

Shine Parent Handbook - Summer 2023

**Please note that these policies are subject to change*

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COVID-19 Policies

Drop-Off:

- We ask that only one person drops off their camper.
- Drop off and pick up for Shine Day Camp will be done inside the building at the Elementary Desk. For best access, you can park by Door 4 or Door 5 to walk inside the building.
- Campers will undergo a temperature screening. A health check at this current time can be done optionally by parents. This is subject to change. Any campers that have any of the following symptoms will not be permitted to enter camp: Fever, Cough, Muscle aches, Fatigue, Loss of taste or smell, Runny nose/congestion, Abdominal pain, Chills, Shortness of breath, Headache, Sore throat, Nausea, or vomiting Diarrhea.
- For isolation and quarantine guidance we will continue to follow [MDHHS guidelines](#) for covid protocols.
- Payments will be taken via Enrollsy.

Pick-up:

- The person who is picking up the camper needs to have their ID. If the person picking up is not a parent/guardian, they will need to be added to the child's emergency card before the child is picked up.
- If you are running late to pick-up and will be arriving after 6 pm. Please notify Shine Day Camp as soon as possible.
- Drop off and pick up for Shine Day Camp will be done inside the building at the Elementary Desk. For best access, you can park by Door 4 or Door 5 to walk inside the building.

Mask Policy:

- Masks are not required. This is subject to change.

Sick Policy:

- If your camper has experienced any of the following symptoms within 24 hours, they will not be allowed to attend camp.
 - Fever
 - Cough
 - Muscle aches
 - Fatigue
 - Loss of taste or smell
 - Runny nose/congestion
 - Abdominal pain
 - Chills
 - Shortness of breath
 - Headache
 - Sore throat

- Nausea or vomiting
- Diarrhea
- Please notify Shine if your camper, someone in your family, or someone you have been in contact with has been diagnosed with COVID so we can take the appropriate precautions.
- Please have someone available to pick up your camper in the case of illness.

Field Trips

- We will be holding all field trips on our property this summer.

Cleaning/Sanitizing:

- High-touch surfaces will be cleaned throughout the day.
- The camp is cleaned each evening.
- The camp will be deep-cleaned as necessary throughout the week.
- Hand washing will be required throughout the day.

Criteria for Admission and Withdrawal

Admission:

Shine day camp is open to children entering 1st-7th grade in Fall of 2023.

Cancellations:

- Cancellations must be given in writing (e-mail is preferred) to the Day Camp Registrar: shinedaycamp@wardchurch.org
- There will be no refunds for children who cancel less than 1 week prior to the start of a scheduled week of attendance (deposit is non-refundable).
- This policy applies to both intentional withdrawals by parents/guardians as well as children that are removed for failure to comply with our policies.

Shine Hours of Operation

Shine Day Camp will run Monday-Friday from June 19th - August 18th. Shine’s hours of operation are 8:00 am-6:00 pm.

Shine Daily Schedule

*This is subject to change

Mondays and Wednesdays:

8:00am: Opening Games
 9:00am: Large Group Game
 10:00am: Morning Snack
 10:15am: Electives
 11:15am: Bible Lesson
 11:45am: Small Group Discussion
 12:00pm: Lunch
 12:45pm: Rest Time
 1:45pm: Large Group Game
 2:45pm: Afternoon Snack
 3:00pm: Craft/Headquarters
 4:00pm: Activity Stations
 5:00pm: Closing Games

Fridays:

The morning is the same
 12:15pm: Lunch
 12:45pm: Rest Time
 1:45pm: Large Group Game
 2:45pm: Busy Bees
 3:15pm: Fun Friday
 5:15pm: Cleanup/Closing Games

Tuesdays and Thursdays:

Same as Monday until after lunch
 12:45pm: Ultimate Tuesday/Field Trip
 Activity
 2:45pm: Afternoon Snack
 3:00pm: Rest time
 4:00pm: Activity Stations
 5:00pm Closing Games

* Thursdays - Activity will be a field trip not Ultimate Tuesday

Shine Fee Policy

Each week of Shine Day Camp (Summer - 2023) costs \$275/child and a non-refundable \$50 once per summer family registration fee. There is a non-refundable \$40 deposit per week/child to hold a child's place. Children must be registered for the entire week, if a child cannot attend a day due to illness, vacation, or another personal reason, there will not be any refunds provided.

Full payment is required one week prior to the child's week of attendance. The late payment fee is \$30 per family.

Late Pickup Fee: After 6 pm there will be a \$25 fee for every ¼ hour late per child. Pickup time is set at the time that the pickup person reaches the pickup desk.

Example: Pickup time 6:01pm-6:15pm, the fee is \$25 per child. Then from 6:16pm-6:30pm the fee is \$50 per child.

No refunds will be allotted due to campers missing for illness/quarantine, injury, vacation, inclement weather, or required class/camp closures.

**All payments will be deducted from the debit or credit card (2.5% fee) or your bank account (no fee) on file. Every family is required to enroll in Automated Payment Processing. **

Enrollsy:

- All payments made via Enrollsy.
- Shine Day Camp is pleased to offer Enrollsy, a free online portal for you to access account information and easily access your account and tuition payments and statements.
- Enrollsy is safe, secure, and created with your convenience in mind.

1. Go to <https://app.enrollsy.com/r/gxUrA-D9Z>
2. Enter your email address.
3. You must use setup auto billing through your bank account (no fee) or credit card. (2.5% fee)
4. If your account is billed and there are not sufficient funds for the monthly payment to process, there will be a \$25.00 decline fee per occurrence. It is up to you to confirm that all account information is correct. If there is an account error on your part, you are still responsible for the \$25.00 fee. You will have 24 hours from the date you are notified to pay your outstanding balance. Failure to do so may result in further action from Shine Day Camp.

If you have questions regarding Enrollsy or billing please contact Megan Atwood at megan.atwood@ward.church or 248-374-5977.

Shine Discipline Policy

We want all Shine Summer Day Camp children to have fun in a safe environment. Therefore, the following discipline plan will be in place:

1. If a child engages in behavior that is not appropriate or is disruptive to camp programming, the child will first be verbally redirected by a Day Camp Counselor.
2. If the behavior does not stop, a Day Camp Counselor will talk with the child one on one to help redirect. Staff will be encouraged to provide positive verbal reinforcement for good behavior that the child demonstrates. We believe most difficulties will stop here.
3. If the behavior continues to disrupt camp programming, the Day Camp Director or Assistant Director will intervene and remove the child from their current activity to attempt to correct the behavior and resolve the issue.
4. If the behavior cannot be resolved or there are no signs of improvement, parents/guardians will be contacted and asked to pick up the child for the remainder of the day.
5. If the behavior continues or there are no signs of improvement the following day, parents/guardians will be called and asked to pick up the child. At this time, parents/guardians must make other arrangements for their child for the remainder of the week.
6. If the behavior continues the next week in which the child attends camp, it will be necessary for parents/guardians to find other arrangements for the remainder of the summer.
7. ****If a child runs the risk of harming themselves or others, we retain the right to have the child picked up immediately and enforcing the discipline policy from the point we feel is appropriate.****

Staff Discipline Directives:

1. Staff shall be prohibited from using the following as a means of punishment:
 - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - b. Restricting a child's movement by binding or tying him or her.
 - c. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - d. Depriving a child of meals, snacks, rest, or necessary toilet use.
 - e. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
2. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself or to prevent a child from harming persons or property, excluding those forms of punishment prohibited by the above rule.

Shine Food Service Policy

Shine Day Camp will provide two snacks per day for every child. The morning snack will be served around 10 am and the afternoon snack will be served between 3 pm-4 pm. The snack menu will be published ahead of time and alterations to this menu will be noted at the check-in desk. Alternative snacks will be provided for children with special dietary needs; such as allergies, intolerances, or other medical conditions. Please do NOT send your own alternative snacks unless you have first checked in with the Director.

Parents will be responsible for providing lunch for their child/children every day. Children will not be deprived of lunch if the parent fails to provide it. If parents fail to provide lunch repeatedly, they will incur a fine to cover the cost of the provided lunch.

Program Philosophy

The mission and goal of Shine Day Camp is to be a partner with parents in providing wholesome activities for children and offer a program that promotes growth and development of children's personalities, along with positive moral and spiritual paths.

By learning to live, play, and work together with others at camp, children learn to appreciate, understand, and value others as special and unique individuals. Our program teaches children to become good followers and leaders, accept responsibility, and to practice tolerance and acceptance to everyone, regardless of their differences. We, as a part of Ward Church, adopt their beliefs and teach biblical principles during the day. Although we do not force campers to interact or speak, they are required to attend.

Shine Day Camp respects the rights and dignity of all children and staff, including individuals with varying cultures, genders, races, and religions. Shine Day Camp is inclusive to all, and staff are trained to set the highest examples of behavior for the children in our program.

Parent Notification Plan

Shine Day Camp will report to the parent any significant accidents, suspected illnesses, or other changes observed in the health of a child. If the incident in question poses a serious risk to the child's health, emergency medical services will be notified prior to parent notification. Shine Day Camp will notify the parent when the child is exposed to a communicable disease while in care, so that the parent may monitor the child for symptoms. When a child becomes ill while at the program, a staff member will comfortably isolate the child in an area where the child can be supervised. The parent or responsible adult will be notified and required to pick the child up immediately. Toys, utensils, toilets, and lavatory used by an ill individual will be appropriately disinfected before being used by another child.

When to keep your child home:

Shine Day Camp requires that the parent keep the child home when they are ill for a number of reasons. Keeping a sick child home prevents the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms within the last 24 hours, please keep the child home: fever or other flu-like/COVID-19 symptoms, ear discharge, discolored nose discharge, rash, sore throat with pustules on back of the throat, eye discharge, vomiting, diarrhea, any signs of lice or bed bugs.

*If a camper is confirmed to have COVID, we will work with the local health department and follow the state guidelines to follow the appropriate measures. Parents will be notified as appropriate while maintaining the privacy of the camper/family.

*Parents/guardians are required to notify Shine Day Camp if their child attended camp while showing symptoms of any communicable disease (e.g. flu, measles, chickenpox, COVID-19, etc.) as well as lice or bed bugs.

A child can return to camp when:

- Shine Day Camp will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, the camp cannot guarantee that contagious illnesses or diseases will be completely contained or will not spread to other children. The parent must recognize that while in care, it is possible that the child may be exposed to a contagious illness or disease. As stated in our fee policy, no refunds will be allotted due to illness/quarantine or injury.
- Your child has been temperature free for twenty-four (24) hours without the use of Tylenol or any other fever reducer.
- Your child has been diagnosed with a bacterial infection and has been on an antibiotic for twenty-four (24) hours.
- It has been twenty-four (24) hours since the last episode of vomiting or diarrhea. The cough has eased; nasal discharge is not thick, yellow, or green; the eyes are no longer

discharging, or the condition has been treated with an antibiotic for twenty-four (24) hours.

- The rash has subsided or a physician has determined that the rash is not contagious. Your child must be out for twenty-four (24) hours after they are sent home, not just until the next morning. The only exception to this is if you provide a written statement from your child's pediatrician that the child is not contagious and may return to camp.
- If a child has lice or bed bugs, the parent must provide documentation that they have been professionally treated and are free from either lice or bed bugs.

Medication Policy

Oftentimes, children at Shine Day Camp need to take prescribed medications during the day. Camp directors will ensure that children receive their medications at the appropriate times as long as the following requirements are met by parents:

- Parents must fill out a form denoting the name of the medication, dose, and times to be given.
- Medication must be provided in its original container or packaging.
- Medication must be given to camp staff. Children may not be in possession of their own medications while at Shine Day Camp.
- Parents are responsible for collecting any extra medication from camp staff prior to leaving camp on their child's last day.

Medication will be administered by two senior staff members in order to ensure that all medications/doses are given as directed.

Medications will be secured in a safe location not accessible by children.

Shine staff are not permitted to give children any medication that was not originally provided by a child's parents and does not comply with the requirement above.

Notice of Licensing Notebook

Our licensing notebook contains any licensing inspections, special investigation reports, and related corrective action plans for the last 5 years. Parents can request this licensing notebook

during regular business hours. These reports and licensing rules can also be found for the last 3 years at www.michigan.gov/michildcare.