**2022**

**St. Andrews**

**Summer Camp**

**Parent Handbook**

4882 LaVista Road Tucker, GA 30084

(770) 934-1461

standrewsafterschool@sapctucker.org

# Mission Statement

To provide families in our community with a convenient and affordable option for after school care. To provide elementary-aged and middle school children a safe, enriching and nurturing environment where they can learn, play, and interact during after school hours.

# Hours of Operation

7:30am – 6pm, M-F, May 31st – July 22, 2022

We are closed Memorial Day (May 30th) and July 4th.

**CARPOOL ENDS PROMPTLY AT 9:15. There will be no drop-off after 9:15.**

**MORNING SNACK IS SERVERD AT 9:30, AND FIELD TRIPS BEGIN PROMPTLY AT 10:00 A.M.**

# Enrollment, Schedule Changes, and Withdrawing Your Student

To enroll your student in the St. Andrews Summer Camp Program, a parent or legal guardian must submit the necessary paperwork. Registration Fees are as follows and are non-refundable: $80 Current Family Early registration Feb 4th – 15th; $95 registration fee for any registration **received** after February 15th.

A $30 non-refundable, non-transferrable deposit per camp week requested, and a current immunization form (3231) is also due at the time of registration. The $30 per week registration fee is waived for all currently enrolled families of preschool aged children (ages 1 – 3) that register for the full eight (8) weeks.

Once enrolled in the camp program, any changes to your student’s enrollment must be requested in writing according to the deadlines for changes.

# Summer Camp Tuition

Tuition is $205 (ages 3 years and up); $215 (ages 1-2) and due each Monday. Please make checks payable to **St. Andrews School** and indicate your student’s name + week being paid for in the memo portion of your check. A receipt will be emailed to parents paying cash. When paying cash, please put your payment in an unsealed envelope with your child’s name and the week being paid.

**There will be no reduction in tuition for days missed for student illness or inclement weather.**

**Pick-Up and Drop-Off Procedures**

The campus remains closed due to COVID. Parents will drop off and pick up their campers using carpool. Carpool numbers will be issued for all campers. No child will be permitted to wait outside for pick up. **\*Staff will do a temperature check and sign campers in each morning. Please make sure you and your child are wearing a protective mask prior to exiting the car. Staff will check students out and walk them to the care each afternoon.**

If someone other than the parent is to pick up a child, we must be notified in writing unless previously authorized on the enrollment form. We will not send your child home with anyone other than their parents or the persons listed on the “Permission to Pick-up” list without written consent. Written consent must be provided EACH time anyone other than persons listed on your registration form tries to pick up your child. Anyone picking up must have a photo ID. Always have an ID available at pick up. You may be asked to show ID more than once.

**Transportation Guidelines and Rules**

Campers are transported using a two, 14-passenger buses. Our drivers have passed comprehensive background checks by Bright from The Start, have clean driving records, and are CPR/First Aid certified.

All campers must have a completed and signed Transportation Agreement and Information Form on the bus at all times. No child will be transported without one of these completed forms. Transportation agreements will be sent home in the event that an off-site fieldtrip is added to the agenda.

**Bus Rules**

1) Campers should not approach the bus until it has come to a complete stop and the

 door has been opened.

2) Campers should board the bus in an orderly fashion, go directly to their seat, and put

 on their seatbelt.

3) Campers should keep their hands to themselves at all times.

4) Campers may not eat or drink on the bus. All food and drink containers should be

 secured in their backpack.

 5) Campers should keep all personal items in their laps or on the floor in front of their

 seats.

 6) Aisles should be clear at all times and free of any items including body parts.

 7) Campers should remain seated with seatbelts on until the bus has come to a

 complete stop and the doors have been opened.

 8) Campers should exit the bus one row at a time starting with the front row or the row

 chosen by the driver.

 9) Drivers and campers will treat each other with respect.

10) Campers must keep the volume of their voices low.

11) Campers who do not follow the transportation rules may lose privilege of riding

 the bus for a length of time determined by the Director.

# Late Pick-up Policies and Procedures

St. Andrews Summer Camp Program closes promptly at 6:00 pm. Please be mindful and respectful of our staff members’ time by picking your student up by 6, or by calling if you are running late. Parents picking up after 6:00 will be charged a late fee of $1.00 per minute past 6:05.

# Communication

We communicate with you primarily through Brightwheel. Once registered, you will receive a Brightwheel invitation. Please accept your invitation and follow the prompts to set up your student’s account. Special event notices will be placed in your camper’s book bag. Notices will also be posted on the Carpool whiteboard periodically. Messages from you, intended for your camp counselor should be sent via Brightwheel. Messages from you, intended for the Camp office, should be emailed to: standrews.summer.camp@gmail.com or placed in writing and submitted during carpool. Verbal messages from students are not acceptable.

# Snack Time

St. Andrews offers a morning and afternoon snack for students. No outside food is necessary unless your child has a dietary restriction. A snack calendar is posted monthly in the Camp office. All food allergies and/or dietary restrictions should be disclosed at registration or once diagnosed.

**Lunch**

Junior Campers (Kindergarten and up) bring a lunch from home each day. Please do not send carbonated drinks or anything that requires refrigeration or reheating. Students may sign-up for PIZZA FRIDAYS at the time of registration and prepay for the weeks they sign-up for. Pizza money will **not** be accepted weekly. Lunch will be provided for preschool campers (ages 1 – pre-k)

# Nut Free Campus

We are a **NUT FREE FACILITY**. No snacks containing nuts are allowed on the St. Andrews School campus.

# School Safety

 No student should be released into the parking lot unless under the direct supervision of an adult. Parents must sign students out each day, then exit the building in the company of the student. Students should not run ahead of parents and through the doors unsupervised.

While indoors, running is not permitted. Whether in the presence of parents or school staff, the rules are the same and should be followed.

Playground safety rules should be followed when playing on the playground. Your child will be taught and reminded of these safety rules, which will help prevent serious accidents.

 **Medical Requirements**

Parents must provide a current Immunization form 3231 (rev.3/2007) if we are unable to obtain.

# Medicine Administration

We are unable to administer over-the-counter medications.

If your child requires an inhaler, an EpiPen, or a prescribed medication to be taken while at St. Andrews, you must provide a **Medication Authorization Form and/or an Allergy Action Form** from your pediatrician. Medications must be in original packaging with prescription label(s) intact and may not be expired. Medication must be stored with the Director or Program Coordinator and may not be in the possession of the student. Please direct any questions to Administration.

# Health Policies

Parents will be called to pick up a camper who shows symptoms of illness during the afternoon.

A camper may not remain at St. Andrews if he or she has one or more of the following symptoms and may not return until symptom free for at least 24 hours:

1. Any illness symptom related to COVID
2. A temperature of 100 degrees or more.
3. Vomiting or diarrhea.
4. An undiagnosed, untreated rash or lesion.
5. Red watery eyes with discharge.
6. Untreated head lice and/or remaining eggs (nits).

**Emergency Procedures**

In the event of an illness or an accident requiring immediate treatment, we will make every attempt to contact the parents, the child’s physician or other persons listed as an emergency contact. If this is not possible, we will use one of the medical facilities listed below, unless otherwise stated on your child’s medical emergency information sheet. In the event of a severe injury, 911 will be called for transportation to the designated medical center.

Children’s Healthcare of Atlanta: 1401 Clifton Rd., Atlanta 30322 (404) 325-6000

Dekalb Medical Center: 2701 N. Decatur Road, Decatur 30033 (404) 501-5200

**Protection of Children in Severe Weather**

**Shelter-In-Place**

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different type of actions. St. Andrews will follow shelter-in-place precautions if the threat of severe weather is in the area. Examples of severe weather are high wind, thunderstorms, hail, tornado.

Director will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to designated locations as necessary. Director will direct students and staff to take the protective positions if indicated.

**Evacuation**

In the event of an emergency in which we cannot remain in the building, we will notify parents as soon as possible. Children will be escorted to the closest safe shelter. Our primary designated shelters off-site are the Fellowship Hall of St. Andrews Presbyterian Church, the gymnasium at First Baptist Church of Tucker: 5073 LaVista Road (770) 938-1688, or First Christian Church of Tucker: 5073 LaVista Road, Tucker, GA 30084 (770) 938-1688.

# Discipline

It is the philosophy of St. Andrews School that children will grow and thrive in an environment in which they feel safe and secure. Corporal punishment is strictly forbidden. Our discipline methods include positive reinforcement, redirection, and guidance in recognizing and correcting inappropriate behavior.

In the event that more formal redirection is necessary, the Program Coordinator may intervene.

If issues persist, parents will be consulted. If no reasonable resolution evolves to the satisfaction of the Coordinator and Director, a student may be suspended from the program for a period of time or indefinitely. The responsibility for such decisions rests primarily and ultimately with the Coordinator and Director. Re-admission to the program is at the discretion of the Coordinator and Director.

# Parent Involvement

Parental involvement is encouraged in our program. We have an open door policy and parents are welcome to stop by at any time. We simply ask that you let us know that you are here. If you wish to speak with the Coordinator, please do not hesitate to stop by the office.

# Miscellaneous Policies

Please label all personal items your camper might bring to St. Andrews. Campers are not allowed to have hand sanitizers, lotions, and/or lip balm in their book bags. St. Andrews will not be responsible for any items campers bring to the program, so please keep all toys and belongings of value at home for safe keeping.

**Please note**: This Parent Handbook is a guide for the parents and guardians of our students. By no means does this handout address every possible situation or question you may have. Please contact us at any time should the need arise.