



*St. Aloysius'
Valley Adventures
Summer 2023*

**St. Aloysius Summer
Care 2023
Valley Adventures
Parent Handbook**

Dear Families,

Welcome to Valley Adventures at St. Aloysius Pewee Valley. Thank you for choosing to spend time with us this summer. We will create, explore and have a messy good time. Health and safety are a top priority. As a precaution there will be no reverse field trips this year. We are committed to creating a safe, fun, inclusive, and memorable summer camp experience for your child. This handbook contains useful information on how we plan to make this summer as enjoyable and healthy as possible. The handbook covers the following areas.

1. Important Reminders and Expectations
2. Our Policies and Procedures
3. Other information to prepare your camper and yourselves for a fantastic summer with us!

As you review this information, please contact our office if you have any questions, concerns, or suggestions. We are thankful and blessed that you will be entrusting us with your child this summer.

Please know that I am available for any questions you may have, so please don't hesitate to give me a call or send an email! We look forward to welcoming you and your camper on their first day!

See you soon!

Stephanie Murta

St. Aloysius' Valley Adventures Summer Care/ASC/Preschool Director

502-241-8516 ext.1011

smurta@staloyusiuspwv.org

Contact Emails for Room Teachers:

Ginny Hurley: vhurley@staloyusiuspwv.org

Erica Cleary: ecleary@staloyusiuspwv.org

Rylee Jones: rjones@staloyusiuspwv.org

CONTENTS

Overview.....	
Meet Our Staff	
Facilities	
Camp Policies.....	
Health & Safety	
Pre-Camp Information.....	

“Take Chances, Make Mistakes, Get Messy!”~ Miss Frizzle

Overview

We provide children with a place they can call their own in our constantly changing world; where they become a part of a supportive, encouraging community, and where they understand not only their own rights and responsibilities but also appreciate and respect the rights of others. We are a diverse community, from many different cultures and backgrounds, working, playing, and learning together. We encourage each other to try new things, enjoy favorite activities, grow in confidence and a sense of accomplishment, and build strong friendships.

Staff - our staff members are St. Aloysius faculty. They create a safe, caring environment for our campers. They are at least 18 years of age and have typically completed one year of college in a related program of study. All staff members undergo an intensive screening, interview, and background check process before hiring.

Not only will camp be full of play, fun, and plenty of recreational games; campers will also get to learn and develop life skills taught by our staff in daily activities. For the best experience possible we encourage children to be as independent as possible, they should be able to use the restroom with minimal assistance, dress themselves, refill their reusable water bottle, communicate effectively, and follow instructions.

Our goal is to provide high quality recreational program that helps develop social skills and personal growth in our campers. Our day camp offers great staff to camper ratio 1:10 and maintains state mandated staff to child ratios at all times.

Camp Dates:

1. June 5- 9
2. June 12-16
3. June 19-23
4. June 26- 31
5. **BREAK- NO CAMP July 3-7**
6. July 10-13, **No Camp July 14 due to Picnic set up.**
7. July 17-21
8. July 24-28

Times & Fees:

\$55 Non-Refundable Registration Fee Per Child, or \$90 per Family

*Late Pick Up: After 11:40am(Half Day) or 3:15pm(Full Day) \$15 fee and \$3 every minute past 11:40 or 3:15pm (please do not be late)

5 Days: Full: 8-3:00 \$250,
Half: 8-11:30 \$125

3 Days: Full: 8-3:00 \$150,
Half: 8-11:30 \$75

20% discount for 2nd child

25% discount for 3rd child

*(Please note that we reserve the right to charge a fee for children that are picked up late.)

Sample Daily Activities:

example is meant to give a broad idea of the daily camp routine

2 hours work art projects: e.g. process art, media exploration, style exploration. The activities we have in mind, center around Art, are therapeutic, fun and a catalyst for many pre-writing, problem solving.

2 hours outdoor fun: e.g: water play, water slide, courtyard.

2 hours inside fun: e.g.: free play, life skills.

1.5 hours rest/quiet activities: e.g. nap, movie, puzzles, drawing/coloring.

Lunches: Your child's lunch must meet requirements for a healthy meal (whole grain, fruit or veggie, and a protein). Please no food that requires heating.

Children will be provided milk or water.

Snacks: We will provide all healthy snacks. Snacks are not meals. If your child requires more than a snack size portion. Please pack extra snacks in their lunch and label it.

Nuts: We are a NUT-FREE Facility and Program. Do not send your child to camp with any nut products, they will be confiscated until pick-up when they will be returned to you.

- i. St. Aloysius Summer Care offers only nut free snacks, however we cannot and do not guarantee that our facility will be completely safe for children with nut allergies. When summer care is not in session, other groups sometimes use the facilities, and may incidentally bring nut items into the area. All precautions are taken to keep nuts out of the summer care, but we must have an epi-pen and emergency plan in case of emergencies.

Meet Our Staff

Staff - Our staff members are St. Aloysius faculty. They create a safe, caring environment for all students. They are at least 18 years of age and have typically completed one year of college in a related program of study. All staff members undergo an intensive screening, interview, and background check process before hiring.

Safe Environment Training is required by the Archdiocese of Louisville for any adult who works, volunteers, coaches, or otherwise has regular contact with Archdiocesan youth. Per the KY State Childcare Regulations, any adult who has regular volunteer contact with our preschoolers must also have an acceptable Background Check on file with the St. Aloysius School.

Camp Facilities:

1. The St. Aloysius School Cafeteria
2. Playground & Playground Green Space – Enclosed standard playground equipment comprising two slides, jungle gym, and teeter-totters.
Ground-Smart Rubber surface and open grassy area with Sun Sail providing shade.
3. Pre-K courtyard- Enclosed Nature Classroom. Mud-Kitchen, Fairy House, Sensory Table, Natural Wood Materials, Tike Path.
4. Green Space near Rectory- Open Grassy Area with Soccer Goals on either end.
5. Green Space near Grotto- Open Grassy Area, with bridge, cement stairs, trees, bushes and creek.

Camp Policies

Environment: All precautions and alterations have been made to create an environment that is secure, comfortable, and welcoming.

Sanitizing: Staff sanitizes surfaces and common areas after every use, in addition to sanitizing throughout the day, all manipulatives are cleaned and disinfected each day by using products and processes in accordance with the Centers for Disease Control and Prevention, as well as the Environment Protection Agency.

Sign-In/Sign-Out Procedures for Campers.

Please do not leave your child on site before they are signed into the care of summer camp staff. Please do not leave your child with any other St. Aloysius staff to wait for camp to open.

Please do not send a child to school that has been ill during the night (diarrhea, vomiting, fever, earaches, eye infection, etc.) or who display any symptoms of cough, or cold, such as a significant runny nose.

Dropping Off-

Drop off car pool is from 7:40am-8am. In single file in the left lane, drive up covered area and stop, put your car in park and turn off your engine. Staff will remove your child from the car and direct them to sit on the benches. If you will be dropping off after 8:00, you will need to park and walk your child to the Back door under the covered area. Please ring the doorbell.

Pick Up-

Carpool for 3pm pick-up is from 3pm-3:10pm if you will be picking up before 3pm you must let a staff member know.

Pick-up car pool is the same as drop off; in single file in the left lane, drive up covered area and stop, put your car in park and turn off your engine. Staff will put your child in your vehicle and you will drive to the parking lot past the Eagle's Nest and park, then

buckle your child. Please do not get out of your vehicle in carpool to buckle your child. Make sure all authorized adults who pick up are aware of this policy. Do **NOT** pull away until you are given the okay by a staff member. This is for the safety of all children, no vehicle should be moving while children are being walked back to their car.

You must present a photo ID every time you pick up your child, until staff is acquainted and familiar with you. You can and will be asked to present a photo ID at any time, therefore it is good practice to have your ID on your person. No exceptions will be made; please inform every person you list as an approved pick-up person of the following policy. If your child will be picked up by someone other than the person who dropped them off, this needs to be indicated on the sign in form with their full name, relationship to the child, and phone number. They **MUST** be listed on the registration form under approved pick-up persons.

In fairness to our staff and the rest of the programs at our facility, it is important that you pick your child up by the time indicated on their registration form which will either be 11:30 am or 3 pm.

A late fee of \$15 plus \$3 every minute until picked up will be charged for campers picked up after 11:40am(Half Day) or 3:10pm(Full Day).

Exceptions will be made only in serious extenuating circumstances.

Should an authorized person arrive to pick up a child and there is any reason to suspect that person is under the influence of drugs/alcohol or appears to be of a mindset that presents a danger to the child, we reserve the right to withhold the child from being released and may have no recourse but that of contacting the police.

Custody/Persons Listed on Sign in Form

In the best interest of the child, we ask for your cooperation in clearly defining custody terms in advance of registration so that there is no confusion on the part of the staff members or the child. The individual who registers the child is responsible for identifying the people approved to pick up; if an individual not listed on the registration form claims to have custodial rights, that person will have to show court documentation that proves those rights and under what conditions those rights exist. Staff members will consult with management and the authorities before making any changes.

Photographs of Campers.

We understand that photos are a big concern for many parents and that parents want to see photos of their camper/s enjoying camp. Photos will be uploaded throughout the week and are available for viewing through Brightwheel. Only parents of Valley Adventures campers will have access to these pictures. Please note, although we snap and upload photos Monday through Friday, you will not always see photos of your individual camper every day. With the number of campers and activities at camp, we simply cannot guarantee that you will see a photo of your camper daily. While we do post on our Facebook, please note that the bulk of the photos will be posted on the Brightwheel.

Camper Health & Safety

Staff will provide treatment for minor injuries requiring minimal care. Campers needing care for non-life threatening injuries (e.g. fever, vomiting, diarrhea, sprain etc.) that are beyond what we can provide, parents/guardians or emergency contacts will be notified immediately and will be required to pick the child up from camp.

In the case of a medical emergency, medical services (via 911) will be called and the child will be transported to the nearest hospital for treatment. If parents/guardians are not reachable, we will contact emergency contacts provided on camp registration form. If they cannot be reached, we will call the child's physician. Staff in charge will make the decisions about the care of your child, and they will always act on the side of caution. It is important that you keep us up to date on emergency phone numbers and any other pertinent information. If you have given us your cell phone number for emergencies, please make sure it is on and working.

We will contact you about your child's health at camp, if:

1. Your camper has an injury or illness that removes them from activities. If a child becomes ill while at school, he/she will be made comfortable away from the group, and the parent will be called and have 1 hour to pick up the sick child. If a parent cannot be reached, the first name on the child's emergency form will be contacted. Your child must be fever free, diarrhea free and vomiting free without the assistance of medication for 48 hours before returning to camp.
2. If the children at camp are exposed to chickenpox, head lice or any other communicable disease, parents of all campers will be notified.
3. Please Brightwheel message if your child is going to be absent from school for any reason.

You will be notified immediately if:

1. It is determined that your camper needs additional medical care away from camp. You will be provided updates as we are able to do so.
2. Your camper's illness, injury, or emotional health present concerns for their ability to have a positive experience at camp.
3. If a child displays a serious runny nose or other signs of illness upon arrival, he/she will be sent home immediately
4. We feel there is a concern for your camper's mental health state.
5. We feel your child is a danger to peers and/or staff.

Expected Behavior

We expect all Staff to be respected by Campers and all Campers to be respected by Staff. This includes, but not limited to: listening and following directions, refrain from backtalk to staff, following directions given, no swearing/comments made about staff or fellow campers, no name calling, etc.

Camp staff use a positive approach to discipline. Praise, encouragement, and redirection are used with the children regularly. When a problem arises, the staff will talk to the child

about the appropriate ways to express his/her feelings. Hitting, biting, pushing, etc. are not acceptable; however, we as a staff understand that all behavior is a means of communication for the child and will be addressed in a loving nurturing manner.

If a child continues to exhibit inappropriate behavior including, but not limited to: teasing, name calling, excluding, physical or verbal taunts, refusing to abide by the rules/instructions, intentional property destruction, or bullying behaviors and physical violence the child will be expelled from the program.

We must consider the safety and well-being of ALL children. Bullying and/or physical violence will NOT be tolerated.

All incidents will be documented and kept on record.

Written Behavioral Form Policy.

In the event that a camper does not correct their behavior and repeats poor behavior, counselors will fill out a disciplinary form.

- Offense 1 – Camper will have a discipline form filled out and must have it signed by parent/s. Parents are encouraged to speak with their child regarding the situation.
- Offense 2 – Camper will have a discipline form filled out and must have it signed by parent/s. Parents are encouraged to speak with Staff. Notification is given to the Summer Care Director of the camper's behavior.
- Offense 3 – Camper will have a discipline form filled out and must have it signed by parent/s. Parents are encouraged to speak with the Staff regarding the situation. Parent(s) required to meet and/or talk with the Summer Care Director within two days of action. Final warning is given regarding the camper's discipline situation.
- Offense 4 – Upon review by the Summer Care Director and Staff, camper/s will be expelled from the Camp Program. This removal from the program is immediate and there will be NO refund.

****Campers will be immediately sent home for any physical/verbal threats or other items deemed unsafe by the staff, there will be ZERO tolerance for this behavior. Any physical actions taken by a camper toward themselves, a fellow camper, staff or property will result in a minimum of one day removal from the camp.**

Safety - safety is our top-priority.

Significant measures of prevention and a well-trained staff are key to a safe summer. All of our staff are certified in Infant/Child/Adult CPR and First Aid All program related activities contain an element of risk, including the unpredictable forces of nature; however, we try our best to adhere to the high standards established by the CDC and St. Aloysius School to help minimize these risks and ensure the safest programs possible.

A signed enrollment denotes that the parent/guardian and participant acknowledge this inherent risk.

Health History and Insurance - is to be completed online by June 1 through Brightwheel, in addition to the hard copy on the registration forms. Each camper must be covered by his/her family health insurance policy. Parents are responsible for payment of all medical charges of physicians, dentists, and hospitals.

Prescription Medications - staff will only administer emergency medications to a child with asthma, or an allergy that requires an Epi-pen. Medication will only be administered with written instructions from the parent. Medication is to be in the original container. Our staff handles the administration of all medication with professionalism and confidentiality. The parent must sign a medication form to be kept on site. No other medication will be administered. If your child is sick and needs medicine, you are asked to keep them at home.

Over-the-Counter Medications - We do not stock over-the-counter medications.

Head Lice - We understand the difficulties of head lice in a camp setting and are very cautious about preventing and doing all we can to keep lice out of our community. It's important to remember that head lice do not carry or spread disease – they're just a nuisance. If any cases of lice are found, you will be responsible for taking your camper home and treating the lice. If your camper is found with lice on their first day, we will work with you to find an alternative session for your camper once the lice is treated. Please check your child for head lice two weeks prior to their start date and again immediately before camp begins. If any sign of head lice is found, please arrange for appropriate and immediate treatment and let us know that such treatment has taken place. If your child had head lice or was exposed to head lice within two weeks of their arrival to camp, please notify us.

Immunizations: All children must have a current immunization certificate on file in our office at all times. A child who turns 5 years old during the school year is required to have a DTP booster. The state requires that we keep all children's records up to date. We will try to notify you in advance if your child's immunization certificate will expire during the school year, but please monitor your child's immunizations and keep them up to date.

Emergency Situations

In the event of an Emergency Situation (earthquake, facility evacuation, lockdown, etc.) that causes a delay or change in the arrival or dismissal of students, parents will be contacted via Brightwheel, as soon as safely possible to relay information. If your child is in our care, we will remain with them until the emergency situation has been declared safe. Please review the Reunification document at the end of this handbook for the KY State-approved St. Aloysius Emergency/Disaster Preparedness Parent Information Form for Reunification. This form gives important information on how we would contact you and the locations to which we would relocate our class in the case of a campus evacuation.

Clothing and Dress Code – In the beautiful valley, our weather patterns include days in the 80- 101-degree Fahrenheit range and nights in the 65-70-degree range. Of course, there are days/nights that fall outside of these averages, but this is a general rule of

thumb. We do not have a camp “uniform” and most campers wear t-shirts and shorts while at camp. It is important for campers to bring clothes that are comfortable, can get dirty, and have already been washed a few times. Philosophically, we understand that clothes are an important statement for young people which provide an expression of who they are and how they want to be seen. Our reality, though, is that we operate a camp in a setting with children of many different backgrounds and lifestyles. Clothing can be lost, torn, stained, or undergone other mishaps. Please make sure that whatever you send errs on the side of modesty, including swimsuits. Clothes should be appropriate; No crop tops, speedos, and other short or revealing clothing. We will ask campers to change clothes if we feel they are inappropriate. We cannot be responsible for damaged or missing items.

Camper Possessions – Label everything. To protect your child’s possessions, we ask you to keep valuables and expensive clothing at home, rather than allow your child to bring it with them to camp. We will not be responsible for these items, nor will our staff. Please make sure your camper does not bring any electronics or money with them. If your camper is found with these, we will keep them in the office until checkout. We have found that phones, smart watches, tablets, and computers only disconnect children further and prevent them from getting an authentic life experience. Camper belongings may be searched by camp administration if there is a reasonable basis or probable cause that he/she is in possession of drugs, alcohol, stolen property, weapons, or any possession feared to be harmful to campers or staff. Campers found possessing tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed immediately with no refund. Furthermore, the proper authorities will be notified as required by law.

Visitors – Only one parent/guardian or approved pick-up adult will be allowed to enter the facility and only under special circumstances (emotional, behavioral, physical emergency). If you have questions, please call our office, and speak with our Camp Director.

Pre-Camp Information

- 1. Accounts and Paperwork** - All paperwork and payments are due by June 1. Payments (non-refundable registration fee as well, if you have not sent a check) are to be submitted via Faith Direct. Forms are available and can be submitted via email, post or in person. Accounts not paid in full by June 1 may result in the loss of a camper’s spot at camp. Campers will not be admitted if the account is not paid in full. If you have any questions or concerns about the paperwork or your account, please let us know.
- 2. Cancellation/Refund Policy** - In the case of a serious accident, illness, or other extenuating circumstances, refunds will be provided at the discretion of the Camp Director. No refunds or reductions are made for late arrival or early departure from camp. Any camper whose behavior disrupts the camp program or is harmful to him or herself will be dismissed with NO refund. Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed from camp with NO refund.

- For cancellations made before May 15, all tuition may be refunded, less a 25% processing fee. Registration deposit is non-refundable.
- For cancellations made after June 1, tuition may be refunded less 50% of total cost.
 - For cancellations made after July 1, refunds will be made on a case by case basis.

3. What to Bring for Day Camp: All items must be labeled

- A. Refillable Water Bottle
- B. Complete change of clothes (shirt, shorts/pants, socks, undergarments)
- C. Large t-shirt that your child can paint in and get dirty
- D. Spare pair of closed-toe shoes, ex. Crocs, tennis shoes, etc to be left at camp until their last day.
- E. Rain Jacket/Poncho and Rain Boots to be left at camp until their last day.
- F. Sweater
- G. Baseball cap or Sun Hat
- H. Swimsuit & Beach Towel
- I. Personal Care Items: Sun Glasses, Hair Bands, Glasses, Hearing Aid, etc.
- J. Back Pack

4. What Not to Bring:

*Please help us ensure these items are NOT brought to camp by reviewing what your child has packed before arriving. Please understand that if any of these items are found at camp they will be held in the office and returned at pick-up.

1. Any electronic devices: Mobile Phones/Phone Watches/Google Glass/etc, iPod, MP3 players, etc, iPad, tablet, kindle, or laptop computer, Gaming devices
2. Any item that may be considered a weapon: Knives, utility tools/multi-tools, swords, etc, Firearms, Matches, lighters, fireworks
3. Food: (candy, gum, soda, juice, fruit gummies)
4. Tobacco, alcoholic beverages, illegal drugs
5. Pets or other animals (unless certified service animal)