



# Welcome to DREAM Summer Camp 2024!

We are excited that you made the choice to join the DREAM for a summer filled with learning, playing and growing together! THIS SUMMER WILL BE FILLED WITH NEW & EXCITING WEEKLY ACTIVITIES! Each week, children will learn about a new and interesting topic through various academic lessons, food tutorials, art projects, 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.

## SUMMER PROGRAM REQUIREMENTS

- All enrolled children must complete a Summer Enrollment Application
- All enrolled children must have a complete USDA form.
- All enrolled students must pay a non-refundable \$75 Registration Fee.

## ENROLLMENT PROCEDURES

All forms (Enrollment Application, USDA Application and Financial Obligation form) must be complete and approved prior to any participants first day of summer camp.

## HOURS OF OPERATION

DREAM Summer Camp will be **located at 8324 Hwy 107, Sherwood AR from June 3 – August 9, 2024.** We will be closed on June 19<sup>th</sup> in observance of Juneteenth and July 3<sup>rd</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 download the ProCare app to receive text messages and important reminders throughout the summer to help keep up with the fun and exciting activities we have planned.

## WHAT WILL MY CHILD NEED FOR SUMMER CAMP?

Each child will need a water bottle, a pair of swim shoes (**swim days only**) and tote bag/backpack of some sort for a change of clothing.

## 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 Warning 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.

4<sup>th</sup> Offense: Dismissal from program in addition to 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

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(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 people 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 participants. A **\$75 Application/Registration Fee** per child is required upon enrollment, this fee will cover supplies and materials. A **Field Trip Fee Schedule** will be sent home to better prepare parents for field trips and transportation costs for each child during the summer program, we prefer that field trip fees be paid in full or in two installments by June 15. In addition to the one-time registration, the summer camp **weekly fee is \$75, 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 \$75 per week, whether your child attends 1 day or 5 days. DHS vouchers are accepted, but do not include field trip fees, these fees must be paid by the parent.

Fees can be paid via ProCare through the ProCare App. **We must have your email address in our database before you can pay via ProCare.** 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 are \$75 per child regardless of how many children you have enrolled, there is no family discount for multiple children.

### **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.

### **NUTRITION & MEALS**

DREAM will provide meals (breakfast, lunch and snack) to children Monday- Friday. Breakfast and Snacks will be Grab & Go and Lunch will be a hot meal with all USDA food components (meat, vegetable, fruit, grain and milk). Children can also bring their lunch to camp. A meal calendar for lunch will be sent home with children at the beginning of summer to help parents decide whether to pack a lunch or have their child eat meals at camp.

### **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 NOT BE BROUGHT TO CAMP! TOYS, CARS, BABY DOLLS, ETC.** should not be brought to camp. Our goal is to focus on learning, enrichment, having fun, and socialization.

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## **FIELD TRIPS & TRANSPORTATION**

All parents will receive a calendar of events listing field trips and activities for the summer. Our summer program will be comprised of three groups: Grades K-1, Grades 2-3, and Grades 4-5. Each group trip will be noted on the calendar. Event/field trip notifications will also be sent via ProCare Messenger. A copy of the Activity Calendar can also be found on our website, dreamarkansas.org. 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 vans.

Parents are permitted to attend and chaperone field trips but must provide their own transportation and pay their own admission/fees.

## **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. 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 Sumer Camp Parent Handbook. In providing my signature, I agree and understand that the contents of this contract may be changed at any time by DREAM 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 services at DREAM. I have received an exact copy of this Parent Handbook for my own records.

Name(s) of Child Attending DREAM Summer Camp:

\_\_\_\_\_

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

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