

Our Savior Lutheran Early Childhood Center

Summer Elementary Camp 2024

a ministry of
Our Savior Lutheran Church



Parent Handbook

2800 Elm Street
St. Charles, MO 63301
636-947-8010
www.oslcecc.org

Please read this Summer Camp Parent Handbook thoroughly. It includes general information as well as the policies and procedures of Our Savior Lutheran Church and Early Childhood Center. The policies are in addition to the policies of the Our Savior Lutheran Early Childhood Parent Handbook and are intended to best serve the needs and safety of your child while at camp. Any questions can be addressed to our Early Childhood Director, at 636-947-8010.

Admission and Registration

Camp is open to children *completing* kindergarten through 12 years of age. Registration packets are available from the church lobby, early childhood office, or at www.oslcecc.org and then click on “Early Childhood Center” then “Summer Camp”.

Arrival and Departure

Summer Camp starts on Tuesday, May 28, and runs through Wednesday, August 14. We are open 7:00 am-6:00 pm daily except for July 4 and 5.

All campers need to be signed in daily in the classroom. Every day before leaving camp, all campers must be signed out. If someone else is to pick up your child, please notify the teachers. Only a person authorized by the parent or guardian may pick up a child.

Summer Camp Rates

A full week of camp (5 days) is \$211. You may send your child 2, 3, or 5 days a week. The number of days and the days chosen each week need to remain the same each week. All fees and tuition rates are all-inclusive and are not prorated by day, with no exceptions. There is no discount for July 4 and 5. Refunds are not given for any sick days or family fun days.

Do you have more than one camper? Good news! There is a 10% discount for the 2nd or 3rd camper or child in our Early Childhood program.

Your child will not be admitted if there is any prior unpaid balance. That balance must be paid in full before your child is placed on the class list.

The weekly tuition rates are:

2 days = \$136 per week

3 days = \$166 per week

5 days = \$211 per week

Tuition rates include a hot lunch and 2 snacks each day.

Activity Fee

There is a nonrefundable enrollment fee of \$275 per family. This Enrollment Fee secures your child’s spot in Camp. This fee can be paid by cash or check payable to Our Savior if you are a new family. If you have a current FACTS plan, it will be applied to your current plan.

Weeks of Camp & Weekly Camp Structure

You select the weeks your child will attend. We understand schedules can change; however please notify the Director, if you need to change your child’s weeks with us.

Summer Camp Payment and Billing Procedures

Our Savior utilizes the FACTS Tuition Management online system. All camp payments are made through FACTS. You will go to www.factsmgt.com > Payment Plans/Financial Aid > Register to create a username and password and then you will create your payment plan. Your total tuition will be equally divided and you will pay your balance over the 12 weeks Camp is in session. You will have the opportunity to pay weekly or monthly for those 12 weeks. FACTS charges an annual \$50.00 usage fee per family. For any billing questions please speak with our Business Manager, Diane Backi at 636-947-8010 or dianepetrioslc@gmail.com.

Vacation Bible School

VBS is June 10-14 and all Campers will attend as part of our Camp program. This is a week full of fun and we have found all campers do not want to miss it! VBS is held in our church's sanctuary and church grounds during this week from 9:00 am-12:00 pm. All campers will automatically be registered for VBS.

Communication

We want parents to be informed. Our lead Camp teacher will keep you informed of activities/special events and class requests/needs via email. Also, look on the Camp whiteboard outside the classroom door and/or by the sign-in sheet for important information. You are always welcome to email the lead teacher or the preschool director at oslc.preschool@sbcglobal.net. You may also call the preschool office at 636-947-8010.

Heat Policy

Camp kids will be going outdoors throughout the summer. All teachers take necessary precautions in the heat including shortening outside play and game time, following sunscreen procedures, taking advantage of shade areas, and providing adequate water breaks throughout the day. We monitor excessive heat warnings and adjust activities accordingly. Teachers will be using the following temperature guidelines when deciding if they are taking the children outside:

- Temperature/heat index under 95 degrees: outdoor recess, no limitations
- Temperature/heat index between 95-100 degrees: 10-minute outdoor recess
- Temperature/heat index over 100 degrees: indoor recess

Illnesses

Parents are asked not to bring their child to Camp until he or she is free of symptoms for at least 24 hours. Please notify the preschool director and teacher as soon as possible of your child's absence. If a Camper develops symptoms of an illness (such as fever, diarrhea, or rashes) while at Camp, the Camper will be separated from the group and the parents will be asked to pick him or her up immediately. If a Camper has a communicable disease, it may be necessary to obtain written permission from a physician and/or proof of treatment before the child returns to Camp.

Emergencies

If a Camper has an accident at Camp that produces a major injury calling for professional medical care, the parent or guardian will be contacted. If the injury requires emergency care, the local EMS will be called for service and a staff member will accompany the camper to the hospital.

Medication

Never send medication of any kind (prescription or over the counter) to Camp without following the Student Medication Policy below. This includes such things as lip balm and cough drops. By law, we cannot administer these things without proper documentation and if left in children's cubbies or bookbags, they could pose a threat to other Campers. Whenever possible, parents should administer medication at home.

Sunscreen: Campers must arrive with sunscreen applied. Staff will apply sunscreen mid-day or as needed. Please let Camp staff know about special sun protection needs. Parents will supply their child's sunscreen.

Student Medication Policy

Prescription Medication: Parents are requested, whenever possible, to schedule medications to be given at home. Only those medications specifically prescribed to be given during school hours will be given at school.

Procedure:

1. The physician will provide a written request that the medication be given during school hours. This will include the name of the drug, time of dosage, reason for medication, route of administration, adverse effects, and emergency instructions that might be applicable.
2. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and are to include only that medication to be given during school hours.
3. Signed permission must be provided by the parent requesting that the school staff administer the medication.
4. A log shall be kept of all medications administered at school. It shall include the student's name, the date and time the medication is given, and the signature or initials of the staff member giving the medication.
5. All prescription medications shall be kept in a locked cabinet or drawer.
6. The school staff will not administer the first dose of any medication nor may the student return to school until one half-hour has elapsed after the first initial dose has been administered.

Non-Prescription Medication

1. The parent must supply this type of medication. A permission slip must be signed by the parent for each current illness documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects must be provided.
2. The medication must be furnished in the original container with the student's name on the container.

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Any questions can be addressed to the Early Childhood Director, at 636-947-8010.

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