

# Pinckney Community Education PIRATE SUMMER CAMP HANDBOOK



**Location: Country Elementary**

**Ages: 5 though 5th grade graduate**

**Hours: 6:30 a.m. to 6:00 p.m.**

**Dates: June 15, 2020 thru August 7, 2020**

**Pirate Summer Camp (810) 225-6640 (beginning June 8, 2020)**

**Pinckney Community Education (810) 225-3950**

## WELCOME

Ahoy! Welcome to Pinckney Community Education's Pirate Summer Camp! We are excited to have you aboard. The Pirate Summer Camp is committed to providing a safe and caring environment where children will learn, grow, make friends, and of course, have fun! Each week of activities is planned with a different theme in mind, ranging from superheroes, outer space, pirate luau, and more. Children will spend their days exploring, investigating, and developing new competencies with our dedicated staff. Your children can look forward to a summer filled with arts and crafts, sports/fitness, technology time, outdoor adventures, and some special Pirate Camp Surprises. Above all, we hope that this summer will be a memorable one for your children.

Pirate Summer Camp is taking every precaution to maintain a clean and safe environment for your children during the COVID-19 global pandemic. New guidelines will be in place to ensure the health and safety of the Pirate Summer Camp children, staff, and families. Mandatory temperature checks, small group settings, new sign-in and out procedures, and increased social distancing measures are just a few of the ways Pirate Summer Camp is working to provide all Pirate Campers and Staff a safe and secure environment for the summer.

Pirate Summer Camp is a service that provides child care for school-age children throughout the summer. A variety of educational and recreational activities are included in the program. Our goal is to be able to offer the community a safe, educational, and loving environment. The Pirate Camp Center will continue to operate in a district State of Michigan Licensed facilities. The Pirate Camp Center is operated by the Pinckney Community Education Department and is designed to help meet families' child care needs.

## REGISTRATION

Pre-registration is necessary. Parents will receive a denial/acceptance email notification once the registration materials are received. Families who are accepted into the program must pay a \$50.00 registration fee. **This fee cover the Summer Program ONLY. Instructions for paying the fee will be included in the acceptance email.** Registration forms and emergency procedure cards must be completed prior to the child's attendance.

## FEES

Pirate Summer Camp will run for 8 weeks. Families must register for a minimum of two days per week.

Fees: Two days a week/ \$80.00 first camper, \$70.00 for siblings  
Three days a week/\$120.00 first camper, \$105.00 for siblings.  
Four days a week/ \$160.00 first camper, \$140.00 for siblings.  
Five days a week/ \$200.00 first camper, \$175.00 for siblings.  
Registration fee: \$50.00 per family

Camp hours are 6:30 AM to 6:00 PM. Planned camp activities run from 9:00 AM to 4:00 PM

Payments are accepted weekly. Payments can be made online at [pinckneyonline.org](http://pinckneyonline.org) class number 1221 or dropped off at camp. Payments must be received by 6:00 PM on the Wednesday prior to the week your child will attend camp. **Instructions for paying the fee will be included in the acceptance email.**

If you have multiple children attending camp and they will attend on different days please fill out a separate schedule for each child.

## SIGN-IN AND SIGN-OUT PROCEDURES

Sign-in and Sign-Out Procedures for Pirate Summer Camp have changed to abide by the new guidelines to maintain the health and safety of Pirate Campers and staff. Please be advised due to the safety precautions any child with symptoms will not be allowed entrance into the camp, for the health and well-being of the other Pirate campers and staff. Drop off hours

are 6:30 AM - 9:30 AM. After 9:30 AM parents need to call the camp (810) 225- 6640 and wait until someone is available to meet your camper at the door.

### **Sign In**

All parents must accompany their child or children to the door of the building, maintaining social distancing by waiting their turn outside on the marked spaces. Upon reaching the doors children will enter one at a time into the vestibule while the parents remain outside next to the window. The child's temperature will be taken and marked down upon arrival. They will be asked child-friendly health questions. "Do you have a stomach ache/headache/sore throat/etc." After the health check, parents will receive confirmation, and the child will move into the building.

### **Sign Out**

The sign out procedure will consist of a curbside pickup. Upon arrival for afternoon pick up parents and/or approved guardians will remain in their vehicles, making use of the bus drop off loop. Parents will need to call 810-225-6640 to have their child or children released from camp. A Pirate Camp Staff Member will accompany the child or children out of the building to the awaiting vehicle.

## **NON JOINT CUSTODY**

Pirate Summer Camp must have a copy of any custody documents. Until the program receives such documents either parent may pick up the child and add names to the emergency list. In the case of joint custody, either parent may include names on the forms. Unless Pirate Summer Camp has documentation, it is assumed that either parent may pick up the child.

## **LATE CHARGES**

The **Pinckney Community Education Pirate Summer Camp program closes at 6:00 p.m.** Staff are not scheduled beyond this time. If a child is not picked up by closing, \$10.00 fee will be charged for the first 5 minutes and \$1.00 per minute thereafter per family. **Parents are encouraged to call the center in the event they will be late.** Phone calls do not exempt late fees. If a child has not been picked up by 6:00 p.m., the staff will contact the persons designated on the emergency card to arrange for pickups. If the parent has not called the center and the latchkey staff has not been able to reach the persons designated on the emergency card by 6:15 p.m., department administrators will be called to handle the situation.

## **DISCIPLINE**

We encourage and guide children to release their energy through positive activities. If there are any incidents where we feel a more structured discipline is necessary, the child will be counseled and isolated in an open area away from other children. Disciplinary action will be taken if a child hurts themselves, hurts another child, is interfering with the daily schedule or is misusing materials. If a disciplinary action is necessary, it will also be handled in a positive manner which encourages self-control, self-direction, and self-esteem. Parents will be informed of any continued discipline problems.

## **BEHAVIOR GUIDELINES**

Due to the Covid-19 pandemic the structure of Pirate Camp has been changed to closely align with the CDC recommendations. A small group of children will be grouped with consistent staff members, the groups will use separate spaces so large groups will be avoided as much as possible. With this structure in place, children must be able to follow directions, respect boundaries, and have the ability to work within the camp schedule. Children must want to attend camp and be willing to participate in the activities. The daily schedule will be very structured. Due to following the CDC recommendations, Pirate

Camp has modified the behavior rubric to include the following: When the child's needs for individual emotional, social, and behavioral support are greater than what the staff can provide in a small group setting and as a result, the care and support are compromising the health and safety of the other children, the parents must meet with Brian Wardlow to discuss how to move forward safely before the child can return to camp.

## **TERMINATION**

The Directors of the Pirate Summer Camp Program will have the right to suspend and/or expel any child who exhibits destructive or inappropriate behavior which interferes with the quality and/or process of the child care program. This will not be done, however, without prior consultation with the child's parents or guardians. The child may be withdrawn from the program after the conference, either at the request of the parent or the Pirate Summer Camp staff. Any prepaid tuition which has not been used by the date of withdrawal will be refunded. Any tuition due will be billed to the person responsible for the tuition. A child's attendance may also be discontinued if the parent does not abide by our published tuition policy.

## **WITHDRAWAL**

Students that no longer need the Pirate Summer Camp Program may be withdrawn from the program. Given the conditions stated in the registration packet, families will still be responsible for the remaining balance of up to 7 weeks of attendance.

## **MEDICATION PROCEDURES**

A Medication Permission and Instructions form and Health Plan with photo ID must be on file before any medication can be given or applied to a child. Forms can be obtained from the Camp Directors. Pirate Summer Camp staff will maintain a record as to the time and amount of medication given or applied. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and the strength of the medication and shall be given in accordance with those instructions. A permission slip is required for the staff to apply Sunscreen to children. For the safety and well being of our children and the other children in the program, sick children shall be kept home. If a child does feel sick or looks sick, parents will be contacted to pick up their children in the Pirate Summer Camp Program.

## **PARENT PARTICIPATION**

Involvement of the parents in the program is essential. Cooperation with all policies and procedures is basic. Take every opportunity to talk with the center staff each day and ask your child about the program. You can also volunteer to help with the program--offer special talents or provide items from your home to use as a craft or supplies.

## **LUNCH AND SNACKS**

**Children are to bring their lunch and snacks.** Snacks **will not** be provided by the Pirate Summer Camp Program. Snack time is provided twice daily. Please do not send foods containing liquids or drinks that are in glass bottles. Containers must be unbreakable. **Silverware, refrigerators and microwaves are not available.**

## **PROGRAM PLAN**

The center will provide a program for daily activities and relationships that offer opportunities for developmental growth for each child in the following areas: physical development including small and large muscle group activities, social development including communication skills, emotional development including positive self-concept, and intellectual development, including reading and writing activities.

## **PROGRAM STAFFING**

A Comprehensive Criminal Background check is required for all staff in accordance with state law.

## **REPORTING TO PROTECTIVE SERVICES**

The Pinckney Community Schools Pirate Summer Camp program is mandated by Michigan Law, Act No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

It is the policy of the Pinckney Community School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Further, the Pinckney Community School District is an equal opportunity employer and is committed to its own nondiscrimination policy as well as State and Federal law. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

All questions, requests for information, or complaints relating to discrimination in the Pinckney Community School District should be directed to the following address: Personnel Director, Pinckney Community Schools, 2130 East M-36, Pinckney, MI 48169 (810) 225-3900.

**FOR MORE INFORMATION CONTACT PINCKNEY COMMUNITY EDUCATION (810) 225-3950. Pinckney Community Education is located at the Board of Education Office, 2130 E. M-36, Pinckney, MI. 48169**