

Summer BASE Camp

Program Handbook



Fun In The Sun

June 12 – August 24, 2017

7:00 a.m. – 5:00 p.m.

St. Elizabeth Ann Seton School BASE

ECC Campus June 12th – August 4th

Tyler Street Campus August 7st – August 24th

Hastings, MN 55033

BASE Organization

School Principal

Mr. Tim Sullivan
651-437-3098 (school)
tsullivan@seas-school.org

Summer BASE Director

Julie Neuman
Cell # - 651-329-9649
jneuman@seas-school.org

Lead Teacher Staff

Julie Neuman – cell # 651-329-9649
Sarah McTague - cell # 651-207-9040

(Please use staff cell phone numbers to contact the lead teachers during Summer BASE Camp hours of operation only please)

651-437-3098 (School)

651-437-4254 (Parish Office)



Philosophy of the Summer BASE Camp Program:

Summer BASE Camp strives to provide a safe, secure environment for children to explore and achieve success through various recreational and enrichment based activities. We believe in providing a quality program for each participant. It is our goal to make this program both enjoyable and productive.

Eligibility for Participation:

Summer BASE Camp is designed for children ages 5-12 years, but any child enrolled at SEAS, entering Kindergarten – 8th grade is welcome! Children will do a variety of activities including arts & crafts, indoor and outdoor games, clubs, swimming, field trips, summer skills, and reading programs.



Our Staff

Summer BASE Camp hires committed, enthusiastic workers who are ready to make this summer a wonderful one for your child. The entire staff has successfully completed a criminal background check and orientation as well as training prior to camp including rules, regulations, safety, emergency action plans, working with youth, and customer service.

Each of our lead child care workers has experience working in our program during the school year. A safe, fun filled experience for each camper is our goal. If at any time you have suggestions, concerns, or problems, please address the lead child care worker on site. You can also contact **Julie Neuman, Summer BASE Director**, at 651-329-9649 or jneuman@seas-school.org.



Program Fees

Costs

Enrollment Fee – <u>Due at the time of registration and non refundable</u>	\$50
Activity Fee - (applied toward in-town field trips)	\$75
Flat Fee Daily Rate	\$33
Drop-In Daily Rate (No drop-ins on field trip days)	\$38

Use of Summer BASE Camp is flexible. If you need 5 days one week and two days the next week, that is fine. Make sure to circle the days you need each week on your monthly calendar and add the fees correctly on your monthly payment form. Fees will not be reimbursed due to illness, absence, or cancellation.

Drop-In

Drop-ins will be handled on a space available basis. Please notify a lead teacher at least 24 hours in advance for drop-ins to ensure availability. Drop-in payment is due on the day of drop-in.

Late Fees

Late Pick up (after 5 p.m.) \$2/minute

All late pick up fees need to be paid that day, in cash, to the lead teacher.

When there is a family emergency or inclement weather, late fees may be waived subject to the director's discretion.

Please contact Mr. Sullivan if you have concerns about meeting the financial obligations.



Calendar/Payment Information

- You will receive your Summer BASE Camp Family Folder the 3rd week of each month. It will contain the Monthly Events Calendar, the Monthly Attendance Calendar, and the Monthly Payment Form. You will receive any additional forms, information and program correspondence in your folders as well.
- Monthly Attendance Calendars and Monthly Payment Forms need to be filled out and turned in by the 27th of the month for next month's service.
- Payment Option #1: Monthly payment schedule. Payment to be submitted by the 27th of the month for next month's service.
- Payment Option #2: Bi-monthly payment schedule. Payment for the first two weeks of the month will be due on the 27th of the month for next month's service. The last two weeks payment will be due on the 13th of that month.
- You may give both your calendar and monthly payment sheet with payment to the lead teacher on site.
- All attendances are prepaid. No credits will be given due to illness, unscheduled absence, or cancellation (Work with the Summer BASE Director if you have scheduling concerns).
- Your child will not be able to attend BASE if there is an outstanding balance on your BASE account.



Health and Medication

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- Contagious disease
- Vomiting or diarrhea
- Fever of 100 degrees or more
- Accident requiring medical attention

In case of accident or illness, parent(s) will be called immediately. In a serious case, the child will be taken to the hospital indicated on your Emergency Information form by ambulance.

If your child must take prescription medicine during the program, the medication must have a clear doctor's label with current dates. Also, a doctor's note must accompany the medication. No over the counter medications are allowed unless it is accompanied by a doctor's/parent's note stating that the child needs it. A medication form needs to be filled out before the program starts.

Please note that there is no registered nurse on staff for Summer BASE.

Insurance

Your health insurance is the primary coverage for your child. Your child is covered under SEAS insurance in the same way during Summer BASE Camp as they are during the school year.

Sunscreen

Students are required to bring their own sunscreen and apply it themselves. It should be labeled with their names on the bottle and sealed in a Ziploc bag. No sunscreen will be applied by any staff member unless the parent has filled out the proper non-prescription medication form. Please dress your child appropriately for the weather. We will be doing many activities outdoors so hats, sunglasses, and lightweight short sleeved shirts will aid in preventing sunburn.



Sign In/Sign Out Policies

- Every child **must** be signed in at the beginning of the day. Please sign in the daily log book each and every day you drop off your child.
- At the end of the day, you must sign out your child in the daily log book. Only authorized persons will be allowed to pick up your child. **No exceptions.**
- **Visitors:** all visitors/volunteers to the program must sign-in on the visitor sign in sheet in the daily log book. They must also be current on their Virtus training.

Discipline/Discharge Policy

Summer BASE Camp encourages positive interactions between all participants and staff. All children in the program deserve a friendly and safe environment. Disruptive behavior will not be tolerated.

For safety and fun, it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of Jim Fay and the Love and Logic model. This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If a behavior continues the child will be removed from an activity until he or she regains control and until the care giver deems appropriate. Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student.



Clothing and Other Personal Belongings

- **PLEASE CLEARLY WRITE YOUR CHILD'S NAME ON ALL BELONGINGS.**
- Campers should wear simple, comfortable, washable play clothes and socks and tennis shoes. Flip flops and/or sandals are allowed at your own risk. We will be outside, in the garden and walking on Field Trips.

At the Start of the Program:

- Bug Spray (please use permanent marker on masking tape to make a name tag to put on your bottles)
- Sunscreen (please use permanent marker on masking tape to make a name tag to put on your bottles)
- Dakota or Washington County Library Card. If one is not provided, books will not be checked out to the camper.

Each Day:

- Summer BASE Camp backpacks. This provides a place for them to keep their lunches, swim clothes, and other personal belongings.
- Healthy lunch & drink
- Reusable plastic/stainless water bottle
- Book(s) to read
- Hat & sunglasses

Campers Can Bring:

- Personal belongings such as stuffed animals, games, & toys.
- iPods, handheld video games, or other electronic items (cell phones are strongly discouraged, unless just used for playing games). Electronics are only to be used at designated times allowed by the BASE staff.

*****Summer BASE Camp is not responsible for any damaged, lost, or stolen items. Bring at your own risk.*****



General Overview of Weekly and Daily Activities

On the 3rd week of each month, you will receive the next month's Calendar of Events.

In general, these following activities are offered regularly:

Each Day:

- Free Choice
- Quiet Reading Time
- Games & Activities
- Outside play
- Snacks – provided by BASE
- Healthy Lunch – provided by parents
- Prayer and meditation
- Summer Skills/Academic Enrichment

Each Week:

- Hastings Field Trips
- Gardening
- Pleasant Hill Library Summer Reading Program (June and July only)
- Bike Day/Water Day (helmets required for bike day)
- Arts & Crafts

Throughout the Summer:

- Movies @ Hastings Marcus Theatre (June and July only)
- Swimming @ HFAC
- Field Trips (Tentative – based on participation)
- Parks
- River walks



Summer Skills/Academic Enrichment

In addition to quiet reading time each day and participation in the Summer Reading Program at Pleasant Hill Library, we will include times each day for working on academic skills like writing, language arts skills, and math. We have grade level appropriate workbook activities that will be provided for your child(ren) to work on independently, as well as multiple learning experiences throughout each day as we explore the world around us both inside and outside our classrooms.

You are welcome to provide your own materials if there is something specific you would like your child to work on independently over the summer.

Field Trips

We will be walking our way around Hastings with weekly field trips to the Pleasant Hills Library, to Culvers or DQ for treats, to city parks to play and explore, to the Marcus Theatre for movies, and to the HFAC for swimming. The cost of these trips is paid from your activity fee.

