

**Newman Catholic  
Early Childhood Center  
St. Therese Summer Program**



**Newman Summer Adventure Camp  
Parent and Camper Handbook**

**Effective June 1, 2018**

**Supplement to NCECC Parent Handbook**

Dear Parents:

Welcome to Newman Summer Adventure Camp!

Our goal is to provide a safe and healthy environment designed to promote fun and meaningful activities. The summer staff has planned many exciting activities for the coming months. Swimming, bowling, field trips, games and crafts and community service projects will keep your child occupied during the summer camp months. The large bulletin board across from the child care office will help you keep track of daily activities and field trips. Please check it every day when you drop off and/or pick up your child. Please feel free to ask us about your child's summer camp day.

Working together we can make this summer a wonderful experience filled with memories of fun in the sun, and the joy of learning through play!

Please stop in or contact the NCECC: St. Therese Center at 715-355-5254 any time with your questions.

Sincerely,  
Newman Catholic Early Childhood Center, St. Therese

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## **Chain of Command for NCECC: St. Therese**

**Diocese of La Crosse**

**Newman Catholic Schools**

**Mike Martin** – President

**Newman Catholic Early Childhood Center: St. Therese**

**Amy Faust** - Site Director

**Therese Riedel** – Teacher in Charge

Jungle Room 3/4 Teacher/School Age Summer Program Coordinator

**Lisa Dodd** – Teacher in Charge

Discovery 4/5 Teacher/Summer Program Teacher

**Elizabeth Bloch** – Assistant Director

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## **Summer Camp Tuition**

Tuition is due the Friday before the week of attendance and should be paid by check. Checks should be made out to NCS and put in the locked box outside the child care office.

A late payment fee of \$6.50 per day will be charged when the weekly fee is not paid on time. Campers will not be allowed to attend camp unless fees are paid on time each week.

Parents are responsible for all weeks indicated on tuition agreements, regardless of schedule changes, or illness. (See *NCECC Parent Handbook*).

## **Arrival & Departure**

Center policy requires parents to sign their children in when arriving at the Center. Once children are signed-in, parents must escort their children directly to the classroom and be acknowledged by the teacher. Please do not send your children to the classroom by themselves, leave them in the Center play yard, or just drop them off inside the classroom door. Teachers should be made aware that each child has arrived for the day.

When picking children up at the end of the day, please check the cubby and family mailbox for any memos or handouts. Let the teacher know that you have arrived to pick up your child, and sign your child out for the day in the book provided near the mailboxes. In addition, at the end of the week, you will be asked to initial your child/ren's attendance form.

Children should be dropped off and picked up from the Center only by designated persons. If a substitute caregiver is designated by you to transport your child to or from school, please notify the center of the name of this individual and the times/days that he/she will be providing this service in writing. The substitute caregiver will be required to show a picture I.D. at the time of **pick up**. These policies are designed to provide the utmost safety for your child.

The location of your child's class will be posted on the bulletin board across from the child care office. Please check this bulletin board daily for any updated information about field trips and activities.

Our hours of operation are Monday through Friday, 6:30 am to 5:30 pm. Doors located at the West end of the building will be open during operating hours. A late pick up fee of \$11.00 per child after 5:30 pm will be assessed. After 5 minutes, an additional fee of \$1.25 per minute will be added to the late charge. Continued lateness after 5:30 pm. may result in your child's dismissal from the program. (See *NCECC Parent Handbook for more information*)

## **Security Doors**

The security doors are electronically secured during center hours. A maximum of 2 cards/fobs per enrolled family will be issued. If a child has one legal parent/guardian, then only one card/fob is issued. NCS reserves the right to limit cards/fobs and require manual admission to the site. Upon enrollment, each family will receive the card/fob security door policies and

procedures and will be required to meet with office staff to go over policies and procedures and sign a Security Door Parent Compliance Form.

### **Activity Fees**

Activity fees are due before attendance at Summer Camp. Please pay all fees by check or money order.

### **Appropriate Clothing**

As stated in the *NCECC Parent Handbook*, children should be dressed in weather-appropriate play clothes for attendance at the Center. The play and activities of the child's day at camp may damage expensive clothes. The Center cannot be responsible for tears or stains to clothing that occur in the course of normal play.

When your child dresses in play clothes, he or she feels free to participate in all activities without restrictions. On any given day your child may be playing on the playground, off on a field trip or engaged in an activity that involves paint, clay, sand, or water. These and other activities are designed to enhance your child's intellectual, motor, and social skills. We do not worry (nor should your child) about a bit of paint or dirt stain on clothing. It simply means that your child has had fun and interesting learning experiences. Campers should always have a spare set of clothing at the center at all times.

Please make sure your child has a pair of tennis shoes in his/her cubby if they are wearing sandals. Flip flops are strongly discouraged footwear for Summer Camp, due to safety reasons. We often play games, and take hikes that require closed toe footwear.

### **Sunscreen**

Currently the center uses **Equate SPF 50 Maximum Waterproof Sun Block Lotion**, but if this is not available, a similar product will be obtained. Center Staff will refer to our "Allergy Alert" list, before applying sunscreen. If your child is allergic to this sunscreen, he/she may bring in an alternative brand with a doctor's note. Written permission to apply sunscreen must be on file for each child.

### **Swimming Policies**

Specific swim days or times are not scheduled in advanced as this activity is based on weather conditions. Please see the "NCECC: St. Therese Parent and Camper Swim Handbook", issued to each Summer Camp family, for more specific information.

## **Bowling Policies**

Newman Summer Adventure Camp Bowling will take place as listed on the summer calendar. We have reserved time at Coral Lanes for the number of campers that are scheduled to attend. There will be **no refunds** for bowling league. Each session will include one hour of bowling, shoe rental, and participation in the bowling banquet at the end of the summer.

## **Field Trips**

All field trip charges are based on weekly enrollment. All field trip fees are non-refundable. All transportation and admission fees are paid prior to any trip.

If your child exhibits unacceptable behavior during a field trip, he/she will not be able to attend camp on the day of the next scheduled trip, and you will be responsible for your tuition for that day. (See Conduct Contract). All campers are expected to exhibit appropriate behavior on and off site.

Some field trips will require a sack lunch, please make sure that all suggestions and requirements are followed to help make the trips a success.

Many of our trips will take place outdoors. Please make sure your child dresses appropriately. Closed toe shoes, and socks are a required.

Volunteers/Chaperones are welcome on field trips, as space allows. **Please see the office 2 weeks in advance of a trip/activity for paperwork that is required for all volunteers/chaperones.** Volunteers/Chaperones will not be allowed on a trip/activity unless the required paperwork is turned in 2 weeks prior to a trip.

## **Meals**

Children are provided with the following nutritious meals, provided by Newman Catholic Early Childhood Center in accordance with the USDA nutritional guidelines.

8:00 am – 8:30 am	Breakfast
11:15 am – 12:00 pm	Lunch
2:00 pm – 2:30 pm	Snack

We request that your child not bring breakfast, lunch or snacks from home, unless a sack lunch is required for a field trip, or it is a special occasion or celebration.

Please note that **fast-food meals of any kind are not permitted at the Center.**

All lunches packed for field trips are strongly encouraged to be disposable, facilities are not available on field trips to maintain cool items.

### **Personal Items**

Personal electronics can only be brought to camp on Friday, or another day designated by the teacher. Children must be willing to share items. Teachers and the Center are not responsible for lost, broken or stolen items. No trading items are allowed. If you have any questions, please see your child's teacher.

### **Contract of Conduct**

Each camper, parent, teacher, and director will sign a *Contract of Conduct*. This set of rules will apply to all participants in the *Newman Summer Adventure Camp*.