

# Welcome to DREAM Summer Camp EXTRAVAGANZA!



We are excited that you made the choice to join the DREAM TEAM for a summer filled with learning, playing and growing together! THIS SUMMER WILL BE FILLED WITH NEW & EXCITING WEEKLY THEMES! Each week, children will learn about a new and interesting topic through various academic lessons, food tutorials, art projects, geographic activities, guest speakers, sports and outdoor play, games, team building and field trips!!! Please take a look at our Summer Program Handbook for helpful information regarding the activities and events, as well as program policies and procedures.

## Our Mission:

DREAM (Dedicating Resources to Excel All Minds) is a non-profit, community-based organization committed to establishing a strong foundation of learning through providing early childhood, summer and afterschool academic and enrichment opportunities to children ages 6 weeks – 12 years old. Our Infant & Toddler Department provides a safe and nurturing environment for babies to develop and effectively transition to our Preschool. Our Preschool (Ages 2-3) establishes a foundation of learning and skill development necessary for children to excel to our Kindergarten Readiness Academy (Ages 3-5), which offers the required skills children need to ensure a successful start to elementary school. DREAM Afterschool & Summer Camp services ensure the safety of student's grades (K-5) in our community and offer opportunities that are not repetitive of the normal school day. Hands On Learning is our approach and academic preparation, mentoring, and family involvement are the tools we use to point our participants in the direction to SUCCESS.

DREAM is dedicated to supporting economically disadvantaged children in efforts to build more successful families throughout our community. Our program focuses on the “Whole Family” encouraging a household to promote the importance of education and positive social interaction.

## SUMMER PROGRAM REQUIREMENTS

- Prior to the first day of enrollment, participants must complete and submit a Summer Enrollment Application, a USDA Application for meal reimbursements, and a signed Summer Handbook/financial agreement page.
- Please be sure that all children dress in comfortable clothing and tennis shoes daily.
- All enrolled students must pay a \$100 Registration Fee prior to their first day of enrollment, this fee covers ALL field trips and supplies for the summer.

## HOURS OF OPERATION

**DREAM Summer Camp will be held at Sylvan Hills Elementary School (402 Dee Jay Hudson, Sherwood, AR) and will be open 6:00 am – 6:00 pm, Monday – Friday (June 3 – August 2). We will be closed for break July 3-5 for 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 Text Group by texting @dreamshe19 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.

All children must be picked up by 6:00 pm. If your child is not picked up by 6:00 pm, the following policy will be in effect.

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

2<sup>nd</sup> Offense: Payment of \$5.00 per minute after 6:00 p.m. according to our time.

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

4<sup>th</sup> Offense: Dismissal from program in addition to late pick-up fee.

### **CHECK IN & OUT PROCEDURES**

All children participating in the summer program, must be signed in and out by an 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 (Please Read Carefully)**

Rates and fees apply to all summer program participant. A **\$100 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 \$65, this fee can be paid weekly or bi-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 \$65 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 cash, check or money order, in the business office by debit/credit card, or on the My ProCare link located on our webpage ([www.dreamarkansas.org](http://www.dreamarkansas.org)). **We must have your email address in our database before you can pay online. 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 grade**

1 CHILD	\$ 65 PER WEEK
2 CHILDREN	\$ 125 PER WEEK
3 CHILDREN	\$ 185 PER WEEK

### **NSF CHECKS**

Checks are always an acceptable form of payment until an insufficient check is written. A \$28 fee will be charged for all insufficient checks. DREAM 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 complete a Notice of Withdrawal form at least 7 days in advance or their account will be billed for the last week in which the child attended the program. This form must be placed in the students 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 in the DREAM Summer Program and include breakfast, lunch, and a snack daily. 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. We ask that TOYS, CARS, BABY DOLLS, ETC... not be brought to camp. Our goal is to focus on academic review, having fun, and communicating with one another.

## **FIELD TRIPS & TRANSPORTATION**

All parents will be provided with a calendar of events listing field trips for the summer program, events can also be found on our Facebook Page (DREAM Arkansas) or at our website ([www.dreamarkansas.org](http://www.dreamarkansas.org)). All children will be required to return a signed permission form to participate in weekly field trips. Children will be transported to field trips by DREAM vans or charter bus.

## **BEHAVIORAL GUIDANCE:**

DREAM 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. No horseplay or fighting.
2. Respect the facility, clean up after yourself!
3. Respect yourself, other students, staff and visitors.
4. No profanity or obscene language.
5. All students are required to participate in daily activities.
6. Respect the materials and equipment permitted for student use.
7. No gum chewing.
8. No stealing.
9. Stay in your assigned area.

### 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

#### Tuition/Fee Agreement

With my signature below, I agree that I have paid the required \$100 registration fee to be used for materials/supplies and fieldtrips for my child this summer. I further agree that I have read and understand that the weekly fee for summer camp for my child is \$65 per week and that I have an option to pay this fee weekly or bi-weekly, but not beyond 11 days. I understand that my child occupies a limited slot and that I must pay for this slot all summer, except for (1) free vacation week. I understand that I can lose my slot if payment is repeatedly late or unpaid.

Child's Name(s): \_\_\_\_\_

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

#### Parent Handbook Agreement

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

Child's Name(s): \_\_\_\_\_

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