



McFarlin & Friends Summer Camp

2020

Parent Handbook

Welcome to McFarlin & Friends Summer Camp!

The handbook outlines the policies and procedures for our elementary summer program (for children exiting grades K-5). We value the opportunity to care for your child, and appreciate your cooperation with our policies, which will help ensure a safe and nurturing environment for all children, families, and staff.

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Who We Are

McFarlin & Friends Summer Camp, a ministry of McFarlin Memorial United Methodist Church, changes lives that change the world by providing a safe, nurturing and Christian environment that promotes the spiritual, physical, socio-emotional and intellectual well-being of each child as an individual. By combining Christian principles with teacher-assisted activities, children are encouraged to be independent thinkers and life-long learners. It is a privilege to partner with families for your child's care and spiritual development. The information in this handbook is provided in order to enable a pleasant experience for you and your child in our McFarlin & Friends' program.

Application, Waitlist, & Enrollment

Application Requirements

Application for McFarlin & Friends begins February 10, 2020. The following is required with your application:

1. Completed Application Forms
2. Current immunization record (If not in your possession, physician may fax to (405) 321-3498 Attn.: McFarlin & Friends)
3. Non-refundable application fee of \$25 per child

When all three requirements of the application process are met, your child will be added to our waitlist. A director or coordinator will contact you when there is space available.

Enrollment Procedure

Upon notification of availability, you will have 10 business days to pay the \$100 enrollment fee to secure your child's spot. If the enrollment fee is not received 10 business days after notification, the spot will be given to the next child on the waitlist. Enrollment fees are non-refundable after May 1.

Enrollment is on a first-come first-serve basis determined by classroom availability. We are enrolling for classrooms graded such as follows: Kindergarten - 1st, 2nd, 3rd, 4th - 5th grade. Our hope and goal is to be able to meet the needs of as many of our children and families as possible while also ensuring safe, fun, and developmentally appropriate classroom environments.

Enrolling for Partner Days

Our budget will only allow us to enroll children for full slots (five days per week). However, we can allow you to **partner with another family. If you wish to partner, it is your responsibility to find another family with a similar-aged child (K-1st or 2nd - 5th)** who would like to share the slot with your child, and enroll together. Both families must remain enrolled throughout the summer in order to assure the spot. Contact the director if you choose to enroll for partner days.

Class Placements

On the enrollment application, there is a space for you to request that your child be placed in the same class as an enrolling friend (2 maximum) who is of the same age group (K-1st, 2nd, 3rd, 4th - 5th). Class lists are created the week before the program starts. We try our best to honor these class friend requests. Once the list is created, however, we cannot change lists due to the teacher preparation before the program starts.

Withdrawal

We require 14 days' written notice if you wish to withdraw from our program. If 14 days' notice is not given, you will be expected to pay a total for two weeks' tuition from the date of notification. Please contact the coordinator with any questions regarding tuition or payment procedures.

Tuition & Payment Procedures

Tuition

Tuition will be accepted in two payments of \$700 per child on **June 1** and **July 6**. August's tuition is split between June and July's tuition. Payment is required for each day that your child is enrolled, whether or not your child attends. If you enroll in the middle of the month, your account will be pro-rated accordingly, and tuition will be due on the child's first day in attendance.

Tuition payments can be made by cash, check, or credit card. Credit card payments must be made online. A \$5.00/month convenience fee will be added for all accounts paying by credit card. Cash or check tuition payments must be given to the coordinator during drop-off or pick-up. Teachers may not accept tuition payments. A \$25.00 fee will apply to all returned checks.

Late Payments

Tuition invoices will be sent home on the first of each month. **All tuition is due by June 5 and July 10**. A late fee of \$10 will be applied to unpaid accounts five days after the due date (June 10 and July 15). If payment has not been received by the 15th and the Director has not been contacted to make other arrangements, a late fee of \$5 per day will be added to tuition until it is paid. Failure to pay tuition may result in the removal of your child from the program. Any accounts that are not paid in full by the last day of the program will result in your child being unable to attend the program again in the future.

Drop-Ins

We allow for drop-ins when space is available. The drop-in rate is \$35.00 per day. The drop-in fee is due at the time of drop-off. For the first drop-in, a completed enrollment form and immunization record must also be turned in at the time of drop-off. Please contact the McFarlin & Friends Coordinator by email for drop-in requests prior to bringing your child. Requests made after McFarlin & Friends hours will be addressed the following day during McFarlin & Friends hours. Drop-in requests cannot be scheduled more than one week prior to the requested drop-in dates. Drop-ins will not be accepted during Children's Choir Camp week, July 27-31

Hours of Operation & Attendance

Hours

McFarlin & Friends is open from 7:30AM until 5:30PM Monday through Friday. **The 2020 program will run from June 1 through August 6. We will be closed June 29-July 3.** New this year, McFarlin & Friends will not be participating in Children's Choir Camp which will run July 27-31. From 9AM-12PM. If your child would like to take part in C3, you may register online at www.mcfarlinumc.org. The cost is \$30. The McFarlin & Friends staff will be happy to escort all participants to C3 at 9AM and will pick up the children at 12PM to return to McFarlin & Friends. Children who choose not to enroll in C3 will participate in regular McFarlin & Friends activities.

Attendance

Please notify the coordinator by calling or emailing the McFarlin & Friends number or email address. if your child is sick or will not be attending so we can plan accordingly. Both the number and address will be given to enrolled families prior to the beginning of camp.

Summer Schedule

Children in McFarlin & Friends will participate in summer activities and field trips, under the following schedule:

- June 1 – June 26: Daily McFarlin & Friends activities and field trips
- **June 29 – July 3: Closed for holiday**
- July 6 – 31: Daily McFarlin & Friends activities and field trips
- July 27 – 31: Children's Choir Camp (9AM-12PM each day) (Choir Camp is optional & requires separate registration, see hours section on this page) // afternoon McFarlin & Friends activities

- Aug. 3 – 6: Daily McFarlin & Friends activities, field trips and last day activities

Phone Calls

You are welcome to call the program to check on your child or with any questions or concerns. The McFarlin & Friends phone number will be given to enrolled families prior to the program beginning. Please be advised that the coordinator is not always immediately available to answer the phone, and you may leave a message. These messages will be returned as soon as possible. Messages received during non-program hours will be returned the next day we are in session. If you are unable to reach the coordinator and are in need of immediate assistance (or until the summer begins), please contact the Director of Children & Family Ministries at 405-321-3484 ext. 173.

Drop-off & Pick-Up Procedures

****You must sign your child in and out each day****

Daily Drop-Off/Pick-Up Location & Times

Please drop off your children in the playground area located on the north side of the church between 7:30AM and 9:00AM and pick them up in Fenn Hall from 4:45PM to 5:30PM. Parents are welcome to visit the program at any time. McFarlin & Friends staff will arrive before the children in order to prepare for the day. We ask that you respect this planning time. **Therefore, children may not be dropped off before 7:30 A.M. Due to church policy requirements and other church activities, it is essential that your child be picked up no later than 5:30 PM.** If you find that you will not be able to pick up your child by our closing time at 5:30 P.M., please call the McFarlin & Friends number to let us know you will be late (a late fee will still be applied).

Children may not be dropped off or picked up during transitions. If you arrive while your child's class is transitioning between locations (such as transitioning from the playground to the classrooms), please wait until your child's class has arrived to its next location to sign him/her in or out.

****Please review the Transportation & Field Trips policies regarding pick-up and drop-off during Field Trips.**

Alternative Pick-Up/Drop-Off Location & Times

In the event of rain during drop-off, please drop off your children on the 3rd floor in Room 306 in the Children's area between 7:30 and 9AM. **Any and all changes regarding our location will be communicated through the Remind text system and/or e-mail.** If you have any questions, you are welcome to call the McFarlin & Friends number to speak to the coordinator.

Late Pick-Up

Parents will receive a verbal warning on the first late occurrence. On the second occurrence and thereafter, a late fee of \$1.00 per minute will begin to incur at 5:31 in order to pay staff for their extra time. All late fees must be paid within one week of the occurrence.

Adults Picking Up Children

If someone other than a parent/guardian will be picking up your child, please notify the coordinator in writing or by phone call. **No child will be released to a person not listed as an authorized person to pick up on the enrollment form unless the parent/guardian provides express written permission. All new persons picking up children will be required to present identification.** Please inform the staff of specific custody arrangements.

Important Daily Information

Curriculum

Our goal at McFarlin & Friends is to help your children grow socially, intellectually, and spiritually while receiving the highest quality of care at a reasonable price. We will meet these goals through daily Bible lessons, educational field trips, and fun activities. Children will also participate in service projects with the objective of learning about helping others. Twice a month, parents will receive a newsletter that highlights themes and activities. A schedule of daily activities will be posted in each room. A sample daily schedule can be found under "Schedules".

Food Policy

Lunches must be provided by the parents. Please pack a lunch that is ready to eat and does not need to be microwaved. A morning snack and an afternoon snack will be provided to the children each day. **If your child has any food allergies, please be sure to note that on his/her enrollment application.** Bottled water will be provided at each field trip and swim day.

Clothing

Please dress your children in play clothes (**including closed-toe shoes or hard-soled sandals**) when sending them to McFarlin & Friends. Our program includes activities which can be messy, including art and outdoor play. Please also pack an extra change of clothes for your child in the event that they need to change. Please see "Transportation & Field Trips: Attire" for specific clothing requirements for field trips.

Outside Play

McFarlin & Friends has the opportunity to enjoy a large, age-appropriate playground. Children will have outdoor play time each day they are in our program, as long as weather permits. Time spent outdoors helps children to develop gross motor skills, learn about God's world, and benefit from fresh air. Please dress children accordingly and apply sunscreen before arriving. Water will be provided during outside play and children will be required to bring their water bottles outside with them.

Weather Policies

We will have no on-site outdoor play when the heat index is above 98 degrees in the summer (this does not include field trips, water play, and swim days).

What to Bring Each Day:

****Everything you send with your child should be labeled with your child's name.****

Each child will have a place to store his/her backpack and lunch during the day.

Items to send daily in a backpack (Please label **all items** with child's name):

- Lunch
- Closed-toe shoes or hard-soled sandals
- Change of clothes
- Water bottle
- Sunscreen (please apply sunscreen every morning before arriving at McFarlin & Friends)
- See "Transportation & Field Trips" for specific details regarding Field Trip & Swim Day attire

What NOT to Bring:

Please do not send any of the following, except on designated days:

- **Electronics** (cell phones, games, tablets, head sets, etc.)
- **Home toys**
- **Money** (unless otherwise stated)

If a child arrives with an electronic device, we will hold it for him/her until the end of the day. If a child arrives with a home toy, the child will be expected to keep it in his/her backpack for the entire duration of the day. We cannot be held responsible for any lost or broken items.

Schedules

All schedules are subject to change. Every Monday & Friday afternoon, as weather allows, we will go to a local pool for a swim day (see "Transportation & Field Trips: Swim Days"). Every Wednesday we will travel for a field trip in the OKC metro area. Detailed schedules for Swim Days & Field Trips will be communicated weekly by the coordinator.

Sample Daily Schedule for Tuesday/Thursday:

7:30—9:00	Welcome Children/Sign in Free play: Playground (3 rd floor: rain location)
9:00 – 9:20	Count, Travel to classrooms, restroom
9:20-9:50	Devotion/Opening Worship: 3rd Floor
9:50—10:25	Celebrations, Morning Small Group Activity: Classrooms
10:30-11:15	Free Choice/Centers: Classrooms
11:15-11:45	Lunch: Atrium/North Lawn
11:45 – 12:15	Free Choice/Centers: Classrooms
12:15-1:00	Playground
1:00-1:30	Reading/Quiet Time: Classrooms
1:30 – 3:15	Large Group Activities <ul style="list-style-type: none"> • Quests (see below) • Organized Recreational Game • Parachute Play • Mystery guest/events • Child-created activities (see below) • Crafts
3:15 – 4:00	Memory Books/Journals: Classrooms
4:00 – 4:20	Afternoon Clean-up: Classrooms
4:30 – 4:45	Travel to Fenn Hall
4:45 – 5:30	Closing worship and free choice: Fenn Hall

Weekly Afternoon Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Waterpark	Large group activity at church	Field Trip	Large group activity at church	Swim Day
	Quests		Mystery Guest	

Sample Field Trips:

OKC Science Museum
 Lake Thunderbird Discovery Cove
 Veteran’s Center
 OKC Zoo

Sample Mystery Guests:

Extreme Animals
 Mad Science
 Art Lessons
 OU ROTC

Child-Created Activities:

Scavenger Hunt
 Mini Olympics
 Goofy Golf
 Carnival

What are Quests?

Children choose from three or four different workshops/classes, called “quests”, to participate in for a two-week session. These quests can include cooking, rhythm and dancing, STEM activities, knitting, art, Sign Language, and more. These are great opportunities for children to take ownership over what they learn and pick up some new skills that interest them! Quests are led by McFarlin & Friends Staff and volunteers from the church and community.

Transportation & Field Trips

Transportation

Children will be transported in church vehicles for field trips. All staff are trained in the proper use of these vehicles, which are inspected on a regular basis. In accordance with Oklahoma law, all children under the age of 8 years old and shorter than 4’9” will use a booster seat when travelling with McFarlin & Friends. (McFarlin will provide booster seats)

On field trip/swim days, children must be present at the time of departure from the church. The time of departure will be communicated for each field trip via email the week of. Due to transportation issues, children may not be dropped off at the field trip site if departure is missed. If your child needs to be picked up early from the field trip, the parent or guardian will need to sign out the child first with the on-site coordinator. If a child has been scheduled to leave early from the field trip site, but has not been picked up by the time the McFarlin & Friends group is departing, the child will travel back to the church with McFarlin & Friends and must be picked up at the church. Unless otherwise noted on the weekly schedule, children will return from field trips no later than 4:00PM.

Attire

McFarlin & Friends will provide your child with one colored field trip shirt and one gray swim shirt during the first week in session. Your child will be required to wear the shirt provided in order to ensure the safety of our group and make everyone easily recognizable. We will have a limited number of field trip shirts available for purchase if you would like to have an extra. If your child arrives without the appropriate shirt on a field trip day or swim day, we will have a limited number of shirts for your child to borrow. If a shirt is borrowed, it will need to be washed and returned to McFarlin & Friends by the following Monday. If it is not returned at that time, a charge of \$8.00 will be added to your account.

Field Trips: Please dress your child in the colored McFarlin & Friends field trip t-shirt on field trip days and closed-toe shoes.

Swim Days and Water Play: Please dress your child in his/her swimsuit under the gray McFarlin & Friends swim t-shirt. Pack a change of clothes and closed-toe shoes for your child to change into once we return to the church. **Be sure all clothing items are labelled with your child’s name.**

Money

Please do not send money with your child to any field trip or pool. We do not allot time in our schedule to stop at gift shops or concession stands. McFarlin & Friends is not responsible for the money you choose to send with your child.

Swim Days

Some of our weekly field trips will include time at a local swimming pool. In these instances, we will always swim in the presence of trained lifeguards. All McFarlin & Friends staff are also trained in first aid and CPR. At least eight staff members will supervise any swimming area containing McFarlin & Friends children at all times. All school-age children may participate in swimming, and we ask parents to provide life jackets or floatation devices for kindergarteners and other children who are learning to swim. The amount of time in the pool will not exceed two hours. Use of the diving boards will not be allowed due to supervision and safety of all children.

Weather Policy

In the event of rain during a scheduled swim day or outdoor field trip, we will alter our plans and notify you of any changes through e-mail and the Remind text system. Coordinator discretion will be used regarding the alteration of field trip and swimming plans if the heat index is above 98 degrees.

Illness, Medication, & Injuries

Illness Policy

In an effort to keep children and our staff healthy, please keep your child home if he or she has had any type of contagious illness or any of the following within the last 24 hours:

- Fever over 100 degrees
- Vomiting
- Diarrhea, defined as runny or watery stools with increased frequency of loose stools.
- Eye Infection (red, crusty eyes)
- Rash that is not allergy related
- Head lice

Please contact the coordinator to inform staff of child's illness.

If your child becomes ill at McFarlin & Friends, you will be notified, and your child will need to be picked up within the hour.

Medication Policy

If your child requires any type of medication during his/her time at McFarlin & Friends, a Medication Permission Form will need to be filled out and given to the coordinator. All medicine must be in the original bottle with your child's name and dosage on the label. For safety reasons, please give all medications to the coordinator upon arrival. All medicine administered will be documented on the Medication Permission Form by the coordinator on duty and approved with a signature.

Potty Training

All children enrolled in McFarlin & Friends must be potty trained.

Injuries

All injuries will be recorded on an incident report and will be provided to you at the time of pick-up. Depending on the nature of the injury, the coordinator may contact parents/guardians by phone.

Discipline Policies

Discipline Policy

McFarlin & Friends staff will encourage and model positive behavior with your children. When discipline is necessary, McFarlin & Friends staff uses re-direction and "take a break" (similar to time out). If an inappropriate behavior is displayed, we will:

- Redirect
- Verbally correct and discuss appropriate behaviors and problem solving
- Verbally remind of the appropriate behavior
- Ask child to "take a break," which will include a one-on-one conversation with teacher as well as a cooling off period for the child
- Provide written documentation if necessary
- Director will intervene with child
- Consultation with family and staff/director on the phone or in person

Depending on the severity of the situation, unsafe, disruptive, inappropriate, or **recurrent behaviors** directed towards children, staff, or property may result in suspension, temporary dismissal, or permanent dismissal from the program. Within the Children's Ministry at McFarlin, we define bullying as the intentional harassment, intimidation, humiliation, ridicule,

defamation or incitement of violence by a child against another child or staff member. We will work to encourage all children to have positive social skills. We have zero tolerance for bullying at all ages. All concerns should be brought to the coordinator, and the coordinator will work with the director and those involved, while following the above guidelines.

A behavior report will be filled out when inappropriate behaviors occur that are repetitive, disruptive, or unsafe, and will be communicated with the parents. Copies of the report can be made at the request of the parent.

Physical Roughness

It is our experience that when children are engaged with an appropriate program, negative behavior is less likely to occur. In the event that your child is unusually rough with another child or staff member, our staff will make every effort to develop a plan to correct this behavior. In cases where such a plan is not successful, the following procedure will be enforced:

1. Your child's teacher and/or the coordinator will speak with him or her, communicating to the child that this is inappropriate behavior. The teacher will fill out a behavior report and speak to the parent so that you are aware of the incident and can talk to him or her at home.
2. If the behavior is repeated, you will be notified by phone and asked to pick up your child immediately. Repeat offenses will be reviewed with the parents by the director and may result in the removal of your child from the program.

Staff Training

McFarlin & Friends is dedicated to the safety and well-being of all children. All McFarlin & Friends employees must pass a background check before they are hired to work with the children. Two staff members are required to be with children at all times, per the church's Safe Sanctuaries policy. All staff members are trained in basic first aid and CPR. In addition, we are legally required to report any suspicion of child abuse.

Expectations for Participants and Staff

Children:

- Observe rules
- Respect staff & children in words and action
- Respect facilities & equipment
- Participate in scheduled class activities
- Be dressed weather appropriate
- Share equipment, toys and supplies
- Remain with class at all times
- Respect others personal space
- Listen and obey staff at all times
- Use appropriate voice and acceptable language
- Come ready to learn, play and have fun!

Parent:

- Observe rules & policies of the program
- Respect and abide by drop off times and class schedules
- Bring all necessary supplies labeled with full name
- Communicate any changes in your schedule
- Notify staff of changes at home
- Notify staff of child's needs
- Notify staff if your child will be absent
- Pay tuition by the 1st of each month
- Read all communications from McFarlin & Friends to stay informed

- Perform a daily health check (mood, fever, etc) prior to drop off
- Provide all necessary paperwork
- Work with staff to help kids reach developmental goals in a calm and reasonable manner
- Work together with the staff and agree to elevate our discourse by respecting staff in words and action, both in person and on social media and other digital platforms

Teacher/Staff:

- Keep the classroom safe
- Engage in activities & play with the children
- Encourage each child's individuality and creativity
- Provide appropriate care, rest, food and other needs
- Create a warm and inviting classroom
- Model Christ-like behavior
- Communicate daily with families both in written and verbal forms
- Share observations with parents and directors
- Provide structured activities
- Respect children and parents in words and action

Directors/Coordinators:

- Notify parents of emergencies and changes in policies
- Report suspected abuse to proper authorities
- Mediate conflict resolution
- Listen and incorporate parent feedback
- Respect children, parents and teachers in words and actions
- Equip all staff to know their roles and responsibilities through providing resources and training



We hope this handbook provides you with a great overview and a good feel for the staff's goals and passion for high quality care for your child while providing great fun and stimulating activities the children are looking for.

**Blessings,
Sandy Minty**