

CLUBHOUSE KIDS 

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# CLUBHOUSE KIDS



**PLAY HARD OR KEEP OUT !**



COME SPEND THE SUMMER WITH US!

**SUMMER CAMP 2024**

Registrations will open on Wednesday, April 10<sup>th</sup>



Clubhouse Kids is loading up all the FUN activities of summer camp and bringing it right to your neighborhood! It's almost time! Soon you'll be rolling through the doors of camp ready to take on the most seriously fun weeks of summer. But first- let's make sure you're ready! Select your days and find out all the need-to-know info, including drop-off and pick up times, what to bring and more!

Clubhouse Kids is an 8-week summer camp for children ages 5 to 11 years old. Camp hours are Monday through Thursday, 9am-4pm. We provide before care from 7am-9am and after care from 4pm-5:30pm for an additional charge. Campers can participate in one or all of the weeks and are encouraged to join us for as many weeks as possible. Every week features unique adventures and activities based on the weekly theme. We look forward to a summer of exploration, discovery, fun and excitement with your child.



**“LIVE IN YOUR WORLD. PLAY IN OURS.”**



### **WHO CAN ATTEND**

Camp is open to any child entering grades Kindergarten through sixth grade, ages 5 -11 years old. Your child does not need to attend MSAD 35 to attend Clubhouse Kids Summer Camp.

### **PROGRAM RATES**

You can pick and choose the days your child will attend!

Registration Fee for EACH child is \$40 due at time of registration. If your child is currently enrolled in our program, you do not need to pay this again. A \$10 deposit per day/per child is also due at time of sign up. (This will be deducted from your weekly payment due).

### **BEFORE + AFTER CARE FEES**

\$8 per hour for EACH child and \$6.00 per hour for each additional child.

There is no sibling discount on daily rates, only for before and after care.

### **HOW TO REGISTER**

Due to an increase in enrollment, no registrations will be accepted in-person this year. ALL REGISTRATIONS must be emailed to [chkids04@gmail.com](mailto:chkids04@gmail.com)

**WHEN REGISTERING** please pay by Venmo or Credit card to secure your child's spot.

Checks and cash cannot be processed with online registrations. For weekly payments cash and checks will be accepted. Registration must be paid in full for your child's days to be secured.

# CLUBHOUSE KIDS SUMMER CAMP

# PARENT HANDBOOK 2024

Welcome to 2024 Clubhouse Kids Summer Day Camp! We feel confident that we can provide your child with a safe and memorable summer of fun. It is our hope that children in our care will engage in new experiences, create lasting memories, and develop strong friendships. We can't wait to get started!

We have developed this Parent and Camper Handbook to familiarize parents + guardians with our program, including policies and procedures. Please review this handbook with your child so we can all work together to give your child a summer to remember!

We welcome any questions or input that you may have as we strive to provide your child with an excellent camp experience. You may contact Clubhouse Kids at 384-2533 (onsite) or 837-0479 (cell) or by email at [chkids04@gmail.com](mailto:chkids04@gmail.com)

## SUMMER CAMP REGISTRATION AND PAYMENT INFORMATION

Summer Day Camp registrations open on April 10<sup>th</sup> and will remain open until camp is full. Early registration is encouraged to ensure your child has a spot in camp. **There will be no in-person registration this summer.** To register for summer camp:

1. Fill out a 2024 Summer Camp Registration Packet. **Each child needs their own registration forms. Include your child's immunization records** (this is required or your child's registration will not be accepted).  
Send all completed registration forms and documents by email only. Please scan/send files in PDF format. Pictures of forms will not be accepted. The email must be a new email. Please put in the subject line your child's first and last name and CHK Summer Forms. We will be receiving an abundance of registrations and this will make it easier to find and track all registrations.
2. Registrations by mail will not be accepted.
3. Please note: No registration will be accepted without all completed forms, updated immunization records and payment (registration fee, deposit per child/per day and t-shirt fee). If your child is currently enrolled in our school year program, you **do not** need to pay this fee again.

\$50 per day/per child	Onsite Days
\$55 per day/per child	Trip Days (some trips marked \$60 per day for higher admissions)

### PLEASE NOTE:

THERE WILL BE NO REFUNDS ON REGISTRATION OR CAMP DEPOSITS ONCE RECEIVED. NO REFUNDS WILL BE MADE FOR MISSED DAYS. NO SWITCHING OF DAYS IS PERMITTED. PLEASE CHOOSE YOUR DAYS CAREFULLY! ALL ACTIVITIES ARE SUBJECT TO CHANGE.

## ★ CAMP HOURS AND LOCATION ★

Clubhouse Kids Summer Camp runs Monday through Thursday starting June 24<sup>th</sup> and ending August 15<sup>th</sup> (No camp on Thursday, July 4<sup>th</sup>). Camp hours are 9:00 AM to 4:00 PM. Extended care hours (before + after Care) run from 7:00 AM to 9:00 AM and 4:00 PM to 5:30 PM. Camp is located at South Berwick Central School in the cafeteria.

## ★ DROP OFF AND PICK UP PROTOCOL ★

Our staff will only release your child to people who are listed on the authorized pick-up list. You can add or delete people to this list at any time. Please be prepared to show your photo ID at pick-up while our staff familiarize themselves with you. To contact the camp directly during onsite days you can call 384-2533. On field trip days call our cell phone (Shelly) at 837-0479.

## ★ WHAT SHOULD MY CHILD BRING TO CAMP? ★

- ★ Campers should wear comfortable clothing and appropriate footwear every day to camp.
- ★ Snacks to last the entire morning and afternoon. (2-4, please!)
- ★ A water bottle and **extra bottles of water** are highly encouraged. Please no soda!
- ★ Swimsuit and a towel, **even on non-swim days**. We play outside with water daily!
- ★ Bottle of Spray Sunscreen - Please apply generously in the morning, and we will re-apply several times throughout the day depending on the weather.
- ★ A hat and an extra T-Shirt to wear on extremely sunny days to help avoid sun damage.
- ★ Backpack to store your child's belongings, complete with a change of clothes and socks!
- ★ Lunch. **Refrigeration and microwaving of lunches are not available**. A lunchbox size cooler with ice packs is a great way to keep food and drinks cool throughout the day.
- ★ Medications- to be stored with CHK staff and a "permission to administer medication form" must be signed by the parent/guardian.
- ★ Money—You may pack your child with money if you wish for them to buy items on field trips or use at the camp store. Staff are not responsible for your child's money.

## ★ CHK IS AN UNPLUGGED CAMP ★

- We encourage campers to leave their personal toys, games, and electronics AT HOME.
- Your child will **not** be given time to use their cell phones, smart watches or personal media devices during camp. Staff will have a phone that can be used in emergencies.
- Camp staff cannot be responsible for campers' personal toys and games.

## ★ LOST BELONGINGS ★

- Please mark all belongings (including clothing) with your child's full name.
- At camp we have a Lost and Found. If your child is missing an item, we encourage you to check with camp staff at drop-off and pick-up to see if it may be in the Lost + Found.
- We are not responsible for any lost or stolen items.

## ★ CHK SUMMER CAMP DISCIPLINE PROCEDURES ★

At Clubhouse Kids, our goal is to maintain a safe and orderly environment in which your child can learn and play. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The rules are posted on site and reviewed often with them. To ensure the safety of all participants and staff, and to provide a safe and enjoyable summer camp experience for everyone, the staff will implement a positive discipline program. Children involved in our program are expected to follow the rules and direction of the Clubhouse Kids staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior. Severe behavior will be addressed by the Director.

1. Positive redirection
2. Verbal warning for specific unacceptable behavior.
3. Separation from group with a warning of future consequences for repeated behavior.
4. Separation from group with a warning and write-up for repeated behavior.
5. Separation from group with a call to parent or guardian and write-up.
6. Parent/Guardian conference to discuss corrective action and consequence for future incidents.
7. Suspension- 1 to 2 days from the program and/or remainder of the day.
8. Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the Director.

Clubhouse Kids reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger. No refund or pro-rating of fees will be issued when a camper is removed from camp for any period of time due to behavioral issues.

Bullying – as defined by repetitive, malicious, and targeted behavior – is not tolerated at Clubhouse Kids. Counselors work with campers who are bullying and if no resolution can be reached, the bullying camper(s) will be removed from camp.

## ★ CAMPER ILLNESS AND INJURY ★

All CHK staff is First Aid and CPR Certified. Staff will report any incident that requires first aid or leaves a mark; an incident form will be completed and parents may receive a copy if desired. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the parent will be notified and the child will be transported to the closest hospital and will be accompanied by a staff member until such a time as a parent arrives. Every effort will be made to contact a parent in such emergencies. In the event that a parent or guardian cannot be contacted, the camp director will contact people on the child's emergency contact list.

**COVID-19 recommendations are fluid and changes rapidly. Policies and practices are subjected to change. Clubhouse Kids reserves the right to change policies to adhere to the guidelines. Clubhouse Kids will be following the Childcare Guidelines as outlined by the State of Maine. Our policies and procedures will change in the event that there are alterations to the guidelines.**

**Cleaning and Sanitizing:** All equipment will be cleaned before and after use. Children will have their own space for their personal items to be stored.

**Hand Washing and Sanitization:** Staff and camper will wash or sanitize hands before and after every snack, lunch, and activities.

**Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact staff prior to attending camp.

If your child is sick with a fever (above 100 degrees), suffering from diarrhea or vomiting, please keep him/her home for at least 24 hours to be sure he/she is well enough to keep up with the fast pace of camp. If a camper becomes ill while they're at camp, we will contact you to come pick up your child.

## ★ TUITION AND REFUNDS ★

Parents/guardians sign up and contract for a specific weekly schedule as completed on the registration form. Please choose your child's schedule carefully as once your registration is turned in, days cannot be switched or removed. Payment for this contracted schedule is required every week whether or not your child attends; this enables Clubhouse Kids to pay staff a stable salary every week all summer. There are no refunds for missed days due to minor illness or inappropriate behavior.

PLEASE NOTE THIS HANDBOOK TOUCHES ON SUMMER CAMP INFORMATION AND POLICIES FOR CAMP. FOR OUR FULL PARENT HANDBOOK WITH ALL POLICIES AND INFORMATION, PLEASE VISIT OUR WEBSITE TO OBTAIN A COPY AT [WWW.CLUBHOUSEKIDS4ME.COM](http://WWW.CLUBHOUSEKIDS4ME.COM)

## CAMP INFORMATION

### TRIPS

We are so excited to go to all of the FUN places we have gone to in past summers and MORE! We like to explore and go to places your kids may have never been before. We're all about having fun and making this summer one they will not forget! Field Trip Days are on Mondays, and Thursdays. We will be traveling by school bus. Please note the destination of each trip when your child attends so they bring and wear the appropriate items needed for that specific day. (Proper shoes, clothing, etc.)

### BEFORE + AFTER CARE

Before Care runs from 7AM to 9:00 AM and After Care runs from 4:00 PM to 5:30 PM. Campers are given a safe place to play during these extended hours camp is not in operation. The cost is \$8.00 per hour/per child. A discount of \$2.00 is given for each additional child for before and after care only.

### PAYMENT

You can pay by cash, check, credit card or Venmo (CHK2004). When registering, payment by Venmo or credit card will be accepted only. If you must pay by cash, please have the exact amount, as we do not keep cash on the premises. Payments are due each Friday or on the last day of the week your child attends. Payments not received by this time will be automatically subject to a \$50 late charge. If payment is not received on time, your child may not return to camp until payment is made in full. A LATE FEE OF \$50/WEEK WILL CONTINUE TO ACCRUE AND ANY DAYS SIGNED UP FOR WILL BE CHARGED AS NORMAL UNTIL YOUR ACCOUNT IS PAID IN FULL. Please note we are very strict on this policy! We will not remind you of payment due or send a request through Venmo. All accounts are due each Friday. All returned checks are subject to a \$35 charge for processing fees.

### ADDING/SWITCHING DAYS

Please understand there will be NO refunds on registration or camp deposits once received. No refunds will be made for missed days.

You may add days for your child as long as there is space. You will be billed for any days you have reserved in FULL. Please note: by not attending on a reserved day, you are still responsible for payment for the entire day. **No switching** of days is permitted once your registration has been received. Please choose your days carefully! Refunds will not be given – no exceptions!

### CAMP STORE

We offer a camp store that is open during designated times on in-camp days and after trip days. A variety of individually packaged drinks and snacks are available. Please note: Camp store items are not to replace snacks from home but to provide extra snacks as a treat for campers. The Camp Store offers punch cards! Cards come in \$5,\$10, or \$15 increments with 50¢ punches on each card. Most items at the camp store cost 50¢ or \$1. Campers may not purchase more than 4 items at the store per day. All punch cards are kept at the camp store. There will be no refunds if the snack cards are not completely used up by the end of the summer.

### MONEY ON FIELD TRIPS

There are some field trips where you may choose to send money with your child to camp. Please see the camp calendar for details. **Bringing extra money is optional.** Please beware that we, as staff, are not responsible for lost or stolen money.

## CAMP TSHIRTS

It is very important that ALL campers and staff wear their camp shirts on days when CHK is traveling off site. Our camp shirts are bright, and it's easier to spot our campers if they are wearing their shirt, which helps them stay safe! We also require our staff to wear camp shirts, so that we can be easily spotted as well. Please make sure that your child is wearing their summer camp shirt on our field trip days. If they forget their camp shirt or lose theirs, you will be required to buy them a new one. We will have shirts available on our first day of camp for \$12.00 each.

## SIGN IN/SIGN OUT

Parents must sign their child in and out using our time clock. Children and minor siblings are not permitted to sign anyone out. Only those individuals listed on your child's emergency form are authorized to pick up your child from CHK. Clubhouse Kids will not assume responsibility for a child who has not been signed in or out. Identification is required for check out at ALL times.

**Please have your child at Clubhouse Kids by 8:45 AM each day they attend.** Our bus will leave promptly at 9 AM on each trip day. We cannot and will not wait for late arrivals as many of our field trips have confirmed times. Your child must be picked up by 5:30 PM. A fee of \$1.00 per minute per child will be charged past closing.

## MEDICATIONS/ALLERGIES

To administer any type of medication (prescription or over the counter medication) we must have a signed "Medical Authorization Form" on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We are very sensitive of the needs of children with food and other allergies. We will make reasonable accommodations for such individuals. Please identify the specific allergies on your child's emergency form, so that we can take the necessary precautions.

## SUNSCREEN POLICY

We strongly encourage you to apply sunscreen to your child **before** arriving at camp daily. It is also recommended that you pack a bottle of **spray sunscreen** in your child's bag and **label it**. Field trip and weather dependent, we will be applying sunscreen to ALL campers multiple times throughout the day. Please talk with your child about the importance of sun protection. A hat will help shield your child's face from the sun. All of our staff is trained in sun safety, as well as our camp policies and procedures.