

**COLUMBIA ELEMENTARY
ASTRO SUMMER CAMP
May 31 through July 22, 2016**

PURPOSE

The purpose of the Madison City Schools' Summer Day Program is to provide an exciting and enriching summer program in a safe and pleasant environment.

REGISTRATION

The Summer Day Program will begin on Tuesday, May 31, 2016 and will end on Friday, July 22, 2016. The program will be closed on July 4, 2016. Children will be received at 7:00 A.M. and should be picked up no later than 6:00 P.M. Registration is open for students enrolled in K-7th grade for the upcoming school year. Students from all Madison City Schools are welcomed to register. Students may enroll on a full-time or three-day part-time basis (i.e., every Tuesday, Thursday, and Friday). **DROP IN SERVICE IS NOT AVAILABLE SUMMER DAY HOURS.**

REGISTRATION / ACTIVITY FEE

A non-refundable summer registration / activity fee of \$125.00 per child is due by May 2, 2016. After May 2, 2016 registration fee is \$150.00 per child. This fee will cover the costs of activities/field trips.

TUITION

Per Week	One child	\$120.00	Per Day	One child	\$35.00
	Two children	\$190.00		Two children	\$46.00
	Three children	\$250.00		Three children	\$58.00

TUITION IS DUE ON Tuesday.

Summer Camp tuition is due on **Tuesday** only and must be paid at the Extended Day desk. If your child doesn't attend Summer Camp on Tuesday, your payment is due on Monday. If your child is absent on Tuesday, you will need to pay the following Tuesday and there will be no late fee. You may pay by the week, month or semester. If paying by the month or semester you must pay at the beginning of the month or semester.

In accordance with our extended day policies, you will be charged a late fee of \$5.00 per family if payment is late. Your child will be dismissed from the program after two weeks of nonpayment of fees.

Each child is allowed a one-week vacation during which no fees are imposed. Exemptions from payment of fees will be given only for death of an immediate family member or the child's illness resulting in an absence of one week or more. A doctor's excuse may be required.

Children who withdraw from the program must pay the FULL registration fee (\$125.00) to return. Upon withdrawal, any payments made in advance will only be refunded for complete weeks (i.e., If a student withdraws on Tuesday, the fees for the remainder of that week will not be refunded.). Registration fees will not be refunded or transferred to other City of Madison schools.

LATE CHARGES

Summer Day closes promptly at 6:00 P.M. A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED. This fee will be strictly enforced and must be paid in cash or check no later than the day following the late pickup. Failure to pay on the day following the late pickup will result in immediate removal of the children from the program.

ACTIVITIES

Summer Day offers a variety of enjoyable and developmentally appropriate activities, which will vary at each school. The local school will provide a daily and monthly schedule. Swimming, bowling, skating, movies, and visits to local parks are possible activities for the Summer Day program. **A PERMISSION FORM MUST BE SIGNED BY A PARENT AND BE ON FILE BEFORE A CHILD CAN PARTICIPATE IN ACTIVITIES AND TRIPS.**

TRANSPORTATION FOR ACTIVITIES AND TRIPS

A Madison City school bus and certified driver will be utilized for all activities and trips.

BREAKFAST

A light breakfast of cereal, milk and/or juice will be served from 7:15 A.M. until 8:00 A.M. (please note times of field trips on the calendar.) There will be no additional charge for breakfast.

LUNCH

Each child must bring a lunch. The lunch bag or box should be labeled with the child's name. The Summer Day Program may provide special lunches occasionally. Dates for special lunches will be posted.

REST TIME

Every child, regardless of age, will observe a rest time. Each child should have a mat or towel for rest time. The towel or mat should be labeled with the child's name. The towels and mats will be sent home each FRIDAY for CLEANING. Children may read a book during rest time.

NO SLEEPING BAGS OR LARGE BLANKETS

HEALTH AND SAFETY

If a child becomes ill or injured, parents will be notified of the situation immediately. Emergency phone numbers must be current to ensure immediate notification. Information concerning allergies or health restrictions must be on file along with the physician's name and phone number

MEDICATION

Medication is given only with a doctor's prescription, stating times and amount. A School Medication Doctor/Parent Authorization form must be signed by a parent/guardian. No medication will be given without the information form on file. This is in accordance with the Madison City School Board Policy JAJ.

Madison City School System Policy JAJ, Student Code of Conduct, applies to the Summer Day Program. To the extent any inconsistency is perceived between Summer Day procedures and the Madison City School System Student Code of Conduct, the Code is controlling.

PICK-UP PROCEDURES

A child may not leave the school premises until an adult listed on the registration form has signed him/her out. In any emergency, a parent will be contacted for authorization. Parents should provide a note or call the Summer Day Director if pick-up procedures for a child change. Children will be released only to adults listed on the registration card.

In the event of an emergency or late pick-up, parents are to contact the Summer Day Director. After 6:00 P.M., a late fee of \$1.00 per minute will be charged.

SEVERE WEATHER

The Summer Day Program will follow the guidelines for severe weather that are followed during the school year. If severe weather occurs in the area, parents should monitor radio and television stations and arrange to pick-up their children as soon as possible.

DISCIPLINE

Discipline will be consistent and fair. Limits and rules will be explained to the children. No corporal punishment will be administered at any time.

If a child exhibits disruptive behavior, such as fighting, abusive language, disrespect or disobedience, it will be noted and the parent notified. Upon the second infraction, if circumstances warrant, the parent may be called to pick up the child. A conference will be arranged and a three-day suspension may be imposed. Additional offenses may result in removal from the program. A child dismissed from the program will not be eligible for re-enrollment in the Summer Day Program, but may be eligible for enrollment in the local school's Extended Day Program. If a child's behavior endangers the safety of himself or others, the child may be dismissed from Summer Day Camp immediately and indefinitely.

It is the goal of Columbia Elementary School's Extended Day Program to provide students with a safe, enjoyable, and productive after school experience. In order to maintain a positive environment, proper discipline must be maintained.

Students in Extended Day/Summer Camp will be disciplined for the following infractions:

- 1) being defiant to a staff member or teacher
- 2) causing bodily harm to another child, staff member or teacher
- 3) use of inappropriate language
- 4) any other behavior listed in the school system code of conduct handbook.

Consequences for violations of the rules are as follows:

First offense: The student will be written up and disciplined as staff deems necessary. The offense will be discussed with the parents and they will sign the discipline form.

Second offense: The student will be written up and sent to the extended day director or the teacher in charge. If possible, an administrator will speak with the student. The parent will be called and will sign the discipline form.

Third offense: The student will be written up and sent to the Extended Day Director or teacher in charge. The director/teacher will contact the parents to remove the student from the premises. The director will contact an administrator and the student will be dismissed from Extended Day. The director and administration will determine when or if the student may return.

Thank you for helping us to maintain a safe and positive after school environment for our students.

Columbia Elementary Summer Extended Day Information Registration Form

Student(s) Name: _____

Date(s) of Birth: _____

Grade(s): _____

Address: _____

Mother's Name: _____

Address: _____

Driver License Number: _____

Home Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

Cell Phone: _____

Father's Name: _____

Address: _____

Driver License Number: _____

Home Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

Cell Phone Number: _____

Name of Insurance Company and Policy number

The Madison City School System has my permission to seek any medical treatment necessary for my child during a school-sponsored field trip.

Persons who may check the child out without a note or phone call from the parents:

Emergency Contacts - in case the parent can't be reached, list the name, phone number and relationship of person(s) to be contacted.

Name	Phone Number

IF YOUR CHILD IS ALLERGIC TO ANYTHING OR HAS A MEDICAL CONDITION WE SHOULD BE AWARE OF, LIST BELOW AND INFORM THE DIRECTOR.

FIELD TRIP PERMISSION SLIP

SCHOOL: COLUMBIA ELEMENTARY SUMMER CAMP PROGRAM

MEMORANDUM TO PARENTS:

Summer Camp will be taking field trips this summer to different places (see monthly calendar). The calendar will give dates, times and places. We would like for your child (children) to accompany us on our trips. Supervision will be provided for all students. Your child (children) is/are expected to follow all school/extended day rules.

I give my permission for my child (children) listed here

to accompany the Summer Camp Program on field trips listed on the summer camp schedule.

Signature of Parent or Guardian

Date

MEDICAL INFORMATION (ALLERGIES, NOSEBLEEDS, etc.)
IN THE EVENT OF AN EMERGENCY REQUIRING IMMEDIATE MEDICAL
ATTENTION, THE STAFF OF THE EXTENDED DAY PROGRAM HAS
AUTHORIZATION TO SECURE THE NECESSARY MEDICAL TREATMENT.

PHYSICIAN'S NAME _____

PHONE _____

PARENT/GUARDIAN

SIGNATURE: _____

Things to initial and/or sign

_____. Label any personal items (electronic devices, Games, Books, Toys, Etc.) that your child/children bring from home. Extended day is not responsible for any lost, stolen or damaged items.

_____. I give my permission for my child to go to the movies at the Monaco Theater. (Some of the movies may be PG)

_____. I have verified that the information on the registration form is correct.

_____. I have written down my insurance information.

_____. I have signed the summer field trip permission slip

_____. I have turned in any medication and the appropriate forms.

_____. I have paid the \$125.00 enrollment fee.

_____. I have read and understand the above discipline plan for the Extended Day Program at Columbia Elementary School

_____. I have read and understand all the policies governing the extended day program and will abide by them.

Parent Signature: _____

Date: _____

Jamie Hill
Principal
Columbia Elementary

Donna Smith
Extended Day Director
Columbia Elementary