

JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
COMMUNITY PROGRAMS

SUMMER CAMP PARENT MANUAL



Jefferson Parish Public School System

SUMMER CAMP 2018

Monday, June 4, 2018 – Friday, July 27, 2018

A Program offered by the Community Programs Department

Summer Day Camps for Children 5 – 12 years old, provides fun activities in a safe environment, supervised by experienced staff. Children 4 years of age will be accepted only if they were enrolled in a JPPSS early childhood program.

SUMMER CAMP HOURS

MONDAY thru FRIDAY, 8:00 AM to 3:00 PM

(Camp will be closed Wednesday, July 4th for Independence Day)

REGISTRATION OPENS: Wednesday, March 21, 2018

Limited Enrollment – **Minimum 50 campers / Maximum 150 campers**

Summer Camp PROPOSED Sites for 2018

Eastbank Sites:

Address:

Phone #:

Airline Park Elementary	6201 Camphor St., Metairie	888-0969
Alexander Elementary	600 W. Esplanade Ave., Kenner	469-7326
Audubon Elementary	200 W. Loyola Dr., Kenner	466-0526
Alice Birney Elementary	4829 Hasting St., Metairie	885-0096
Bridgedale Elementary	808 Zinna St., Metairie	888-6807
Ellis Elementary	801 Brockenbraugh Ct., Met.	833-7254
Green Park Elementary	1409 N. Upland St., Metairie	466-0205
Greenlawn Elementary	1500 38 th St., Kenner	468-1016
Harahan Elementary	6723 Jefferson Hwy., Harahan	738-7703
Jefferson Elementary	4440 Jefferson Hwy., Jefferson	734-7065
Matas Elementary	1201 Elise Ave., Met.	733-6200
Metairie Academy	201 Metairie Road, Metairie	835-6419
Riviere Elementary	1564 Lake Ave., Metairie	835-8430
Schneckenburger Elem.	26 Earnest Ave., Kenner	443-1649

Westbank Sites:

Address:

Phone #:

Boudreaux Elementary	950 Behrman Hwy, Gretna	393-8732
Ellender Elem.	4501 East Ames, Marrero	341-9469
Johnson/Gretna Park	1130 Gretna Blvd., Gretna	366-1660
Ella C. Pittman Elementary	3800 13 th St., Harvey	340-0775
Ruppel Acad.	815 Huey P. Long, Gretna	361-8905
Woodland West Elem.	2143 Mars St., Harvey	366-5308

For Camps to open the site must have 50 registered campers by May 4, 2018. If site is not able to open the parent/guardian of the camper will be notified and given the option of a transfer or refund.

Notice

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1964; on the basis of sex as required by Title XI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and Title 34 of the Individuals with Disabilities Education. The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records.

Inquiries may be made by contacting the ADA Compliance Office, 501 Manhattan Boulevard, Harvey, LA 70058-3585 or by calling (504) 365-5309 from 8 a.m. to 4 p.m., Monday through Friday. Revised: June, 2016

CAMP FEES & TIMES

Camp Dates: Monday, June 4, 2018 – Friday, July 27, 2018

**** NO CAMP Wednesday, July 4, 2018 ****

- Camp:** Times: Monday – Friday, 8:00 am – 3:00 pm (camper is placed in aftercare at 3:10)
 Registration: \$ 50.00 **non-refundable**
 Weekly Fee: \$ 60.00 a week per child (no discount for 2nd or 3rd camper)
 Drop In Fee: \$ 15.00 per day (must be registered).
 Additional fees for before and after care if used.
 Drop in fees must be paid when camper is dropped off.

Fees can be paid online at www.MySchoolBucks.com or onsite with a check or money order, **NO CASH BEFORE & AFTER CARE is available at an additional cost of:**

- A.M. Care: \$ 20.00 per wk. 7:00 a.m. to 8:00 a.m.
 P.M. Care: \$ 27.00 per wk. 3:00 p.m. to 6:00 p.m.
 A.M. & P.M.: \$ 32.00 a week per child (no discount for 2nd or 3rd camper)

All checks or money orders are made out to school that is hosting camp. The **tax ID # 72-6000592**. A check will not be accepted if the parent’s name, address, and check # are not printed on the check. (Please add phone number and camper’s name in memo section)

PLEASE NOTE: Weekly & Drop-In fees are not credited or refundable (No exceptions)
 A \$25.00 fee is assessed for each NSF.

Jefferson Parish Public School System Employees Discounted rates:

- Camp:** Times: Monday – Friday, 8:00 am – 3:00 pm (camper is placed in aftercare at 3:10)
 Registration: \$ 50.00 non-refundable (includes insurance and supplies)
 Weekly Fee: \$ 54.00 a week per child (no discount for 2nd or 3rd camper)
 Drop In Fee: \$ 13.50 per day (must be registered)
 Additional fees for before and after care if used.
 Drop in fees must be paid when camper is dropped off.

Fees can be paid online at www.MySchoolBucks.com or onsite with a check or money order, **NO CASH BEFORE & AFTER CARE is available at an additional cost of:**

- A.M. Care: \$ 18.00 per wk. 7:00 a.m. to 8:00 a.m.
 P.M. Care: \$ 24.30 per wk. 3:00 p.m. to 6:00 p.m.
 A.M. & P.M.: \$ 28.80 a week per child (no discount for 2nd or 3rd camper)

Rates for the July 4th Week (4 day week rates, these rates do not apply to any other week)

<u>Camp fees:</u>	<u>JPPSS Employee Discount rate:</u>
Camp \$ 48.00	Camp \$ 43.20
Camp & AM \$ 64.00	Camp & AM \$ 57.60
Camp & PM \$ 69.60	Camp & PM \$ 62.64
Camp & Both \$ 73.60	Camp & Both \$ 66.24

LATE PAYMENT FEES

LATE PAYMENT FEE: All fees are due on Mondays or first day of the camp week. A late payment fee of \$5.00 per day per family, begins on Wednesday, or third day of camp week. If fees are not paid by Friday, camp privileges will be revoked.

NSF'S CHECKS

Onsite payments that are returned due to non-sufficiency funds must be cleared with the school account clerk at the individual school.

My School Bucks payments that are returned due to non-sufficiency funds - the campers invoice will be reopened and the parent will have to clear the payment with the school.

LUNCH AND SNACKS

Parents are responsible for all snacks, lunch and drinks. Campers should bring a bag lunch daily.

Morning snack: Students may bring snacks from home. In order to comply with federal guidelines, no morning snacks may be purchased at the school.

Lunch: Parent must provide brown bag lunch daily for their child, including drinks

Afternoon snacks: Students may bring an afternoon snack from home or purchase a snack if available through the summer camp.

CAMPERS WITH SPECIAL NEEDS

The camper's IEP Transportation page is required before they will be allowed on buses for Field Trip(s). Please bring camper's IEP Transportation page to camp director with registration form for processing before the first week of camp.

MEDICATION ADMINISTRATION

The parent/guardian must inform the site director of any and all medical problems or of any medication that their child must be given. If your child has medical needs, you and your child's physician must complete and return all necessary medical forms to the school nurse. (If student is currently on medication at school a copy of their current paperwork will be all that is needed.)

Please complete all paperwork before the beginning of camp. The child cannot attend Camp until this medication paperwork has been forwarded and reviewed by the Camp Nurse. The camp director can give you the required paperwork.

CAMPER'S SIGN-IN/OUT PROCEDURES

The parent/guardian must **sign-in** their child/ren each morning and **signed out** each afternoon at the designated child care area.

A child will not be released to anyone whose name is not on the registration/emergency card unless appropriate procedures have been followed:

1. If parent/guardian sends written notification, the parent/guardian must be contacted by the child care director or school staff on the telephone for oral verification.
2. If a parent/guardian telephones, the child care director or school office staff must use the student's emergency card to contact parent/guardian for verification.
3. If the person who is picking up your child is not on the emergency card list. The site director will make a copy of the person's driver's license for identifying information.

All a.m. and p.m. sign-in forms are to be kept in a safe and secure place for future reference. These documents could become necessary if an investigation of any kind were ever conducted. No child is ever to be released without proper authority and a signature.

LATE PICK-UP FEES

All children must be picked up by 6:00 p.m. When a child is not picked-up by 6:00 p.m. the following procedure will be followed.

1. Parent/guardian will be responsible to pay \$1.00 per minute per family.
2. By 6:15 p.m. the Child Care Director will inform the principal and the appropriate police department, if the parent or guardian has not communicated with the camp director.
3. After three (3) tardies by parent/guardian, a permanent dismissal of the child/ren from the Summer Camp program may result.
4. If Child/ren are not pick up by 3:10 pm from camp, they will be placed in after care and parent will be charged drop in fees.

EMERGENCY DISMISSAL/CAMP CLOSING

During the school year it may become necessary to dismiss students early or to close schools due to an emergency situation. Our primary concern will be to insure the safety of all students. The following procedures will be used to keep parents informed.

1. It is mandatory that all children have an emergency card on file. It is the parent's responsibility to keep all information current and accurate. Inform the Summer Camp Director whenever the information needs to be revised.
2. The news media will be notified by the Superintendent's office if schools will be closed due to an emergency. The official news media for Jefferson Parish Public School System is the **WWL radio/news station**.
3. If camp is closed, there will be no child care available.
4. If camps are going to close on the next day, the decision will be made by 5:00 a.m. of that day.
5. The decision to dismiss school early is usually made by 11:00 a.m.
6. Make sure that you have a plan for your child to be picked up in the event of an emergency.

DISCIPLINE

The policy of the Child Care Program is to promote a safe, secure and orderly environment, which will serve to enhance the goals of Child Care. Students are required to be well behaved at all times. Under no circumstance will violent, disruptive and/or abusive behavior be tolerated. Students will not be allowed to run in the building or go to the bathrooms or any other place without proper supervision.

A **written referral** will be completed by the Child Care Director when behavior problems arise: (3 referrals may be reason for permanent dismissal.)

Referral must include:

- Student's name and age
- **1st, 2nd or 3rd offense**
- A detailed description of the offense must be written, including any inappropriate or threatening words, and what immediate action was taken by the director. (If this was a violent act call Coordinator immediately)
- Parent name and contact phone numbers.

The parent/guardian is to be advised of the situation, asked to sign bottom of referral (give parent copy of referral) and tell them they will be notified by Coordinator of any further action. A copy of the referral will also be provided to the school principal.

Then referral is to be faxed to Coordinator for disciplinary action.

Permanent dismissal may only be decided by the Coordinator of Community Education and school principal.

NO REFUNDS WILL BE MADE WHEN A CHILD IS SUSPENDED OR DISMISSED.

The JPPSS, Community Programs Department has the ultimate authority for disciplinary action, which could be a warning, suspension or permanent dismissal from the Summer Camp Program.

FILMS, TOYS AND GAMES

Any films shown during the Summer Camp Program must be appropriate to the ages of the children. Only G rated films are approved for the Summer Camp/Child Care program.

All toys and games used in the Summer Camp Program must be age appropriate and safe for the students use. Educational games will be used on a weekly basis, to help students retain current abilities.

Students are not allowed to bring games or toys into the program. The JPPSS Community Programs Department/Summer Camps Site is not responsible for any games or toys brought to summer camp.

DAMAGES

It is the policy of the Jefferson Parish Public School System that a student found guilty or responsible for damage or loss to any property belonging to the Jefferson Parish Public School System, another camper, a camp employee, or school bus driver shall be held accountable for making restitution for said damage. Parents/guardians are responsible for this debt. Parents/guardians will be notified of the cost of any such damages in writing. Arrangements for payment will be made within 3 days. The camper will not be allowed to return to camp and/or child care until restitution is arranged.

Note: The student will not be allowed to remain if the repayment agreement is broken.

DRESS CODE / FIELD TRIPS

All students must wear tennis shoes (**NO HEELIES**) while attending camp and cool loose fitting clothing.

It is recommended that parents supply suntan lotion/block for outdoor field trips and water days for their child(ren).

Once buses leave for Field Trip no camper will be accepted by any camp staff member along the route to the destination. Morning field trips campers should be on campus by 8:10. Afternoon Field trips campers must be on campus by 12:00.

GRIEVANCE PROCEDURE

- Contact the director at the site and inform them of complaint
- If applicant is not satisfied with the results, the applicant may contact the Coordinator at (504) 365-5368

