

Presbyterian Church of Jackson Hole

**Jesus Oriented Youth
Preschool, Elementary
& Middle School
Summer Camps**



2014 ~

STUDENT/PARENT HANDBOOK

Sponsored by:

The Presbyterian Church of Jackson Hole

1251 South Park Loop Road

P. O. Box 7530

Jackson, WY 83002

307.739.9591 (CY&F Direct Line)

307.734.0388 (Reception)

www.pcjh.org



Dear Parents,

Congratulations! What a blessing to have your child enrolled in the Presbyterian Church of Jackson Hole's awesome summer program of relationship-nurturing, faith-building, healthy activities and FUN! A *huge*

amount of human resources, building usage, funds, manpower, prayer, energy and time is poured lovingly into this program from our congregants. We have an incredible team at PCJH that is dedicated to these children and giving them the tools they need to grow into Christianity. We believe in passing on the faith!!

Our Jesus Oriented Youth staff & participants 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 faith-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.

We actively strive to partner home and congregation in all children, youth and family offerings here at PCJH. Healthy children grow best in healthy families ~ we also covenant to nurture a family atmosphere conducive for Passing On the Faith for a lifetime. We will send home information with you which will help you talk about faith with your children. We encourage you to become involved in this program *with* your children - they truly pick up on what is important to you. We pray for you regularly as a family. We stand ready to share insights about more opportunities you can take to nurture your children and strengthen your family.

Children enrolled in Jesus Oriented Youth Summer Camp will learn that:

God and Jesus love them and everyone;
God gave us a special book called the Bible;
God is everywhere;
God is good;
Jesus can live in their hearts;
The Bible has important stories and principles in it;
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.

STAFF

YOUR SUMMER CAMP STAFF

We are thrilled that our instructors will be called by God to bring their teaching, educational and spiritual gifts to lead your children at J.O.Y. Summer Camp. Part of the success of this program can be credited to the caliber of individuals that staff our summer ministry. The Presbyterian Church of Jackson Hole is a Wyoming State Certified Child Care Facility that abides with the student/teacher ratios and all other State regulations. We will spend several months seeking out highly qualified and fun professionals, field specialists and skilled leaders to staff our summer programs. A few motivated and skilled middle and high school students will be selected as LITs (Leaders in Training) to assist the lead instructors in your child's class and will always assist on off campus excursions. Background checks, emergency training and Godly behavior are just some of the criteria and qualifications we require of all of our staff.

POLICIES

PARENT COMMUNICATIONS

Summer Camp staff will communicate with parents primarily through email. Please check your email frequently and add dmcgee@pcjh.org and JOY@pcjh.org to your list of accepted senders in your email server so that our emails will not go to your junk mail file. We will send talking points, class updates, notes and/or reminder notices home with your children when appropriate, and more frequently via email.

ATTENDANCE

If your child will be unable to attend class, please call the Children Youth and Family Ministries' direct line at PCJH - 307.739.9591 and leave a message for Diane McGee if you do not reach a live person.

It is crucial that you sign your child in and out each day for safety/security reasons and as required by our state licensing regulations. Only individuals listed on the registration form may pick up your child. If someone else is going to pick up your child and that person is not listed on your registration form, you must call the CY&F line or your child's teacher directly to inform us or you must write the name and relationship of the person on the sign-in sheet that morning.

Please be on time - by 9am - as we believe it is important for the students to be all together and to start the day off on a positive note as a group! To maintain proper student/leader ratios, students will NOT be able to join other classes on campus if you arrive after an excursion has departed.

PICK UP

Please plan to pick your camper up at 3:30pm promptly or by 5:30pm promptly if you are registered for after-care. If a parent/guardian is regularly late picking up their child (two or more times), we will charge \$10.00 for every five minutes the child remains in our care. This policy is in place because we will have limited staff supervision past 3:30pm based on those children who signed up in advance for after-care and many leaders have other commitments after their scheduled camp hours (second jobs, kids to pick up, etc). Please be respectful of our terrific staff's time and pick up your child promptly.

EMERGENCIES

If an emergency should arise, we will notify parents as indicated on your online registration form. Please notify the staff promptly of any updates ~ especially if a phone number changes. If parents have an emergency while their child is at camp, please call the CY&F direct line at the church promptly 307.739.9591. If no one answers, please leave a message for Diane McGee, OR hang up and redial 307.734.0388 for the main office reception area so that someone can find a staff member to help or to take your message.



CLOTHING

Please bring your child to camp in clothes that are comfortable and seasonally appropriate. Campers in Preschool and entering Kindergarten should also have a change of clothes in a grocery bag clearly marked with their name on it to leave in their backpack at all times.

Please do not bring your child in expensive clothing or jewelry. Some of the activities that they will be participating in will be messy, so items may become soiled.

FIELD TRIPS

Often this summer we will be leaving our classrooms to experience places within our community and in God's great outdoors... An activity waiver is included in the registration packet. Siblings and/or children who are not enrolled in Summer Camp are not allowed to attend field trips.



NUTRITION/SNACKS

Children are expected to bring their own lunch and snack every day, clearly marked with their name on it.

If your student is registered for the after-care program, please send a second snack for your child. This snack will be served after the other students leave for the day at 3:30pm. Please send only healthy snacks and lunches that are low in sugar content and nutritionally appropriate. Cookies, chips, soda and candy are not great choices. Healthier items include:



- *All types of fruit including fresh fruit, applesauce, fruit cups and dried fruit
- *All types of vegetables
- *String cheese
- *Pretzels
- *Granola bars & snack bars
- *Beef jerky
- *Graham crackers
- *Small muffins
- *Cheese & crackers
- *Sandwiches

Please include ice packs to refrigerate items within your child's lunch box if you send perishable items.

SAFETY PROCEDURES FOR SWIMMING OR WADING POOLS

PCJH takes seriously the safety of all children in our care. The following are the procedures we will take to ensure their safety as they play in/around a water hazard, including wading pools, swimming pools, and other bodies of water.

1. An adult staff member will be in the immediate vicinity at all times when a water hazard is available;
2. An adult shall remain within arms reach of infants (birth – 12 months) when using a wading pool and in direct contact with infants at all times during swimming;
3. There will be at least one (1) certified lifeguard present when a swimming pool or body of water is in use;
4. Children will be instructed on the safe use of the swimming pool or body of water;
5. When using a public or private swimming pool, staff:child ratios are as follows:
 - a. Infants & toddlers (birth – 36 months) shall be 1:1
 - b. Children 3-5 years 1:4
 - c. Children who are age 6 or older 1:6 while swimming
 - d. Certified lifeguards (age 16yrs +) may be used to meet these staff:child ratios when they are assigned only to that group of children
6. Children shall not be allowed to use hot tubs or spas.



LOST AND FOUND

There will be a box near the entrance to the CY&F wing of PCJH for items that have been either lost or found. Please label everything that your child brings to Summer Camp to help aid with identification.

ILLNESS/MEDICATION

To prevent the spread of infection, campers will be asked to stay at home when they are ill.

If your child has any of the following symptoms, please keep him/her home:

Blood in urine	Pink eye	Vomiting
Diarrhea	Severe Coughing	Untreated scabies
Difficult or rapid breathing	Sore throat with Fever	Skin rashes lasting more than 1 day
Fever of 101° or above	Yellowish eyes or skin	
Swollen joints or visibly enlarged lymph nodes		
Head lice or nits (Must do 2 full treatments & bring Doctor's note)		
Suspicions of chicken pox, pertussis, measles, mumps, rubella, or diphtheria		

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



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

Parents/guardians will be asked to complete a consent form authorizing the application of sunscreen and topical products such as insect spray. This form is included in the registration packet. Because campers will be spending time outdoors on most days, parents/guardians are asked to **please apply sunscreen to your child BEFORE they are brought to summer camp. Teachers will re-apply throughout the day as needed.**

VACCINATIONS

Children aged 2-5yrs must have a copy of their vaccination record or exempt form from the State of WY on file. Please provide this when you register. Once they have completed their Kindergarten year in school, they will not need to have it on file with us.

DISCIPLINE

We will often discuss in class and small and large groups a list of acceptable as well as unacceptable behaviors. Students will also gain a clear understanding of consequences for unacceptable behaviors. Unacceptable behaviors are ones that are hurtful, potentially harmful, disruptive or aggressive. Consequences will be as natural and circumstance-specific as possible in order to reinforce the ineffectiveness of the behavior. For example, the camper might be removed from that situation, etc.

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, helpful way.

If a child becomes a continual discipline problem, a parent/staff conference involving one or more program or administrative team members will be scheduled. A specialized behavioral plan will be developed and executed for this child. Parents will be continually updated on the progress of the plan. Parents, your involvement at home to reinforce the goal of changed behavior by design is imperative. If improvement does not occur, the child will be asked to leave the program.

ENROLLMENT

All enrollment must be completed on-line: Go to our website - www.pcjh.org.
Click on: [Get Involved](#); then [J.O.Y. Summer Camp](#); then [Enroll My Child](#) link.

TUITION/ PAYMENTS

PAYMENTS

A \$50 non-refundable enrollment fee is required at the time of registration.

Payment is required with registration. Two options are offered for payments: pay in full at the time of registration or pay 50% at registration and the remaining balance by May 31st. Remaining balances not paid by May 31st will be processed on the first business day in June with the credit card listed on your enrollment form. All other requests for scheduled payments must be made in writing and pre-approved by the Director of J.O.Y. Summer Camp, Diane McGee.

We require your credit or debit card information to be kept on file via your online enrollment. If you sign your child up for any additional days or before & after care, payment will be required at that time.

Should you wish to pay by check: Please make it payable to "PCJH" with "Summer Camp" in the memo line.

If you wish to mail your payment, please send it to:

PCJH - Attn: Summer Camp P. O. Box 7530 Jackson, WY 83002

(Please remember when sending payment that it must be *received* before your child participates in the additional days/programs, unless other arrangements have been made with the camp director.)

Camper Age Groups & Tuition

A \$50 non-refundable enrollment fee is required at the time of registration.

Summer 2014 - June 16th thru August 22nd

Enrollment Options: You may enroll your camper for any combination of days.

Note: For campers 3yrs to Entering Kindergarten, we encourage you to enroll for Tues/Thur or Mon/Wed/Fri segments to ensure teacher consistency and field trip opportunities.

AGES/Grades by Fall - Sept 15th

3 year olds	9am-Noon or 9am-3:30pm	\$30 or \$43 per day
Children 4yrs & Entering K-8th grades	9am-3:30pm	\$43 per day

10% OFF
of sibling
tuition for
2nd, 3rd, etc.
camper!

Extended Hours with 'Before & After Care' (by reservation)

3yrs-8th Grade: Mon. - Fri. 8-9am & 3:30-5:30pm \$12 additional charge per day
3 year old 9am -noon group: Before care 8-9am \$6 additional charge per day

CHANGES

Changes to a registration can be made before 5:00pm April 30th, 2014 without penalty. Changes will be accepted via letter or email. Send change request to PCJH, PO Box 7530, Jackson, WY 83002 Attn:

Diane McGee or by email to dmcgee@pcjh.org.

After April 30th, 2014, transferring of days is acceptable only if there is availability.

CANCELLATIONS

Cancellations made after April 30th, 2014 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.

PICK UP

Please plan to pick your camper up at 3:30pm promptly or by 5:30pm promptly if you are registered for after-care. If a parent/guardian is regularly late picking up their child (two or more times), we will charge \$10.00 for every five minutes the child remains in our care.

BIRTHDAYS

Birthdays are a wonderful celebration in the life of a child. Sending birthday treats for the entire class is welcomed. Please contact your camper's teacher in person or by phone at 307.739.9591 if you would like to send special treats to camp.



OTHER

** Please remember to label anything that your child brings to camp. Please do not send gum, candy, jewelry, money or toys to camp with your child. Weapons of any kind (even pretend) are not allowed. **



SETTING A GODLY EXAMPLE

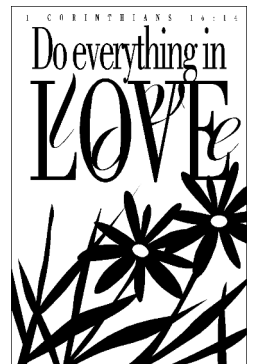
PCJH's Summer Camp Ministry, now in our 14th year, is proud to be a Christian faith-based program that teaches the Word of God and Godly love and behavior to children. It is imperative that all parents understand that those same Godly behavioral expectations also apply to parents. Behavior not in alignment with our standards will not be tolerated here at camp. We are *called* to be above reproach.

PROCEDURES FOR REPORTING CONCERNS

If a concern arises, parents should first communicate 1) directly with the student's teacher. If adequate resolution is not met, please meet with 2) the Camp Director, Diane McGee or 3) Rev. Ben Pascal in that order, when an issue remains unresolved after addressing the source.

Please express your concern very specifically, along with actions that you wish to be taken to correct it. Clear, prayerful, grace-filled communication and follow-up are essential when working with people.

NOTE: *The Presbyterian Church of Jackson Hole operates a state licensed Child Care Center. It has been granted a variance by the state of WY that during operations of J.O.Y. in JH Summer Camp, Diane McGee is the program director, and during operations of Little Lambs Preschool, Erin Abel is the program director.*



FINAL THOUGHTS

We hope this handbook has aided you in gaining a better understanding of what your child will experience this summer. As always, please feel free to call or email any time with additional questions you may have.

One constant in life is change, and as we progress in this year's program development some changes are sure to arise. We will distribute applicable revisions to this handbook closer to opening day.

We are looking forward to an incredible summer partnering with you to provide your child with some amazing growth, spiritual, academic and just plain ole' fun opportunities.

Please feel welcome to call with your questions!

Blessings abound indeed,
Your PCJH Children, Youth & Family Ministry Team

