



## Parent/Guardian Handbook

### **Mission:**

J.O.Y. Summer Camp is a place where campers **gather** in a fun, safe, and faith based environment to acquire and strengthen skills, develop new friendships and **grow** spiritually through imaginative play, biblical discovery and by **going** out into the Jackson Hole Community and experiencing God's creation.



Presbyterian Church  
JACKSON HOLE

# 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 is transforming our world. 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.

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

Blessings,

Dylan Wade

Children's Ministry Coordinator

J.O.Y. Summer Camp Director

(307) 734-0388

dwade@pcjh.org

## Registration

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

- Register online by going to [online website URL], which includes signing the consent forms. Registration opens March 6th.
- Place a non-refundable deposit of 20% of total upon registration.
- If any child is between 3-5 years old, bring immunization record or an exempt form from the state if immunizations have not been given.
- Registration will close one week before the first day of the camp week. See Important Dates section below for specific registration dates.

**Your child will NOT be fully registered if any of this information is missing!**

If your child is placed on the waiting list, we will hold your payment until your child's placement is confirmed. You will be contacted as soon as a space becomes available for him/her. If there are enough campers to make up an extra group, forming an additional group will be considered.

New this year, campers will have the opportunity to register by the week (highly encouraged) rather than daily. Though daily registration is offered there are daily price differences (see Hours and Pricing for more information). Campers who attend a full week will also receive a complimentary J.O.Y. Summer Camp t-shirt.

# Hours and Pricing

J.O.Y. Summer Camp begins Tuesday, June 20th and concludes on Friday, August 25th. Please note that there will be no summer camp offered on Tuesday, July 4th to observe Independence Day. Camp will be offered on the July 3rd, 5th and 6th of that week.

## Regular Camp Hours

<u>Campers Age/Grade</u>	<u>Hours</u>
3 year olds – 5th Grade	9:00AM-3:30 PM

## Extended Hours

<u>Campers Age/Grade</u>	<u>Hours</u>
3 year olds – 5th Grade	8:00AM-5:30 PM

## Prices

Registration Date	Initial Week	Additional Weeks	Daily Rate	Before and After Care
March 6 -March 20	\$265	\$250	\$65	\$15/day*
March 21 - August 14	\$275	\$260	\$70	\$15/day*

Before and After Care

\* added to tuition total

## Discounts

### Sibling Discount:

Parents/guardians who have more than one child attending will receive \$25 off per week (\$5/day).

### Multi-Week Discount:

Campers registered for one week will receive a \$15 discount for each additional week registered after that.

### Early Bird Discount:

Those who register by March 20th will receive a \$15 discount per week and a \$5 discount per day.

## Scholarships

PCJH does have scholarships available for campers through the (CRC) Community Resource Center. There is a link for CRC's application form on the J.O.Y. Summer Camp page.

## Tuition/Payment

At the conclusion of registration 20% of tuition will be required to save a spot. The remaining 80% of the child's tuition is due two weeks prior to the child's first day at camp. We accept cash, check, or credit card payment with either Visa or MasterCard. Unfortunately, we are unable to accept American Express. If 100% of tuition is not paid two week prior, the child's spot will be at risk of forfeit.

## Registration Changes

Changes to a child's registration can be made before 5:00pm May 15th without penalty. Changes will be accepted through email. After May 15th transferring of days is acceptable only if there is availability.

## Cancellations

Cancellations made after May 15th 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.

## Immunizations

If any child is between ages 3-5, please provide a copy of your child's immunization record when you pay the non-refundable \$50 registration fee. An immunization form must be submitted before your child is enrolled at JOY Summer Camp. Each child must be properly immunized against all preventable diseases before starting camp, or have an exempt form from the state.

## Important Dates

Date	Event
March 6	Registration Opens
March 20	End of Early Bird Pricing
June 12	Last day to Register for Week 1
August 14	Registration for Week 10 closes

## Placement

We plan to be very intentional as to which group and counselor with which your child will be paired. Therefore, much thought and prayer will go into the placement of your child. For the most part groups will be based on age and grade for the upcoming

school year. In addition groups, are designed for optimal friendship and skill building opportunities.

Some criteria may include:

- If your child will be three (3) years old by September 15th of the upcoming school year, AND is fully toilet-trained (some accidents are to be expected), he/she will be placed in the Preschool three (3) year old group. If your child is experiencing frequent accidents after the first few days, they will be asked to stay home until fully toilet-trained.
- If your child will be four (4) years old by September 15th of the upcoming school year, AND is fully toilet-trained, he/she will be placed in the Preschool four (4) years old and up group. If your child is experiencing frequent accidents, they will be asked to stay home until fully toilet-trained.

## Attendance

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

Each day you will be asked to sign your child in and 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 Director/Registrar 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.

Please plan on arriving at or before 9:00 am every morning your child is to attend. Late arrivals are disruptive to the class, and your child will miss out on important components or regular field trip departures.

In an effort to be sensitive to our Before/Aftercare campers and our counselors, we ask that if you arrive before 9:00 am, please stay with your child. In addition, if you frequently arrive past 3:40 pm you will be charged a late fee/aftercare charge.

Please plan to pick your child/children up at 3:30 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, campers will gain a clear understanding of acceptable behavior and consequences for unacceptable behaviors. Unacceptable behaviors are ones that are potentially harmful, disruptive, or aggressive.

Campers 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 Summer Camp 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 group. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience, or disrespect. If these behaviors occur, counselors 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 group, 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 counselor 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 Director and the counseling and program staff. The best interests of the child and the camp program shall be the final determining factors in continued enrollment.

## **Procedures for Reporting Concerns**

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

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

Dylan Wade  
Children's Ministry Coordinator  
J.O.Y. Summer Camp Director  
Office: (307)734-0388  
dwade@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 Director (307) 734-0388. 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 & 307-248-0438** and
- (Secondary) The Jackson Hole Classical Academy School at 3255 High School Rd, Jackson, WY 83001. Phone number: **307-201-5040 & 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

Campers 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 counselors 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 Summer Camp.

Campers 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 Summer Camp will allow two (2) 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 Summer Camp 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.

## Nutrition/Snacks

Please provide one snack per day and a healthy lunch. Please send healthy snacks and lunches that are low in sugar content. Please send your child with a labeled water bottle each day (even if you send with a separate drink...such as milk or juice.)

If your child is registered for the Aftercare, please send a second snack. This snack will be served after the other campers leave for the day at 3:30pm.

Appropriate snack examples:

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

## Field Trips

During JOY Summer Camp, we will be leaving our church ground to experience things within our community. A permission slip is included in the online registration. Field trips will be communicated to parents/guardians weekly through email and at drop off and pick up. Children who are not enrolled at JOY Summer Camp are not allowed to attend field trips. Please be sure your child is dressed appropriately for field trips.

## Clothing

Please send your child in footwear that is comfortable and appropriate for the camp day's activities. Campers should also have a change of clothes in a marked bag with their name. This can be left in their backpack, or kept in the classroom. Please do not send your child in jewelry or expensive clothing. Some of the activities that we will participate in will be messy, so items may become soiled.

## 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.

## **Birthday Celebrations**

Birthdays are a wonderful celebration in the life of a child. We will have weekly birthday celebrations organized by parent volunteers. On Fridays, we will celebrate all the birthdays in that week. If you would like honor your child on their special day, we encourage you to come and read their favorite book to the group, eat lunch with them or organize a special craft to celebrate them.

## **Safety Procedures for Swimming/Wading**

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.

## **Parent Communications**

We will communicate with parents through email about camp activities. Please check your email frequently and add [dwade@pcjh.org](mailto:dwade@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 camp day spot:

- Register online, which includes signing consent forms.
- Place a non-refundable deposit of 20% of total upon registration.
- If any child is 3-5 years old, bring a copy of your child's immunization record or an exempt form from the state if immunizations have not been given.

We look forward to having plenty of fun with your child, while watching them grow through the summer.

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

Proverbs 22:6