



**PARENT/GUARDIAN HANDBOOK 2016**

The Presbyterian Church of Jackson Hole

1251 South Park Loop Road

P. O. Box 7530

Jackson, WY 83002

Main Contact Phone: (307) 739-9591

JOY Coordinator: (307) 734-0388 x121

[www.pcjh.org](http://www.pcjh.org)

## **Welcome!**

### *About Our Worshipping Community*

The Presbyterian Church of Jackson Hole (PCJH) is a community that is committed to being an instrument through which God transforms our world one person at a time. PCJH's values are to be a Christ-centered, Biblical-based, healthy congregation that welcomes all, does its ministry and mission with excellence, and are present in our community and world as salt and light.

### *Goals for Growth*

**Jesus Oriented Youth (JOY)** believes in the development of the whole child: spiritually, socially, emotionally, physically, and intellectually. Communication, self-expression, creativity, and growth of positive self-image are fostered.

JOY Ministry Programs will hold fast to Christian principles such as honesty, mutual respect, and love, which will create a nurturing environment. We will encourage responsibility and self-control in the development of a strong character. We will nurture relationships as mentors in spiritual-formation. Church-wide, we have a vision and mission to grow disciples of Jesus Christ. Our goal is to instill in children a love for one another and a love for our Lord.

*Children enrolled in JOY Summer Camp will learn that:*

- God and Jesus love them
- God gave us a special book called the Bible
- God is everywhere
- God is good
- Jesus can live in their hearts
- Jesus wants to be their friend
- The Bible contains important stories and principles
- They can memorize scriptures from the Bible
- They can serve Jesus by offering their gifts
- They can talk to God through prayer

***Please take time to read this handbook, as it will answer many of your questions.***

Blessings,  
Jordan T. Shive  
JOY Coordinator  
[jshive@pcjh.org](mailto:jshive@pcjh.org)  
[joy@pcjh.org](mailto:joy@pcjh.org)  
(307) 734-0388 x121



## **Registration**

What is required to register and reserve child's spot:

- **Register online, which includes signing the consent forms.**
- **Pay the ministry program fee.**

**Your child will not be fully registered if any of this information is missing.**

If your child is placed on the waiting list, you will be called as soon as a space becomes available for him/her. If there are enough students to make up an extra class, forming an additional class will be considered.

Our **JOY After-School** children's ministry program's time is from the **School's dismissal until 6:00pm.**

Our program is on **Tuesdays, Wednesdays, Thursdays** from **Sept. 13, 2016 - June 1, 2017.**

## **Program Registration**

All children participating in this children's ministry program will need to complete our **Online Registration Form.**

In addition, **ministry program fee is due before attending.**

### **Ministry Program Fee Explanation**

We offer our program for **32 weeks during the school year.**

The fall (**Sept.-Dec.**) will have **13 weeks** and the spring (**Jan.-June**) will have **19 weeks.**

**PCJH Member – Year Pass (deadline- Sept. 13)**

For families that are [church members](#) at The Presbyterian Church of Jackson Hole (PCJH) the cost will amount to **\$10.00 per day per child.**

**There is a Tuesday Year Pass, Wednesday Year Pass, and Thursday Year Pass.**

If one purchase a one-day year-pass the price is **\$320.00.**

If one purchases two-day year-pass the price is **\$620.00.** This will be a **\$20 discount.**

If one purchases three-day year-pass the price is **\$860.00.** This will be a **\$100 discount.**

**Non-PCJH Member – Year Pass (deadline-Sept. 13)**

For families that are Non-members at The Presbyterian Church of Jackson Hole (PCJH) the cost will amount to **\$15.00 per day.**

If one purchase one-day year-pass the price is **\$480.00**.

If one purchases two-day year-pass the price is **\$940.00**. This will be a **\$20 discount**.

If one purchases three-day year-pass the price is **\$1340.00**. This will be a **\$100 discount**.

#### Prorate Rate

Families can register at anytime during the school year. Depending on when and how many weeks remain and the families' status of being PCJH-Member or a Non-Member will help determine the registration fee.

The pro-rate deal for a **PCJH member** is **\$12.00**. The prorated deal for a **Non-PCJH member** is **\$17.00**.

#### For example:

**PCJH Member:** \$12.00 X # of weeks remaining when started = ministry program fee

**Non-PCJH Member:** \$17.00 X # of weeks remaining when started = ministry program fee

#### Drop-in Fee

A family can always participate in our program through a drop-in basis. However, with a drop-in approach there is the potential that our class sizes are full for that day. Our drop-in fee is **\$20.00 a day** that your child(ren) attends.

**If you sign your child up for any additional days or before/aftercare, payment will be required at that time.**

#### Cancellations

**Cancellations made after May 15<sup>th</sup> are subject to the following policy:** Cancellations will be refunded only if the opening can be filled, minus a \$5.00 per day processing fee.

#### Attendance

If your child will be unable to attend class, please call the JOY Coordinator at (307) 734-0388 x121.

Each day you will be asked to sign your child out. This helps to maintain your child's safety. Only individuals listed on the registration form may pick your child up. If someone else is going to pick up your child, and he/she is not listed on your registration form, you must call the JOY Coordinator to inform us, or you must write the name and relationship of the person on the sign-in sheet that morning. Note that we will ask to see that person's driver's license.

In addition, if you frequently arrive past 6:00 pm you will be charged a late fee charge.

Please plan to pick your child/children up at 6:00 pm promptly. If a parent/guardian is regularly late picking up their child, we will begin charging \$10.00 for every five minutes the child remains in our care, or the \$12.00 aftercare charge. This policy is in place because our teachers

have other responsibilities after class is over that will not allow for staff supervision of your child/children.

### **Discipline**

During the first week, students will gain a clear understanding of acceptable behavior and consequences for unacceptable behaviors. Unacceptable behaviors are ones that are potentially harmful, disruptive, or aggressive.

Students will receive positive guidance as a first step to prevent any unacceptable behaviors. Positive behavior will be modeled and rewarded. When a child simply needs redirection, it will be offered in a positive, and helpful way.

One of the primary goals of JOY After-School is to help young children learn to live and grow in their relationships with others. Skills such as sharing, taking turns, and cooperation provide an important foundation for a successful future. Discipline is derived from the word disciple meaning to teach. We do not think of discipline as punishment, but rather as teaching self-control and the expression of feelings in socially acceptable ways. Discipline is a necessary and positive part of our program.

Discipline will focus on the positive behaviors that are expected. Simple and clear rules will be established in each classroom. Review of the rules will occur daily. Children will be treated in a positive manner with gentle reminders of the rules. Discipline measures are directed toward teaching children appropriate behavior and self-control, based upon what is reasonable for their age and developmental level. Redirection, logical consequences, and thinking time may be utilized therefore for misconduct

We are committed to assisting the children in their emotional, social, and cognitive development. There may be times, however, when a child's behavior can affect the atmosphere of the classroom. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience, or disrespect. If these behaviors occur, teachers will assist the child by:

1. Helping the child use appropriate words to resolve conflict.
2. Praising or rewarding kind behavior.
3. Providing natural consequences for undesirable behavior.
4. Working with the parents/guardians to resolve issues.

Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom, the following steps will be taken:

1. A conference with the parents/guardians, teacher, and the JOY Coordinator will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue, while keeping foremost the best interests of the child and the camp.
2. Parents may be required to pick up their child from camp if an undesirable behavior becomes harmful to their child or others, or if the problem is detrimental to the atmosphere of the classroom. These behaviors may include, but are not limited to, hurting or endangering themselves or other children, aggression, defiance, disobedience, or disrespect. When the child returns to camp, they will be welcomed with open arms and love, knowing all is forgiven.



3. Continuation at JOY Summer Camp shall be determined by periodic reviews and parent/guardian conferences with the JOY Coordinator and the teaching staff. The best interests of the child and the camp program shall be the final determining factors in continued enrollment.

### **Complaint Procedures for Reporting Concerns**

If a concern arises, parents or other caregivers should first communicate with your child's teacher. Please express very specifically your concern, along with actions that you wish to be taken to correct it. Follow up with the teacher to ensure that actions have been taken.

If the issue is not rectified after discussing it with the teacher, please report your complaint to the following individuals in the following order:

**Jordan T. Shive, JOY Summer Camp & After School Coordinator**

Office: (307)734-0388 x 121

[jshive@pcjh.org](mailto:jshive@pcjh.org)

**Ricky Emlyn**

**Director of Children, Youth & Family Ministries**

Office: (307)734-0388 x 103

[remlyn@pcjh.org](mailto:remlyn@pcjh.org)

If you wish to report a concern to the Department of Family Services, please contact:

**State of Wyoming**

**Department of Family Services**

(307)-777-5491

<http://dfsweb.state.wy.us/>

[rhaug@state.wy.us](mailto:rhaug@state.wy.us)

### **Emergencies**

If an emergency should arise, we will notify parents/guardians in the order indicated on the registration form through email, text messages, or phone calls. Please make any changes to this form promptly, especially if a phone number changes.

If parents/guardians have an emergency while their child/children are at JOY Summer Camp, call the JOY Coordinator (307) 734-0388 x121.

JOY Summer Camp currently has an Emergency Preparedness Plan and will adhere to it based on the type of emergency it is. Fire drills are performed monthly.

In case of an emergency at the facility parents will be notified through phone calls, text messages, and emails

In case of an emergency at the facility the relocation sites are: (primary) The Shepherd of the Mountains Lutheran Church at 750 Seneca Lane Jackson WY 830001. Phone Number: [307-733-4382](tel:307-733-4382) & [307-248-0438](tel:307-248-0438) and (Secondary) The Jackson Hole Classical Academy School at 3255 High School Rd, Jackson, WY 83001. Phone number: [307-201-5040](tel:307-201-5040) & [307-690-8396](tel:307-690-8396)

In case of an emergency at the facility, we will relocate at the The Shepherd of the Mountains Lutheran Church or The Jackson Hole Classical Academy School and then the procedure of child

reunification or release is that we will not release a child to an adult that is not indicated on the child's registration forms as an authorized pick-up. We will check for identification of the person prior to releasing the child(ren).

### **Weapons Policy**

It is the policy of JOY Summer Camp that no weapons or ammunition be stored on site.

### **Illness/Medication**

To prevent the spread of infection, children will be asked to stay at home or be picked up from camp when they are ill. If your child has any of the following symptoms, please keep him/her home:

- Blood in urine
- Diarrhea
- Difficult or rapid breathing
- Fever of 101° or above
- Pink eye
- Sore throat with fever
- Severe coughing
- Severe pain or discomfort
- Skin rashes lasting more than one day
- Suspicions of chickenpox, pertussis, measles, mumps, rubella, or diphtheria
- Swollen joints or visibly enlarged lymph nodes
- Untreated head lice or nits
- Untreated scabies
- Vomiting
- Yellowish eyes or skin

Students must have been symptom-free or have been taking a prescription antibiotic for a full 24 hours before returning to camp after a contagious illness. Parents/guardians will be notified immediately when a child has symptoms requiring exclusion from care. Symptomatic children will be separated from other campers and directly supervised until the parent/guardian arrives.

Medication will **not** be given to campers. Please dispense it either before or after camp. If it is essential, parents will be allowed to come to the classroom and dispense it themselves.

Parents/guardians will be asked on the online registration form to complete a consent form authorizing topical applications such as sunscreen and insect repellent. This form is included in the online registration. Because campers will be spending time outdoors on most days, parents/guardians are asked to please apply sunscreen to their child BEFORE they are left at camp, and teachers will reapply as needed.

In the event your child obtains lice, you must complete two full treatments and provide us with a physician's statement BEFORE your child returns to JOY After-School.

Students with allergy/health concerns will be asked to bring a note from the doctor in regards to the child's allergies/health concerns.

Any child who has ever experienced seizures needs to notify the JOY Coordinator and will be asked to complete a Seizure Medical Plan, as well as give written details to what the child's seizures typically look like.

### **Sick Policy**

JOY After-School will allow one make-up sick days per Month. The make-up day needs to be prearranged with the JOY Coordinator at least one week prior to your day of request. You are responsible for the full day tuition when your child is absent due to illness. Special circumstances can be arranged to discuss with the JOY Coordinator for exceptions.

### **Vacation Policy**

JOY After-School does not offer any make up days for vacation. You are responsible for the full day's tuition when your child is absent due to vacation.

### **Field Trips**

During JOY After-School, we will be leaving our classroom to experience things within our community. A permission slip is included in the online registration. Field trips will be noted in your weekly calendar/newsletter.

Parents are invited to come along whenever possible. Children who are not enrolled at JOY After-School are not allowed to attend field trips

### **Lost and Found**

JOY Summer Camp is not responsible for lost items. Please label anything that your child brings to camp to help aid with identification. Our Lost and Found box is located in the lobby. Please remember that labeling your child's belongings helps our staff keep the Lost and Found box empty. Please do not send gum, candy, jewelry, money, or toys to camp with your child. Weapons of any kind (even pretend) are not allowed.

### **Parent Communications**

We will communicate with parents through email about camp activities. Please check your email frequently and add [jshive@pcjh.org](mailto:jshive@pcjh.org) and [JOY@pcjh.org](mailto:JOY@pcjh.org) to your list of accepted senders.



## Final Reminders

What is required to register and reserve child's spot:

- **Register online, which includes signing consent forms.**
- **Pay the ministry program fee.**

*We look forward to Passing on the Faith to your child.*

**“Train a child in the way he should go, and when he is old he will not turn from it.”**

**Proverbs 22:6**

