

# Welcome to **DREAM@** Little Scholars Academy of Sherwood Summer Camp 2022!



We are excited that you made the choice to join us for a summer filled with learning, playing and growing together! THIS SUMMER, DREAM IS PARTNERING WITH LITTLE SCHOLARS

ACADEMY OF SHERWOOD (LSAS) to offer your child an AMAZING EXPERIENCE and community where children come together to learn, play, and have fun! Each week, children will focus on a theme through various lessons, activities, guest speakers, demonstrations, and field trips. Within our summer camp setting, children will develop a sense of independence as they gain exposure and try new experiences/adventures away from home. Our goal is to provide a safe, structured, and enriching environment where children gain self-confidence as they learn new skills. Children will also develop a variety of social skills (i.e., communication, conflict resolution ability, and teamwork). Please take a look at our Summer Program Handbook for helpful information regarding the activities and events, as well as program policies and procedures.

## **SUMMER PROGRAM REQUIREMENTS**

- All enrolled children must complete a Summer Enrollment Application, and a USDA Application for meal reimbursements.
- Please be sure that all children dress in comfortable clothing and tennis shoes daily.
- All enrolled students must pay a non-refundable \$150 Registration Fee, this fee covers ALL field trips and supplies for the summer.

## **ENROLLMENT PROCEDURES**

All participants of DREAM@ LSAS Summer Program must have an enrollment application and financial agreement on file prior to the first day of enrollment.

## **HOURS OF OPERATION**

**DREAM@ LSAS Summer Camp will be held at Little Scholars Academy of Sherwood (2400 Wildwood Ave., Sherwood, AR) and will be open 7:00 am – 5:30 pm, Monday – Friday (June 6 – August 12). We will be closed on June 20<sup>th</sup> in observance of Juneteenth and July 1<sup>st</sup> & 4<sup>th</sup> in observance of Independence Day.** An Activity Calendar with dates and times of summer events will be provided to all parents during the first week of summer camp. **Parents can also subscribe to our Parent Remind Text Group by texting @dreamls to 81010**, this text group will send important reminders throughout the summer to help parents and students keep up with the fun and exciting activities we have planned.

## **LATE PICK-UP POLICY**

All children must be picked up by 5:30 pm. If your child is not picked up by 5:30 pm, the following policy will be in effect.

1<sup>st</sup> Offense: Verbal Reminder and documentation to file.

2<sup>nd</sup> Offense: Payment of \$2.00 per minute (per child) after 5:30 pm according to our time.

3<sup>rd</sup> Offense: Dismissal for one-week plus late pick-up fee.

No child will be allowed to attend the program until all late pick-up fees are PAID IN FULL. Late Pick-up fees must be paid at the time of late pick-up and no later than the day after the child was picked up late (before the child is signed-in).

## **CHECK IN & OUT PROCEDURES**

All children participating in the summer program, must be signed in and out by an authorized adult (above the age of 18), unless otherwise approved by the director.

## **PICK UP AUTHORIZATION**

All Parents or Legal Guardians are required to provide a list of persons that are allowed to pick up their student. Names appearing on the list will be required to show identification the first time picking up a child. Names not appearing on the pick-up list WILL NOT BE ALLOWED to pick up a child.

## **RATES & FEES**

Rates and fees apply to all summer program participant. A **\$150 Registration Fee** per child is required upon enrollment; this fee will cover all supplies, materials, field trips and transportation costs for each child during the summer program. In addition to the one-time registration, the summer camp **weekly fee is \$125, this fee can be paid weekly, but will be considered late after the 11<sup>th</sup> day with a penalty of \$25.** **Each child attending the summer program occupies a slot; this means that you cannot prorate your payments, if your child is enrolled in summer camp, you are obligated to pay \$125 per week, whether your child attends 1 day or 5 days. Each family is allotted one free vacation week, the child must be absent for the entire week to use this benefit.**

Fees can be paid on site at the Payment Box with check or money order, in the business office by debit/credit card, or via Tuition Express (auto drafted each Thursday; you may set up autopay by bank account or credit card; please see business office for form). **We must have your email address and checking or savings account or credit/debit card in our database before you can pay via Tuition Express.** No child will be allowed to attend the program if fees are more than 11 days past due until all past due fees are PAID IN FULL.

## **SUMMER CAMP FEES FOR SCHOOL AGE CHILDREN/GRADES K-5<sup>th</sup> Grade**

1 CHILD	\$ 125 PER WEEK
2 CHILDREN	\$ 240 PER WEEK
3 CHILDREN	\$ 355 PER WEEK
4 CHILDREN	\$ 470 PER WEEK

## NSF CHECKS

Checks are always an acceptable form of payment until an insufficient check is written. A \$30 fee will be charged for all insufficient checks. DREAM@LSAS will not accept any additional checks for payment in the event that a check is returned for non-payment from our financial institution. Refusal to pay the NSF check fee will result in the immediate dismissal of your child from the summer program.

## WITHDRAWAL FROM THE PROGRAM

Parents requesting to withdraw their child from the program must submit a written Notice of Withdrawal at least 7 days in advance or their account will be billed for an additional week following the last day in which the child attended the program. This notice must be placed in the student's closed file. Payment is required for the account balance.

## ABSENTEEISM & SUMMER VACATIONS

At least 2 weeks' notice must be provided to the director in writing if a child will miss a full week of the summer program. **Families are only allotted one week of non-payment in the event that a child will not attend the program due to family vacation.**

## NUTRITION & MEALS

Meals are provided at the DREAM@ LSAS Summer Program and include breakfast and a snack daily. We will not provide lunch for our summer program participants; therefore, **all summer program participants must bring a lunch daily. We are a peanut free facility; please do not send food items containing peanuts.** The summer menu follows the guidelines of the United States Department of Agriculture for healthy foods. Children who have special dietary needs must provide a written notice to the director of the center from the child's physician regarding the special requirements. All students that attend our program are required to complete a USDA Child Care Food Program Enrollment Form.

## PERSONAL PROPERTY

DREAM will not be responsible for student's personal property if it is lost or stolen. All lost and found items will be placed in a central location for students to identify their items. ELECTRONICS may be brought to camp on incentive days only, we will post and text when we have incentive days. TOYS, CARS, BABY DOLLS, ETC. should not be brought to camp. Our goal is to focus on learning, enrichment, having fun, and socialization.

## FIELD TRIPS & TRANSPORTATION

All parents will receive a calendar of events listing field trips and thematic days/weeks for the summer program. Our summer program will be comprised of two groups: Group 1 (Kindergarten-1<sup>st</sup> Grade) and Group 2 (2<sup>nd</sup>-5<sup>th</sup> grade). Each group will have their own calendar specific to age-appropriate field trips and activities. Event/field trip notifications will also be sent via our Parent Remind Text Group. Pictures and videos can also be found on our Facebook Pages (DREAM Arkansas) and (Little Scholars Academy of Sherwood). All children will be required to return a signed permission form and participation waiver forms (when applicable) to participate in weekly field trips. Children will be transported to field trips by DREAM and Little Scholars Academy vans or charter bus.

Parents are permitted to attend and chaperone field trips, but must provide their own transportation and pay their own admission/fees. No other children or siblings may attend fieldtrips.

## **BEHAVIORAL GUIDANCE:**

DREAM@ LSAS has established clear, consistent and simple expectations that will attempt to meet the diverse needs of the children. Every attempt will be taken to avoid conflict. The children will be approached in a calm, respectful manner. Children will be reminded throughout the day of program expectations.

## **DISCIPLINE POLICY**

Each student will be treated fairly and progressive discipline will be practiced. The following Disciplinary Guidelines will be strictly enforced.

### **EXPECTATIONS**

1. We will not horseplay or fight.
2. We will respect the facility and clean up after ourselves.
3. We will respect ourselves, other students, staff and visitors.
4. We will not use profanity or obscene language.
5. All students are required to participate in daily activities.
6. We will respect the materials and equipment permitted for student use.
7. We will not chew gum.
8. We will not take anything that does not belong to us without permission.
9. We will remain in our assigned area at all times.

### **CONSEQUENCES**

<b>1<sup>st</sup> Offense</b>	Verbal Warning
<b>2<sup>nd</sup> Offense</b>	Isolation/Time Out from other students
<b>3<sup>rd</sup> Offense</b>	Conference with Site Director
<b>4<sup>th</sup> Offense</b>	1-3 day Suspension from Program & Parent Conference
<b>5<sup>th</sup> Offense</b>	Dismissal from program

**PLEASE SIGN AND RETURN THIS PAGE**

**Parent Handbook Agreement**

I have read and fully understand the DREAM@LSAS Summer Program Parent Handbook. In providing my signature, I agree and understand that the contents of this contract may be changed at any time by the DREAM@ LSAS Program providing two weeks written notice to me. Any time a change is made, I will be given a new contract if I intend to continue childcare services at DREAM@LSAS. I have received an exact copy of this Parent Handbook for my own records.

Name(s) of Child Attending DREAM@ LSAS Summer Camp:

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_