

LITTLE PIRATES PRESCHOOL SUMMER CAMP 2017



Dear Parents:

We look forward to a fun filled summer with your child! The Little Pirates Preschool Summer Camp will be open from June 19-August 18.

All weekly camp schedules will be due to the Summer Camp staff by Wednesday of the week prior to your child attending. All campers will receive a t-shirt the second week of camp.

The weekly/daily schedule for the summer programs will be available on or before May 17th on our website www.pinckneyschools.org under Community Education.

Please fill out all of the attached forms and a copy of your child's immunization record your child's first week schedule and return them with payment (plus the \$35 registration fee per family) to your latchkey coordinator or the Community Education Office prior to June 14th. If you have any questions please call 810-225-3950.

Thanks and enjoy your summer!

Little Pirates Preschool Summer Camp 2017 June 19 - August 18

Camp Closed July 3 and 4



....a fun place to play and learn!

For Children Ages 3-5

Children must be potty trained(out of diapers and pull ups) and independent to use the bathroom.

Location: Country Elementary

Center Hours: 6:30 AM to 6:00 PM

Cost: \$35.00 per day for the 1st child

\$32.00 per day for each additional child in the same family.

\$35.00 family registration fee payable at registration

Scheduled Camp Activities 9:00 am - 4:00 pm

REGISTRATION AT NAVIGATOR SCHOOL MEDIA CENTER

WEDNESDAY, MAY 17, 2017

5:00 PM-7:00 PM

Bring \$35.00 registration fee along with current immunization record. Hepatitis B shots are required for camp. For families currently in latchkey: Pick up registration forms from your Coordinators and turn them in prior to May 17 at your latchkey center. After May 17 please register at the Community Education Office.

Kids need to bring their own snacks, drinks & lunch.

Nap mats / bedding is provided by parents.

**PINKEY COMMUNITY EDUCATION (810)225-3950
PIRATE CAMP PHONE NUMBER (810)225-6678 BEGINNING JUNE 19TH.**

Pinckney Community Education

with Before & After Childcare



LITTLE PIRATES SUMMER CAMP HANDBOOK

Location: Country Elementary School

Ages: 3-5

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

Dates: June 19 thru August 18



For more information contact...

Pinckney Community Education (810) 225-3950

Pirate Summer Camp (810) 225-6678 (beginning June 19, 2017)

or visit our school website at: www.pinckneyschools.org

WELCOME

Welcome to Pinckney Community Education's *Little Pirates Preschool Summer Camp*. We are excited to have you aboard. The Little Pirate Preschool Summer Camp is committed to providing a safe and caring environment where children will learn, grow, make friends, and, of course, have fun. They will spend time with certified teachers who will explore, investigate, and develop new capabilities with your children. The curriculum is composed of quality experiences in language, art, music, motor skills and social opportunities to enhance their skills. Activities will be coordinated to the weekly theme. The daily schedule will include but not limited to reading lessons, indoor/outdoor play, sports, science and rest time. Your children can also look forward to field trips. Above all, we hope that this summer will be a memorable one for your children.

Little Pirates Summer Camp is a service that provides child care for pre 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. Pinckney Community Schools has received an exemption from Public Act 116 of 1973, as amended, for the out-of-school time program for school age children. The Little Pirates Camp Center will continue to operate in district facilities and meet the requirements outlined in section 380.1285a of the revised school code. These requirements include standards for adult:child ratios, health and safety training, food service, physical space, and programming. The Little Pirate Camp Center is operated by the Pinckney Community Education Department and is designed to help meet the child care needs of single parent families or families with both parents working.

ELIGIBILITY REQUIREMENTS FOR ENROLLMENT

Children must be between the ages of 3 years old and 5 years old.

All children must be potty trained (out of pull ups) and independent to use the bathroom.

REGISTRATION

Pre-registration is necessary. **A \$35.00 registration fee per family will cover the Summer Program ONLY and is due at the time of registration.** Registration forms and emergency procedure cards must be completed prior to the child's attendance.

FEES

Tuition will be paid on a weekly or monthly basis. Schedules, along with payment, must be received by 6:00 p.m. on the WEDNESDAY prior to the week your child will attend. A late fee of \$8.00 a day will be charged for any schedules submitted after this time. Payments must be made in the exact amount or by check as coordinators are not equipped to make change.

Daily fees are \$35.00 per child per day for the first child, \$32.00 for each additional child in the family. **Missed days cannot be deducted from tuition. When a child enrolls in the program, he/she is reserving space, staff, and program supplies.**

SIGN-IN AND SIGN-OUT PROCEDURES

All parents **must accompany their child or children into the building in the morning and come into the building in the evening to pick them up.** It is important that the children are signed in and signed out as they arrive and depart from the program.

NON JOINT CUSTODY

Little Pirates 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 Little Pirates Preschool Summer Camp has documentation, it is assumed that either parent may pick up the child.

SCHEDULE CHANGES

Once weekly schedules have been submitted, days which were included but then cancelled cannot be credited. If schedules have been turned in for the weeks following, they may be altered, just not those in the immediate week. All schedule changes are to be made in writing by the parent or by a phone call to the Little Pirates Summer Camp center. Verbal requests on the part of the children will not be honored in order to insure the safety of all children. Schedules will be adhered to fully as scheduled unless formal notice is received from the parent.

LATE CHARGES

The **Pinckney Community Education Little Pirates 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.** 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.

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.

TERMINATION

The Directors of the Little Pirates Preschool 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 Little Pirates Preschool 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 Little Pirates Preschool Summer Camp Program may be withdrawn from the program with a ***minimum of two weeks notice***. If any prepaid tuition has not been used, a refund will be made. Refunds or prepaid tuition may be forfeited with less than a two week notice.

MEDICATION PROCEDURES

Medication shall be given or applied only **with prior written permission from the parents. Sunscreen must also have written permission from parents.** The Little Pirates Preschool 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. 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 from the Little Pirates Preschool 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, snacks and drinks. Snacks **will not** be provided by the Little Pirates Preschool 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

Criminal background checks are required for all staff in accordance with state law.

REPORTING TO PROTECTIVE SERVICES

The Pinckney Community Schools Little Pirates Preschool 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



Photo/Video Exclusion Notice

We often like to video/audiotape or photograph students during daily camp activities. These photos/tapes may be used simply for the enjoyment of the students. Occasionally photographs are posted in the school, used in the district newsletter, the Community Education brochure, web page, or sent to local newspapers to promote an activity.

Please notify Pinckney Community Education in writing by Friday, June 16th if you want your child excluded from such activities.

Letters should be directed to:

Brian Wardlow
Director of Community Education & Athletics
Pinckney Community Schools
2130 E. M-36
Pinckney, MI 48169

Thank you.

LITTLE PIRATES SUMMER CAMP REGISTRATION STUDENT DATA

Last Name	First	Age	Grade Completed	On Meds?	Will Latchkey Administer

Medication _____

Parent Data	Addresses	Phone Numbers
MOM _____		
DAD _____		
OTHER _____		
Name	Address	Home Phone

REGULAR SCHEDULE (CIRCLE DAYS)

M TU W TH F

Usage: FULL TIME (4-5 days each week) FLEX SCHEDULE each week due to job schedule

Anticipated vacation dates:

Periodic field trips have been scheduled. (Dates to be determined) by signing, I give my children (listed above) permission to attend the field trips and to be transported by school bus.

I give my permission for my children to be transported by school personnel to secure emergency medical treatment in case the parent cannot be reached.

PARENT/GUARDIAN SIGNATURE

DATE

CHILD INFORMATION RECORD

State of Michigan Department of Human Services - Bureau of Children and Adult Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Father/Legal Guardian's Name	Home Phone ()	Mother/Legal Guardian's Name	Home Phone ()
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)	Cell Phone ()
City	State Zip Code	City	State Zip Code
Email Address (optional)		Email Address (optional)	
Employer Name	Work Phone ()	Employer Name	Work Phone ()
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

See Reverse Side

PARENT'S EMAIL ADDRESS _____

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)			
1.	()	()	
2.	()	()	
3.	()	()	
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)			
1.	()	2.	()
3.	()	4.	()

I give permission to	PINCKNEY COMMUNITY SCHOOLS	, licensed by the Department of Human Services
(Provider's Name)		
to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.		
Signature of Parent or Guardian		Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: 1973 PA 116
COMPLETION: Required
PENALTY: Rule Violation Citation.

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PIRATES SUMMER CAMP T-SHIRT ORDER FORM

THE LITTLE PIRATES PRESCHOOL SUMMER CAMP REGISTRATION FEE INCLUDES ONE T-SHIRT PER CHILD. PLEASE INDICATE THE DESIRED SIZE FOR YOUR CHILD. *THESE SHIRTS ARE TO BE WORN ON ALL FIELD TRIPS.*

CHILD'S NAME _____

PLEASE CIRCLE CORRECT SIZE

YOUTH: XS (4-6) SM (6-8) MED (10-12) LG (14-16)
ADULT: SM MED LG XLG

CHILD'S NAME _____

PLEASE CIRCLE CORRECT SIZE

YOUTH: XS (4-6) SM (6-8) MED (10-12) LG (14-16)
ADULT: SM MED LG XLG

PERMISSION SLIP FOR SUNSCREEN

CHILD'S NAME _____

I give the Little Pirates Preschool Summer Camp staff permission to apply sunscreen to my son/daughter for the Summer of 2017. I will apply sunscreen to my child before dropping him/her off at camp.

Signed _____

Dated: _____

SECTION III -- PHYSICAL EXAMINATION, INSPECTION, TESTS, AND MEASUREMENTS
EXAMINATIONS AND/OR INSPECTIONS

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

TESTS AND MEASUREMENTS

		Normal	Under Care	Referred			Normal	Under Care	Referred
Vision Tested? <input type="checkbox"/> Visual Activity <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ocular Muscle Date _____ <input type="checkbox"/> Other _____					Urinalysis Done? <input type="checkbox"/> Sugar <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Albumin Date _____ <input type="checkbox"/> Microscopic				
Hearing Tested? <input type="checkbox"/> Audiometer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____ Date _____					Blood Pressure Measured? <input type="checkbox"/> Yes <input type="checkbox"/> No Reading _____				
Hemoglobin/Hematocrit Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No					Height _____ Weight _____ Other:				
Blood Lead Level Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Reading _____					Blood Lead level recommended for all children age six and under				

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

Tuberculin Test (if given) Date _____ Type _____ Negative Positive _____ mm.

SECTION IV -- RECOMMENDATIONS

Is there any defect of vision, hearing, or other condition for which the school could help by seating or other action? Yes No
 If yes, please explain:

Should the student's activity be restricted because of any physical defect or illness? Yes No If yes, check below and explain degree of restriction:

Classroom Playground Gymnasium Swimming Pool Competitive Sports Camp Other

Examiner's Signature _____ Date _____ Examiner's Name (print or type) _____ Degree or License _____

Number & Street _____ City _____ Zip _____ Telephone _____

SECTION V -- DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

I have examined _____ teeth and make the following recommendations as for treatment:

Child's Name _____

Dentist's Signature _____ Date _____

COMMENTS

PINCKNEY COMMUNITY EDUCATION LITTLE PIRATES PRESCHOOL SUMMER CAMP

Parents: Please check each area and sign below:

I UNDERSTAND THAT.....

- Lunches and snacks are to be brought each day for my child. Drinks should not be in glass containers.
- Children must be signed in and out by parents or other persons designated on the emergency cards.
- Staff may request picture ID of anyone picking up children.
- Children may NOT be dropped off prior to 6:30 AM and MUST be picked up by 6:00 PM to avoid additional fees. Families whose children remain in care after closing are charged \$10.00 for the first 5 minutes and \$1.00 per minute thereafter per family. Staff has the option to contact the persons designated on the emergency card to arrange for pick-ups after 6:00 PM. I am still responsible for late fees.
- Phone calls are appreciated when arriving late, but they do not exempt late fees.
- Field trips and some activities are an extra cash charge (not included in weekly schedule payments), and must be paid on Wednesday the week prior to the trip.
- Due to bus availability, we will not accept unscheduled children on field trip days.
- The official clock will be the Country Preschool room clock.**
- It is my responsibility to schedule and prepay for my child by the Wednesday before the week of care and that a late fee of \$8.00/day will be added for schedules received after 6:00 PM Wednesday. **Late schedules cannot include field trip days.**
- Due to privacy and safety issues no portable WIFI capable electronic devices are allowed.
- Scheduled days may not be credited if not in attendance. Once scheduled, days CANNOT be changed.
- Added on days are subject to availability of space. You must call to confirm. NO DROP-INS ALLOWED.
- The latchkey center maintains a licensing notebook on all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspections and special investigation reports from the past two years are available on the Bureau of Children and Adult licensing website at www.michigan.gov/michildcare.

Statement of Health

Is your child in good health? yes no

Is your child up to date on all of their immunizations? yes no

Does your child have any activity restrictions due to health restrictions? yes no

If yes please explain: _____

I have read the camp handbook and agree to abide by Pinckney Community School's polices and procedures.

Child's Name

Parent's Signature

Child's Name

Parent's Signature