



Dear Summer Day Camp Family,

A.C.E. Program has a tradition of providing quality summer camps in the DFW area. The A.C.E. Program is part of a mission to build positive relationships with communities, families, and schools. We are both excited and honored to serve your family this summer and look forward to adding your child to the vast legacy of A.C.E. Program campers. Summer Day Camp curriculum is designed by our in-house Curriculum Director and/or purchased from industry experts who are the leaders in their respective fields. We take pride in the quality programming that we offer our families. Each staff person is thoroughly screened and receives over 30 hours of training. In addition, all staff are CPR/First Aid certified and trained in Child Abuse Awareness. Please read through our handbook and take notes where needed. If you have additional questions please contact us anytime at 972.743.4179.

Happy Camping,

Oschuwa Davis - Executive Director

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Program Overview

In A.C.E. (Academic, Creative, Enrichment) Program, children participate in a balanced program of open play and structured activities. Every activity is carefully designed to spark your child's imagination and encourage lifelong positive values. Staff members ensure children participate in a mix of activities that focus on developmental assets, and activities that teach children how to make positive decisions. Television and movies will not be utilized and use of any digital device will be limited to homework, academic enrichment or programs that actively engage children in physical activity.

Hours, Days & Months of Operation

Summer Camp hours are 7:30AM - 5:00PM, Monday - Friday. The program begins Tuesday, May 30th and will conclude June 30th. The program will follow summer National Holidays.

Arrival Procedures

Parents/Guardians will inform the counselors in the Group Me App when campers arrive. Once your child enters the A.C.E. Program they are checked in by staff.

Departure & Release Procedures

The child will only be released to his/her parent/guardian and/or those adults whom the parent(s)/guardian specifically designated on the registration form. Only those designated on the registration form will be allowed to modify your information and all changes must be made with the Director. If a parent/guardian is not allowed to pick up a child, the A.C.E. Program Director must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent/guardian, if both are listed on the enrollment paperwork. A.C.E. Program will only follow what the court order states.

Health & Safety (ILLNESS AND EXCLUSION CRITERIA)

A.C.E. Program does not require child care staff to receive any additional immunizations in order to work with children. In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wear gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores;
- Specify that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
- Remove gloves and wash hands immediately after each task to prevent cross-contamination to other children;
- Exclude the employee from direct care when the employee has signs of illness.

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician. Weather permitting, children go outside every day. We cannot keep one child inside due to illness.

Children with head lice will not be allowed to attend the program. In relation to head lice, A.C.E. Program will follow the same guidelines as your child's school.

If your child becomes ill during the program, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

Medication Policy

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication, please complete an "Authorization to Administer Medication" form which can be provided by the Site Director. This form requires the listing of the specific dosage your child is to be given and it must accompany all medications. Medications must also be in the original container with your child's name and all labels intact. If over-the-counter medication must be administered, it must also be accompanied by signed "Authorization to Administer Medication" form, in its the original container, labeled with your child's name, with all labels intact and have a signed doctor's order outlining when the medication should be administered and in what dosage.

Medical Emergency

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

Food Allergies

Our programs are nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut byproducts, to be present in our program areas. A.C.E. Program makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies. Though we make these efforts to educate our staff and families

of possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of

all food related allergies, possible symptoms and treatments their children require and if necessary providing alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child they may not be made with nuts or nut by products.

Parietal Notifications

Parent/guardian notifications may be made in writing via letters, emails, fliers and/or signage at the parent table at each site. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's program experience. Conferences may be requested at any time. Activity schedules, menus and other pertinent information will be available for you to view at the parent table.

Discipline & Guidance Procedures

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. A.C.E. seeks to provide an environment conducive to positive child growth and development. Parents will be notified in writing of any major infractions on the Behavior Report form. Three such incidents (documented on the Behavior Report form) may result in removal from the program. Should A.C.E. deem any behavior harmful to any child or adult, immediate notification will be given to the parent/guardian for temporary suspension and or permanent expulsion based on the severity of the behavior.

The following behaviors are prohibited and are considered grounds for suspension or termination of services:

- Abusive/Threatening/Inappropriate/Profane Language
- Physical Aggression/Fighting/Encouraging Others to Fight
- Harassment (physical or verbal)
- Possession of Illegal Substances/Drugs/Tobacco/Alcohol/Weapons
- Property Destruction/Vandalism
- Theft
- Bullying
- Inappropriate Touching
- Running Away from Staff
- Leaving Designated Area Without Permission
- Chronic Defiance
- Chronic Disruption
- Chronic Non-Compliance A.C.E. Program reserves the right to immediately suspend or terminate a child based on the severity of the offense. There are no refunds for suspension or termination due to unacceptable behavior.

Parent Intoxication

At times, we are required to make decisions concerning a child's safety. If an A.C.E. employee has reason to believe that a pick up person is under the influence of drugs or alcohol, then we will not release the child until an alternate form of pick-up has been arranged. We will first attempt to reach an emergency contact person. If they can not be reached we will contact an authorized pick-up person. If no one can be reached to pick up the child, a cab will be called for the family, at the parent's expense. If a pick-up person in this situation becomes unruly, uncooperative or violent, the police will be contacted. In extreme cases this behavior may endanger the child's further enrollment in our program

A.C.E. Program Disciplinary Action Steps

First Incident: Child is given a verbal warning, and the incident is documented on the Behavior Report Form. The parent is notified, given a copy of the Incident Form, and informed of the discipline policy.

Second Incident: Child will receive a verbal warning and a second Behavior Report Form is completed and given to the parent. Parents are informed of the discipline policy. The child is suspended for 2-5 days.

Third Incident: A third Behavior Report Form is completed and given to the parent. The parent is required to meet with the A.C.E. management team to discuss further action. Further action may include short or long-term suspension or termination of A.C.E. services as determined by the A.C.E. management team.

Emergency Preparedness Plan

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.), hostile situations and fire escape routes are addressed in staff training. Monthly fire drills and periodic tornado drills are conducted at sites. In the event of a gas leak, your child will be relocated and you will be notified immediately to come pick them up.

In cases of inclement weather, A.C.E. Program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are canceled due to weather A.C.E. Program will also be closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff members may get home safely.

Disaster Evacuation Plan

Procedures for the safe evacuation of the building and shelter-in-place must be discussed with staff members before they begin work with the children. Personnel in charge of evacuation:

- 1. The Director is responsible for all phases of evacuation. In the Director's absence, the Counselor shall assume responsibility.
- 2. The Director is responsible for removing the sign-in and sign-out sheets and the ledger card file containing current names, addresses, and phone numbers of children enrolled.
- 3. The Counselors will be responsible for the children in the classroom and the attendance sheet.
- 4. The rooms will be designated as follows: A B C D E
- 5. All staff members are required to be familiar with the evacuation plan.
- 6. Staff members will evacuate immediately taking the children outside after the alarm, weather station report, or notification by runner.
- 7. Staff members will follow the posted evacuation notice for proper exit routing from the classroom.

Evacuation to emergency shelter: Emergency accommodations will be provided and outlined in the Crisis Response Manual. The Site Director will lead the evacuated children to the shelter and will directly supervise them until further arrangements are made with emergency personnel and or their parents/guardians.

Procedures in the event of a tornado drill:

1. Tornado drills will be conducted monthly.
2. During the tornado season, the Director and/or Counselor will serve as weather spotters and be particularly alert to threatening weather. (Examples: dark, rolling clouds, hail, driving rain, a sudden increase in wind in addition to the telltale funnel cloud.)
3. During threatening weather, the Director and/or Group/Counselor will monitor commercial radio stations for announcements of tornado warnings.
4. The local city alarm warning system will be used as well as the center alarm system.
5. Each classroom will go to its designated area when the alarm sounds.
6. Children in shelter during warning shall assume protective postures during imminent danger. Facing interior walls, command: “Knees and elbows on the floor!” Command: “Everyone down!” Command: “Hands over the back of the head”
7. Children will remain in the shelter until warning has been lifted.
8. In the event of an approaching tornado, the children shall lie face down, hands over heads in a near-by ditch or ravine. Shelter in the ditch or ravine should be far enough away to prevent the van from toppling over on the children. If tornado warning is in effect and a parent arrives to pickup a child, parent will be advised to remain at the site until the warning is over.

Procedures for dealing with weather-related emergencies that are likely to occur in your area should be explained to staff members. If duties are to be assigned, each staff member should be aware of his or her specific responsibilities.

Tornado and Evacuation Plan Definitions: Watch: Weather conditions, which can develop into a tornado.

- The Director is responsible for all phases of the tornado procedures. In the Director's absence, the Group/Counselor shall assume responsibility.
- The Director is responsible for removing the sign-in/out sheet and the ledger card file containing correct names, addresses, phone numbers and children enrolled. 3. All classrooms are designated either A B C D E and will proceed to areas designated either 1 2 3 4 or the classroom restroom.

Payment Policies & Procedures

Payments are due every Friday for the following week of programming. Program payments are made online which will be sent by email.

Camp Fee \$110/weekly; \$5.00/sibling discount

One time registration fee of \$45.00/per family

In the event of program cancellations due to inclement weather or facility issues that prohibit children from attending school, the A.C.E. Program **recognizes three days of care as a full week of attendance.**

When withdrawing from the program, a email must be sent to academiccreativeenrichment@gmail.com and must be provided at least two weeks prior to your pay due date

Late Payments

Payments are considered late Saturday morning at 8:00AM(cst). There is a \$10.00 late fee each day after the scheduled Friday payment. If payment has not been received by Monday there will be another \$10.00/late fee charge added.

Late Pick-Up

Please call the site's phone if an unexpected emergency will cause you to be late picking up your child. There is a \$3.00/per minute charge for child(ren) not picked up by the program's closing time. In the event that a child has not been picked up within thirty minutes of closing time, A.C.E. staff members will call 911. In the event that a child is repeatedly left past the closing hour, A.C.E. Program reserves the right to terminate the child's enrollment in the program.

Late fees must be paid before returning the program the next day.

A.C.E. Program Staff

A.C.E. Program believes that staff training is essential to providing quality programs. Staff members maintain current First Aid and CPR certifications. Each staff member also completes four hours of pre-service orientation training and an additional. All potential employees are required to pass a criminal background screening and FBI background check which includes fingerprinting.

A.C.E. Program staff members are not permitted to have outside contact with children enrolled in our programs. Please do not ask staff to babysit, drop off or pick up your child.

Child's Belongings Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave toys, money, video games and players, iPods or other MP3 players, cell phones and anything not allowed by your child's school district at home. The A.C.E. Program cannot credit or compensate for lost, damaged or stolen items.

Children with Special Needs, Medications or Therapies

A.C.E. Program strives to include all children in our programs. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. We operate under the provisions of the Americans with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on Afterschool medication policies and requirements.

Please disclose all special needs, allergies and/or medications on your enrollment form. An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule an interview. If you wish to speak to someone before completing the required forms, you may contact Oschuwa Davis, ED of A.C.E. Program, at 972.743.4179 or by emailing academiccreativeenrichment@gmail.com

Guardian/Parents Pledge of Understanding

Childs Name: _____ **Enrollment Date:** _____

- I understand that I or another pre-authorized person must sign out each child daily. Each child must be escorted in and signed in and out of the program (a pre-authorized person is the parent/guardian or people identified as authorized pick-ups on the enrollment form)
- I understand that my child will not be able to leave the program with an unauthorized person. (Legal documentation must be provided to A.C.E. Program regarding any custodial evidence or authority limitations of either parent. Without legal documentation, either parent will be allowed full access to the child during program operation)
- I understand that medication will not be administered without completion of the required forms.
- I understand that summer camp fees are due every Friday. There is a \$10.00/late fee charge if not paid by Friday.
- I understand the late pick-up fee policy.
- I understand a two week written notice must be given for any and all changes to my child's schedule.
- I understand I must notify the Director if any information on the enrollment form changes.
- I understand the discipline and guidance policy.
- I understand that Federal and state laws require/mandate A.C.E. Program LLC employees to report suspected cases of child abuse or neglect.
- I understand that the Director will notify me whenever my child becomes ill. I agree to pickup my child or make arrangements to have my child picked up by an authorized individual within one hour of notification.
- I understand that my child cannot attend the school if he/she has any illness that threatens the health of other children. I understand that Health Department regulations concerning periods of infection will be enforced. I understand that my child must be fever and symptom-free for 24 hours before returning to school after an illness. I also understand that prescription medication must be administered to my child at home for 24 hours before he or she can return to school.

- I understand that I am required to inform the site within 24 hours or the next business day if my child or any member of my immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must

Signature _____ Date: _____