



Westminster School for Young Children

S U M M E R C A M P

P A R E N T H A N D B O O K

2024

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PARENT HANDBOOK

Westminster School for Young Children (WSYC) has been sponsored by Westminster Presbyterian Church since 1969. This nurturing Christian environment will offer your child a time to wonder, explore, share and learn during the summer!

Our faculty pledges to maintain the highest possible standards throughout the entire school and its program. Each teacher is qualified through education and experience for the task to which he/she is assigned.

Your child’s time with us will be a happy and rich experience. It is our mission that every child be in an appropriate classroom setting and receive the best possible education in an atmosphere of love and understanding. Our faculty is dedicated to this purpose. However, your cooperation is essential to achieving these goals.

Registration

Westminster School summer camp sessions are open to children of all races, creeds, and national origin. All sessions are open to children who will be entering Two Year Old classrooms, Three Year Old classrooms, Pre-K and Kindergarten classrooms in the fall whether at our school or another preschool. Those who attended school this year are also eligible to attend. Session 4 is open to the students entering Toddler classrooms in the fall.

A child is officially enrolled in a session of summer camp when the Summer Camp Registration Form and Health Form are submitted to the office as well as the tuition.

Sessions Offered

Session 1: June 3rd-7th

Session 2: July 15th-19th

Session 3: July 29th-August 2nd

Session 4: August 12th-16th

Hours

Our summer camp school hours are from 9:00am until 12:00pm or 1:00pm. Children may not be brought into the school prior to 8:55am and must be picked up on time. A LATE FEE of \$5.00 for each five minutes is charged and paid to the teacher if a child is picked up after 12:05pm or 1:05pm respectively. If in a carpool, the late fee is charged for each child in that carpool.

Arrival & Departure Procedures

Westminster School for Young Children's front door is in the basement of the Holderness Mission Center. An adult must accompany each child to their classroom door upon arrival. There will be a one-way traffic flow in our hallway for arrival. Please enter through the columns in the covered area (do not go up the steps) located in the middle of the circular drive. After dropping off your child at their classroom door (parents will not be allowed to enter the classroom), please proceed to exit the opposite door closest to the playground. Our faculty will greet your child and settle them in their classroom.

Upon departure, we will be using a car line. Our traffic flow is one way with a 5mph limit. Always enter the parking lot from Shannon Road, at the Westminster Presbyterian Church sign, swing around the back of the parking lot by the wooded area, and stop in the circle making a line up the hill proceeding the school entrance. You will receive a car sign on your child's first day of camp. Please rest that sign in your front window so the teachers can place the correct child into the back seat. Stay in your vehicle and drive slowly to an available parking space to properly buckle your child into their seat. No parking is allowed in the unauthorized area – including the firelane along the fence near the cabin.

Nutritious Snacks

Parents furnish snacks for their child's summer camp class. Please send nutritious (low sugar) snacks enough for 10 students in a classroom. Please do not send in drinks – we serve water at snack time and throughout the day, as needed. You are responsible for packing your child's lunch each day (if 1:00pm student). Please label their water bottle, lunch box and send any utensils if needed.

Please do not send nuts or peanut products of any kind. Check labels to make sure peanut oil or peanut products were not used in preparing the snack item.

Clothing

Children should be dressed simply, comfortably and sensibly for play. Sunscreen and insect repellent should be applied each day before camp. Shoes with closed-toe, non-skid bottoms should be worn by children all the time to avoid accidents, particularly on the playground. This enables them to participate in lots of fun (and sometimes messy) learning experiences. We do not want their good clothing damaged. For our creative art activities, we use washable paint. Some colors, however, do not wash out of fabric as well as others.

Please mark all your child's clothing. A lost and found is located on the hat tree in the hall near the school entrance.

All students should have a change of clothing with them each day (including shoes). This can be kept in their backpack. For Water Day, please send your child wearing a bathing suit and cover up with shoes that can get wet. Pack a towel and complete change of clothes including undergarments and dry shoes in a cloth bag (no plastic grocery bags).

If your toddler or two-year-old is in diapers, please have a supply of diapers in their backpacks daily and bring a container of wipes for the teachers to use. Please label your child's bag clearly on the outside with their name.

The 24 Hour Rule

Children must be kept at home for a full 24 hours after the following symptoms have resolved (without medications or other interventions): fever, chills, fatigue, muscle or body aches, headache, shortness of breath or difficulty breathing, sore throat, nausea or vomiting, diarrhea, conjunctivitis, coughing or heavy, nasal discharge. If your child receives a diagnosis that requires antibiotics, please keep them home until you have the results of the culture and/or antibiotics have been administered for 24 hours.

Exclusion from school is required until the child has not had a fever for 24 hours and has felt well enough to participate in classroom activities (including going outside) or have any symptoms that result in a need for care that is greater than the faculty members can provide without compromising the health and safety of other children for 24 hours.

Health Form

We require a health form for each child by the first day of summer camp if your child did not attend Westminster for the previous school year. Your child's pediatrician or family physician must sign this form. This physical examination and updating of the child's immunization record should take place no more than twelve months prior to the start of summer camp. Please email this form after completion or bring to the school office no later than the first day of your child's session. This form will remain in your child's file.

Allergies: Please alert the director and other faculty if your child has any food allergies. We are required to have a written allergy action plan signed by a medical provider on file to protect your child in the event they are exposed to anything to which they are allergic. It is the parents/guardians responsibility to notify the classroom teachers of the medical plan. In the event a child must use a prescribed medication due to an allergy, we must have the medication (EpiPen, antihistamine, inhaler, etc.) provided by the family at school.

Accidents: If an accident occurs at school, faculty members will administer first aid, as necessary. In cases where the injury seems to need further attention, you will be called for a consultation or to pick up your child. An accident report will be filled out with details of the injury and actions that were taken.

Faculty members are certified in CPR and trained in First Aid. If your child becomes ill or is injured and

requires immediate medical attention, 911 will be called. Parents will be notified immediately.

Teachers are not permitted to administer any non-emergency medication (including but not limited to sunscreen and bug spray) to children during school. If your child needs medication during the morning, one of the parents must administer the medication. If there is a medical need, the child's parents must meet with the director and teachers involved prior to summer camp.

Discipline Policy

At Westminster, we view discipline not as a means of punishing a child who has behaved inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where limits are set, how to maintain control over their bodies, and how to problem solve in the event of conflict. When children receive positive, non-violent, and understanding interactions from adults around them, they develop good self-concepts, problem solving skills and self-discipline.

Based on this belief of how children learn and develop, we implement the following discipline and behavior management techniques:

- The environment is a place designed especially for children.
- Each class has clear and simple rules which are stated positively and posted in each room. The children are encouraged to help make these rules so that they can become familiar with what is expected from them.
- Positive behavior is reinforced through our We Care Rules which children are encouraged to follow in age appropriate ways.
 - We listen to each other.
 - We use our hands for helping.
 - We use words that show we care.
 - We care about each other's feelings.
 - We are responsible for what we say and do.
- Redirection is used often as a means of interesting a child in a more constructive activity.
- Positive reminders are used to tell the child what we want them to do (rather than constantly using "no" or "don't").
- Renewal time – when a child loses control, is disruptive or destructive, the teacher may give the child a brief "renewal time".
- In the event the above strategies are not successful, a parent/guardian may be called to pick up the child early for the remainder of the day.

Note: No child will be subjected to corporal punishment of any kind.

Should a discipline problem arise that the teacher and director cannot handle without advice and support from the parents, affects the welfare of the other students, and/or cannot be adequately counseled by the faculty, the situation will be reviewed by the Director. He/she will decide if dismissal from summer camp is in the best interest of all parties.

Abuse

North Carolina law requires us to report to the Department of Social Services of Durham County (DSS) if we suspect that a child is being abused or neglected. Our faculty has a responsibility for the children with whom we work.

If you feel a situation exists that warrants a closer look, please bring it to the attention of the director. Any information that you give to us will be kept confidential.

Finances

Westminster's Federal Tax ID #56-0893567. All summer camp tuition is non-refundable. A \$20.00 fee will be charged for each check returned by the bank.