



Little Lion's Club and Lion's Club
Summer Camp Parent Handbook
2019

Welcome to Des Moines Christian Summer Camp! This handbook is designed to inform you of our policies. Please read through it and keep it for future reference. If you have any questions please contact the Early Education Director.

MISSION AND CORE VALUES

Our Mission Statement - Equipping minds and nurturing hearts to impact the world for Christ.

Our Core Values -

- Modeling Christ-like behavior
- Integrating Biblical truths in all learning
- Partnering with Christian parents
- Striving for excellence
- Serving others

PHILOSOPHY

Thank you for choosing Des Moines Christian School as your partner for the summer. Christian values are at the foundation of everything we do. We strive to focus on the whole child academically, socially, emotionally, physically and spiritually.

Our staff are committed, supportive counselors who have a passion for child development. Each child is uniquely created by God and our counselors strive to tailor activities to meet the varied interests of individual children.

Summer Camp Staff Information

Lion's Club Contact Information

- Amber Montieth, School Age Coordinator
- AMontieth@dmcs.org or afterschool@dmcs.org
- Lion's Club (2nd - 5th Grade) Cell Phone: 515-505-5286
- Cubbie's Club (K-1st grade) Cell Phone: 515-708-9097

Early Education Staff Information, including Little Lion's Club

- Monni Chittenden, Early Education Director, mchittenden@dmcs.org, 252-2482
- Heather Hagaman, Early Education Assistant Director, hhagaman@dmcs.org, 252-2482
- Lisa Mickelson, Early Education Administrative Assistant, lmickelson@dmcs.org, 252-2482
- Cindy Vanderlinden, Accounts Manager, cvanderlinden@dmcs.org, 515-334-2249

Website: www.dmcs.org

Mailing Address:

Des Moines Christian School
Early Education
Suite 100
13007 Douglas Parkway
Urbandale, IA 50323

PROGRAM DETAILS

HOURS OF OPERATION

Des Moines Christian School Summer Camps are in operation five days per week, exclusive of holidays*, from 7 a.m. until 6 p.m.

LATE PICK UP FEE

To be respectful of our staffs' schedules, please make every effort to pick your child up on time. A \$25 late fee will be billed to your account if you arrive more than 10 minutes after the program ends. If there are more than three occurrences of late pick-up, DMCS reserves the right to terminate the contract.

HOLIDAYS & VACATIONS

You are able to only select the weeks you need care. If you need to make a change to your original enrollment we ask for two weeks notice. If notice is not given you will be billed for the weeks you originally signed up for. Please email Cindy Vanderlinden, cvanderlinden@dmcs.org, if you need to make an enrollment change.

We observe the Fourth of July Holiday and the center will be closed. Families will be billed a full week of tuition for this week. If the holiday falls on Saturday, we will be closed in observance on Friday. If the holiday falls on Sunday, we will be closed in observance on Monday.

TUITION

- Tuition is payable weekly by ACH.
- Registration fees for the Early Education Summer Camps are due by May 30th or upon registration thereafter.

Please contact Cindy Vanderlinden at 334-2249 or cvanderlinden@dmcs.org with any tuition-related questions.

WITHDRAWAL/TERMINATION OF CONTRACT

If you are moving or, for some other reason, need to withdraw your child from our program we require either two weeks notice. Please give your notice to the Administrative Assistant.

Reasons for DMCS to terminate a family's contract include but are not limited to failure to pay tuition, required forms are not submitted after a reasonable length of time, as determined by the Director. If we feel your child's needs are not being met by our program, we may ask to discuss other programming options for your child. We work with each child as an individual and this is

only done when we've had a parent conference and all options and services available have been discussed.

FIELD TRIPS AND TRANSPORTATION

Children in the Early Education program will take occasional field trips (Little Lions - once/week, Cubbies - twice/week, Lions - three times/week). If you choose for your child to not attend the field trip, you must find alternative care for your child during the field trip time. Emergency numbers are taken when the camp leaves on a field trip. All children involved in school authorized activities ride the DMCS bus driven by drivers who are state certified or the children walk. The children do not ride in teacher or parent driven vehicles.

ELECTRONICS GUIDELINES

Please do not send any toys, electronic devices, cell phones, trading cards, etc. with your children. They are not permitted at any time during camp hours. Books are always permitted. If you wish for your child to have a cell phone for emergency purposes, we ask they leave it in their bag.

SWIM ATTIRE

Please make sure your child is wearing modest swim wear. We discourage bikinis (unless covered by a swim shirt), speedos or revealing one pieces. Swim shirts or rash guards and hats are highly encouraged for swim days to protect from sunburn.

REST TIME

When we are onsite for the whole day we will have a period of rest depending on the camp (Little Lions - up to two hours midday, Cubbies/Lions - 30 minutes) that is a quiet time. This allows everyone to have some time to themselves. Please bring a book and any other items your child would like during this time such as a stuffed animal or blanket. No electronics please!

OUTDOOR GUIDELINES

We love our time outdoors and play outside whenever the weather permits. We follow the guidelines given by Iowa Department of Public Health for wind-chill factor and the heat index.

COUNSELOR REQUIREMENTS

Each counselor maintains a current first aid, CPR, universal precautions and mandatory child abuse reporting certificate. Four to ten hours of training in the areas of child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism and business practice.

FOOD ALLERGIES

Des Moines Christian Early Education is a nut safe zone.

SNACK

State law requires children receive a nutritious mid-morning and mid-day snack. We have carefully selected items for our snack list that align closely with the Iowa Child Care Food Program Standards. Snack menus are posted in your child's classroom or available by email.

LUNCH

- Little Lion's Club - Lunch will be provided to campers from Hy-Vee.
- Cubbies and Lion's Club – Please send a non-perishable sack lunch with your child every day of camp. We do not have refrigeration available. Please let us know if you need any ideas on what to pack. Also, please send plenty of food. With all the activity our campers will be hungry!

PARENT/SCHOOL PARTNERSHIP

COMMUNICATION

Des Moines Christian School Early Education is an extension of the home.

"[Parents] . . . bring up your children in the training and instruction of the Lord." (Eph. 6:4)

- You may call the Lion's Club cell phone (515-708-9097), Cubbies Club (515-708-9097) or the Early Education office (515-252-2482) at any time and leave a message for a teacher. Unless it is an emergency, teachers do not take calls during a session. Messages are checked regularly and we make every effort to return calls and emails as quickly as possible.
- Please check your child's bag every day. You may leave notes for us with the staff in your child's room.
- Your child's leader will provide a weekly email detailing plans and what to bring for the week.
- Please let us know if you have any changes in email, phone, address, doctor, or a family situation is changing.
- If your child will be absent for any reason please call the office or one of the school age phones and let us know. If it is due to illness please let us know the type of illness. We are required to notify the other families if it is communicable. We will not mention your child's name in the notification.
- If you have a question or concern at any time please let your teachers or the Director know.

OPEN DOOR POLICY

Parents are allowed unlimited access to their children unless parental contact is prohibited by court order.

ARRIVAL AND DEPARTURE

Please walk your child into the building and have them wash their hands. Once in the room please sign the child in and help them put away their belongings.

When picking up your child please notify the teacher and sign them out on the attendance sheet. If a child is being picked up by someone other than the legal guardians, this person must be listed on the pick up permission form in the child's file. They will be asked to verify their identity with a driver's license until we get to know them.

Our parking lot is very busy with all kinds of student activities. For safety, please keep your student with you at all times and drive very carefully in the parking lot. Please do not leave children unattended in your car at any time.

HEALTH & SAFETY

HEALTH POLICIES

These health policies are a collaborative effort with: Administration for Children, Youth and Families, American Academy of Pediatrics, Division of Maternal and Child Health, U.S. Department of Health and Human Services, Georgetown University Child Development Center, Massachusetts Department of Public Health, NAEYC.

In order to keep our children and staff as healthy as possible, we ask that you do not bring your child if he/she has any of the following symptoms:

- a temperature over 100.4 degrees or more
- vomiting
- diarrhea
- your child is too ill to fully participate in activities, he or she is too ill to attend school.

If your child develops one of these symptoms, you will be contacted to take your child home. For illnesses requiring medications, your child must be on the medication for 24 hours before returning. Children must be fever free for 24 hours (without fever reducing medication) before returning. Your cooperation will assist us in lessening the amount of illness at DMCS.

We will assist with lessening illness at DMCS by:

- Calling parents to send sick children home
- Observing proper hand washing procedures to prevent spread of germs
- Observing proper surface sanitation procedures around mealtimes and diapering
- Ensuring staff members who are ill stay home
- Posting exposure notices for parents when we are notified of communicable illness in the Center
- Observing universal precaution procedures when handling bodily fluids

Please refer to Appendix A for a detailed listing of common illnesses.

MEDICATION ADMINISTRATION

In accordance with Iowa laws all medication brought to DMCS-EE must bear a current prescription label. No medication will be given to a child without a signed medication permission

form from guardian(s). We keep record of all medication administration. The teacher administering the medication signs the date, time, and initials verifying the dose given. All medicine is kept in a locked box out of reach of the children.

SUNSCREEN

All children will have sunscreen applied for outdoor play. Parents please fill out a form stating the center can apply sunscreen filled out with your preference of sunscreen. If you would like your child to use a specific kind of sunscreen please provide it labeled with your child's name.

ACCIDENT REPORT

Every precaution is taken to ensure the safety of the children in our care; children are supervised at all times within the facility and on the playground. First-aid kits are available at all times. Scrapes, bumps and bruises do occur however from time to time. When a child suffers a minor injury first-aid will be administered and the staff who witnesses the accident will fill out a report. A copy of the report will be provided to you.

MEDICAL EMERGENCIES

In the event of a medical emergency or of an accident we will contact the parents and the doctor of the child. If it is impossible to reach either and should emergency treatment be required, the child will be taken to the hospital designated on the Health Form you completed as part of enrollment.

DISCIPLINE POLICY

One of the primary purposes for the Des Moines Christian Early Education and School Age Program is to continually facilitate the protection and development of a healthy self esteem in each child. Strategic to this development is the administration of appropriate discipline measures which are articulated in this statement.

I. Discipline Purpose

A. Character Development

1. Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social and physical life.

B. Classroom Environment

1. Use of discipline helps to ensure an orderly environment which promotes security and safety for each child and is conducive to learning.

II. Discipline Procedure

A. General Principles

1. Each teacher will be primarily responsible for administering discipline.
2. Each teacher will seek to identify and reinforce positive behavior demonstrated by each child whenever possible.

- a. Verbal acknowledgement and praise.
 - b. Granting special privileges.
 - c. Positive touch.
 - d. Rewards such as stickers and candy are not desired techniques.
3. Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
 4. Each staff person will treat each child with dignity and respect.

B. Specific Practices

1. Each teacher will allow a period of orientation (i.e., usually one month) for each new child to become acquainted with the classroom schedule and behavioral guidelines.
2. Each teacher will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).
3. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major (i.e., hitting another person), then the teacher will establish a cool-down area. The child is separated from the class activity. The formula for length of time away is one minute for each year of the child's age.
4. Upon a successful completion of the separation activity, the teacher will initiate a re-entry conversation with the child.
 - a. "What is wrong?"
 - b. "What should be done?"
 - c. The rationale is that children need patterns and models without lecturing and demoralizing. They need practice, practice and more practice so the appropriate behavior becomes a natural response.
5. Upon a child's unsuccessful completion of re-entry to the classroom activity, the teacher may take a child to visit the director. The director visits with the child and talks about the desired behavior necessary to be successful in the classroom. Then the director takes the hand of the child, together they re-enter the classroom and ease the child back into the classroom activity.
6. The teacher/director will contact and inform the guardian(s) of repeated inappropriate classroom behavior.
7. If behavior is repeated without improvement, a parent conference may be initiated to develop a behavior plan that is supported by the intervention team made up of teachers, parents and director.

Discipline is a lifetime process. The responsibility of the teacher is to model appropriate behavior because we are told in Luke 6:40, "a student is not above his teacher, but everyone who is fully trained will be like his teacher." In II Corinthians 3:3 we are told that, "teachers are a letter from Christ, written not with ink but with the Spirit of the living God, not on the tablets of stone but on tablets of human hearts."

SECURITY

School age camp families will be able to access the Multi-Purpose Room (MPR) through the Main Entry/ Elementary Door. You will not need a key fob to enter the building as this door stays open during the summer. Little Lion's Club campers will enter through the Early Education door (Door #17). These are secure doors so you will need a key fob to access this part of the building. Below is information you need to know about our safety guidelines if you have a Little Lions Club camper.

- Every Little Lion Club family will be issued two fobs (a digital device, usually carried on a key chain, used to unlock determined doors) assigned to the parents.
- The fob is specific to only open certain doors.
- If a fob is lost or stolen, it will be deactivated and a replacement fob will be issued for \$25.
- If a fob is broken, please return whatever pieces you have to the Early Education office and it will be replaced.
- Additional fobs can be purchased for \$25 each.
- The fob will only unlock the door during normal business hours, Monday through Friday.
- Please do not prop open a door or let someone follow you if you do not know them.
- When your child is no longer enrolled in the Early Education department, the fob must be returned to the office, if it is not returned your account will be charged \$25 per fob issued to your family.

Anyone who has had a sex offense against a minor shall not be allowed on DMCS property except for the time reasonably needed to transport the offender's own child to and from DMCS. They will not operate, manage, or be employed by DMCS.

EMERGENCY PLAN POLICIES

Fire and tornado drills are practiced monthly. If there is an emergency that does not permit the staff and children to re-enter the center, families will be notified by telephone or radio/television broadcast.

Appendix A - Common Illnesses

VOMITING

(This should not be confused with spitting up due to sinus drainage.) Children will be dismissed immediately from the center and will need to be picked up. They may return 24 hours after the last vomiting episode.

DIARRHEA

When a child has loose stools and is not able to get to the bathroom in time, you will be asked to pick your child up and he/she must be diarrhea free for 24 hours before returning.

FEVER

Children will be sent home when their oral temperature is 100.4 degrees. Children must be fever free for 24 hours (without fever reducing medication) before returning.

STREP THROAT

Children may return to school 24 hours after beginning antibiotic treatment.

CHICKEN POX

The child may return to the center after all lesions have scabbed over. This takes approximately seven days from the onset of the first lesion.

HAND, FOOT AND MOUTH DISEASE

Children are exposed and contagious before they break out, so there is no need to be removed from the center. Symptoms may last 7-10 days. However, if blisters on hands are weeping, and if blisters are found in the mouth, your child will be sent home.

IMPETIGO

This rash is round oozy, and red. It may be flat, honey-crusted and itchy. Child will be sent home and may return 24 hours after being on medication.

LICE

Parents will be notified when their child has lice. The child may return after being treated with medicated shampoo. Depending on the shampoo used, treatment may be one or two washings at the onset. Treatment must be repeated in 7 days.