/or their teacher, they should always feel free to discuss the matter with the classroom teacher first. A phone call, email or a personal consultation with the teacher will often alleviate many problems that may arise out of misunderstanding. Please call the teacher or send a note requesting that the teacher contact the parent to arrange a conference. Please respect the school hours as the time when the teacher's primary responsibilities are classroom teaching and supervision. If the matter is not resolved, then please set up a time to speak with the Director.

**Big Events:** Please let your child's teacher know if there is a life altering event. Major events such as moving, new baby, death of a family member or pet, etc. in a child's life can help the teacher understand the child's emotional and social well-being.

**Birthdays:** Birthdays are celebrated during the morning snack time. You may choose to bring a special treat and the teacher will add a birthday crown and song to complete the occasion. Please notify the teacher at least one week in advance so she can plan this time. Candles or open flames are not permitted. ALL TREATS MUST BE STORE BOUGHT WITH THE ORIGINAL PACKAGING AND SEAL INTACT. NO NUT PRODUCTS PLEASE.

### **Field Trips**

Teachers may plan field trips for children three and older who are enrolled in Shepherd of the Hills Summer Camp. If there is a cost, it will be communicated well in advance and must be paid in cash to the teacher in charge or the Director. Transportation will also be stated on the form. Labeled car seats/booster seats as required by state law will need to be available. No child will be permitted to go on field trips without a signing permission form. A list of all children and staff participating in the field trip will be left at the school with approximate time of departure and return. If a child arrives after the group has left the center, he will be in the care of the staff that remained at the center. Any parent who wishes to drive is required to complete a "Field Trip Driver Form," providing a copy of his/her driver's license and proof of insurance. All parents who wish to chaperone must complete an online "Safeguarding our Children" class. Parents may be asked to provide car seats. Parents may volunteer to walk with the children and staff but must adhere to all school policies while on the field trip with children. Smoking will not be permitted at any time during a field trip.

### **Cooperation and Behavior Policy**

At Shepherd of the Hills Summer Camp, we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers alike should frequently encourage each other to this end. To love God and to love

our neighbor is God's will, and it serves as a very practical guideline for our thoughts, words and actions.

Summer Camp rules have been developed and are applicable to all students. Redirection is used whenever possible. A short separation may be used for persistent behavior problems.

Unacceptable behaviors include:

- hurting another child or staff member (hitting, kicking, biting)
- hurting another's feelings (name calling, language, bullying)
- hurting him/herself
- destructive actions (throwing, cutting, drawing on inappropriate objects, or breaking items)
- disregard for classroom and/or playground rules.

In the event a child is struggling with challenging behaviors that are outside the norm, a conference with the parents, teacher and director will be called to discuss and partner to put a Positive Behavior Plan into place.

### **Sheltering/Lock Down**

In the event of a lockdown, we will protect your child by doing one or more of the following depending on the nature and seriousness of the event:

- Secure the perimeter by locking all outside windows
- Proceed to the safest location in the building
  - The school will not open doors for anyone except public safety officials during a lockdown or sheltering.
  - The school will do their best to communicate with parents depending on the situation. The school will make decisions based on what public safety officials report.
  - Do not call the school. Doing so will hinder necessary communications between the school and public safety officials.
  - Do not expect that the school will call you immediately if an emergency strikes.
- ***Our first priority is protecting students and staff. Calls will be made as soon as practical.***

### **Evacuation**

- If the building is not safe, your child will be evacuated to a safe location.
- The evacuation may be for a short period outside onto the playground.
- The evacuation may be to another location.
- If possible we will evacuate to King Soopers next door, although it may not be possible to use this location. The determination of an evacuation site may be altered to suit the particular situation.

### **Missing or Lost Child**

If a child goes missing from our Summer Camp, the staff would follow the steps outlined below:

- One assigned staff member would check all classrooms, bathrooms, hallways and offices and then proceed downstairs to check the entire lower facility including the stairwells.
- A second staff member would check the playground in, under and around structures.
- This same staff member would then check the north outside area.
- A third staff member would check the south outside area.
- Once a child is determined to be missing, the Director or Assistant Director would pull the child's permanent file for current picture, phone numbers and address. The Director or Assistant Director will contact (in order):
  1. Arapahoe County Sheriff's Department
  2. Parents of the child
  3. The Department of Human Services Child Care Division

### **Fire Drills and Tornado Drills**

Fire Drills: The children practice monthly fire drills with evacuation.

Tornado Drills: The children practice tornado drills with evacuation to a safe, secure location. The Summer Camp staff will direct the children to the lower level inside classrooms. The tornado drill is a verbal announcement.

Emergency evacuation maps are posted in each room.

### **Inclement Weather and Cancellation Policy**

Please check [www.facebook.com/ShepherdHillsCO](http://www.facebook.com/ShepherdHillsCO) or watch local news station for updated information about school closures. Unplanned school closures will be announced via an email blast from the school, on our school website and our Facebook page.

***Daily Weather:*** The staff will monitor the weather on a daily basis. During the warm weather months, we will monitor the heat index. If it is too hot or humid, we will not go outside. Again, we require all children to bring a water bottle with their name on it during these months.

When the temperature is below 25 degrees or above 99 degrees, or it is raining, snowing or too wet to be outside, the children will play inside.

### **Clothing**

Since children will engage in vigorous play and a variety of art experiences, we suggest they be dressed in durable, washable clothing. Dress length should be

to mid-thigh with shorts or leggings underneath. All clothing should be clean, neat and in good repair.

Climbing and running are part of a child's day and sturdy, well-fitting shoes are needed. All shoes must be safe for running and climbing and be close-toed with a back strap.

All children must bring a complete change of clothes including socks and underwear, clearly marked with the child's name in case of an occasional spill or accident. The clothing must be kept in their backpack. Soiled clothing will be sent home to be laundered and a clean change of clothes will need to be returned the next class session. Please update the clothing with the season and growth of your child. We do keep some extra clothing on hand, but most children feel more comfortable wearing their own.

Since temperatures can change quickly, layered clothing is recommended. Children should bring a sweater or jacket on all but the warmest days. All removable clothing is to be clearly marked with the child's name or initials.

The school is not responsible for replacing damaged clothing.

### **Sunscreen**

Shepherd of the Hills Summer Camp will use NO-AD SPF50 sunscreen. Children need to arrive with sunscreen already applied and teachers will re-apply sunscreen as needed. We ask that each child bring their own sunscreen labeled with their name.

### **Rest Time**

Children who stay for the afternoon will rest each day after lunch. All children under five years of age will prepare to lie down at approximately 1:30 pm and will get up at approximately 3:00 pm. A rest period is required by the state-licensing agency for children who are in the building for more than four hours.

The center provides a sleep cot for each child. Parents are asked to furnish a blanket and a crib sheet labeled with the child's name. Blankets and sheets will be stored in the child's backpack. Bedding will be sent home every Friday to be laundered. Children may bring a small stuffed animal or soft toy for rest time.

### **Video Viewing**

Videos are used only in conjunction with topics that the children are studying or holiday related. Please be advised that videos shown to the child will be rated "G." The section related to television/video viewing on the Waiver and Indemnity Agreement form must be initialed by the parent. This release/agreement will be kept on file.

### **Toilet Training**

Shepherd of the Hills Summer Camp will not begin toilet training until after 24 months of age. If your child is not fully toilet trained, please send a change of clothes and one week's supply of pull-ups and wipes at all times.

Shepherd of the Hills Summer Camp requires that all children entering our three year old Pre-School Classroom should be able to use the toilet independently. This includes communicating the need to use the bathroom facilities, being able to manipulate clothes, knowledge of flushing and washing of hands. All children should be able to wipe themselves after going to the bathroom. We do monitor the bathrooms when they are in use by children. Special needs children will be considered on a case-by-case situation.

### **Adult Restrooms**

All adults are asked to please use the bathrooms located in the main school hallway. The restrooms in the Summer Camp are reserved for the boys and girls of the Summer Camp program.

### **Visitors**

Visitors are welcome to observe our program at any time. All visitors must sign in at the reception area. All visitors must receive permission before visiting a classroom and will be asked to show photo identification. All volunteers will be under supervision of a teacher or Director.

### **Parking**

Parking is on the north side of the building. The speed limit is 10 miles per hour in the entire parking lot. Please respect the handicap parking places.

### **Children with Special Needs**

Shepherd of the Hills Summer Camp staff will evaluate all students with learning differences to determine if Shepherd of the Hills Summer Camp has the proper facilities to meet the needs of these children. All children are accepted on a two week probationary period. This means that if we are unable to meet the needs of the child, we may ask the parents/guardians to withdraw the child from the center. The parents/guardians of children with special needs may reciprocate with the same notice as above during the probationary period.

### **Withdrawal from Summer Camp**

If Shepherd of the Hills Summer Camp does not meet the needs of a child, the parents are free to withdraw their child(ren) at any time. No fees or penalties will be imposed.

If Shepherd of the Hills Summer Camp requires a child to be withdrawn from the program to ensure the safety and enjoyment of the other children, such action will be clearly communicated to parents. No refunds will be given.

### **Staff Qualifications**

All staff members of Shepherd of the Hills meet or exceed the requirements to be preschool teachers or staff aids according to Colorado state licensing by the Department of Human Services. These requirements include formal education, training, and work experience in early childhood education. In addition to these qualifications, each staff member participates annually in 15 hours of continued education specific to the profession of early childhood. Of the 15 hours, at least three of the hours are specific training in social emotional development. All staff members are trained yearly in Pediatric/Adult First Aid, CPR and Universal Precautions. All staff members also participate in *Safeguarding our Children* training upon hire and every year thereafter. Medication administration delegation training is administered by the school nurse consultant and is updated yearly.

### **Reporting of Child Abuse**

Shepherd of the Hills Summer Camp is licensed by Colorado Department of Social Services. The license indicates that the facility has met the regulations for operation as a child care facility. We, therefore, are required to report any suspected child abuse and to make each parent/guardian aware of how to report physical or sexual abuse.

If you suspect or witness child abuse of any kind, it is your responsibility to report it to the police or Social Services. You may call the police in the jurisdiction where you witnessed the abuse or call 911. The number for Human Services is 303-688-4825. Shepherd of the Hills also requires that every staff member and volunteer participate in the "Safeguarding our Children" program upon hire and every year thereafter.

### **Confidentiality of Student Records**

Student records are stored in the Early Learning Center office. With a 24-hour notice, parents have the right to inspect these records. The child's teacher, Director, and an authorized employee of the licensing agency also have access to the child's records.

### **Complaints and Legal Observations**

To file a complaint about Shepherd of the Hills ELC contact:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street Denver, Colorado 80203-1714  
303-866-5958 or 1-800-799-5876

If you would like Shepherd of the Hills to objectively observe your child for any legal reason, a court order must be on file.