



EAGLE ROC 2010

Lost River Elementary School
450 Modern Way (off Nashville Road)

Quality Summer Children's Programming from Community Education

PROGRAM DESCRIPTION

Our goal is to provide a safe and enriching summer care program at minimal costs to participants. We have planned fun activities to enrich each of the following developmental areas: self and social awareness, creative expression, cognitive expansion, physical development & recreational pursuits.

PROGRAM INFORMATION

Locations: Lost River Elementary
 Dates: Weekdays
 June 7-July 23 (except July 5)
 Hours: 7:00 a.m. to 6:00 p.m.
 Cost: \$115 per week per child (includes class activities, snacks, meals and swimming). Field trips may involve additional cost. Early bird registrants will receive a t-shirt.
 Registration Fee: Early bird registration is \$30 per account (non-refundable) by May 7; \$60 per account May 8 or later. Those registering May 8 or later may not receive a t-shirt.

Community Education's Eagle ROC is open to children who have **completed** grades 3-5. Community Education does not discriminate as to race, creed, national origin, sex or religion.

THEMES (examples – others may be used)

Getting to know you	Animals/my pets	Careers
Space/astronomy	Beach Week	Camping
Sports Mania	American Heroes	

EXTRA EVENTS (examples – others may be used)

Family Prom, Stand for Children Day, etc.

SPECIAL DAYS (examples – others may be used)

Hawaiian Day, Wild Wild West, Salute America, Carnival, Wet 'n' Wild, Scavenger Hunt, etc.

FIELD TRIPS (examples – others may be used)

May include bowling, trip to a zoo, swimming, etc.

CONTACT INFORMATION

Bowling Green-Warren County Community Education
 1227 Westen Avenue
 Bowling Green, KY 42104
 Phone (270) 842-4281; Fax (270) 842-0554
 Office hours: 8 a.m.-4:30 p.m.
 Lost River Elementary cell phone (270) 991-3862
 Camp Director: Karen Manley (270) 799-5028

MANDATORY PARENT ORIENTATION

All parents must attend a mandatory parent orientation at 6:30 p.m. on Tuesday, June 1 at Lost River Elementary.

SCHEDULE OF ACTIVITIES

Breakfast	7:30-8 a.m.
Opening assembly and announcements	8-8:25 a.m.
Enrichment classes	8:30-10:50 a.m.
Lunch	11-11:45 a.m.
Theme, clubs, swimming, special events and field trips	Noon-6:00 p.m.
(Usually return from pool by 4:30 p.m.)	
Clean up and dismissal	5:30-6:00 p.m.

CLASSES (examples – others may be offered)

Foreign Language	Crafts	Cooking
Science and Nature	Recreation	Sign Language
Ethnic Celebrations	200 Years of Lincoln	
Creative reading & writing		

CLUBS (examples – others may be offered)

Make it, take it	Extreme Challenges
Princess	Drama Queens
Sports	Scrapbooking

MEALS AND SNACKS

Breakfast and lunch will be provided through the federal Summer Feeding Program. Afternoon snacks will be provided at scheduled times by Community Education. Warren County Public Schools' food service staff will prepare the meals.



SWIMMING

Swimming is an included component of Eagle ROC. Our staff understands the dangers of over-exposure to the sun; therefore, they are required to apply sunscreen to the children.

1. Send sunscreen with your child.
2. If your child burns easily, send a T-shirt which s/he may wear when swimming.
3. Send a bag for your child to carry his or her belongings to the pool.

PERSONAL BELONGINGS

Label all clothing, book bags and toys with your child's name. Staff members are not responsible for your child's personal belongings.

FEE PAYMENTS AND VACATIONS

Community Education understands that many students participate in other camps during the summer. Therefore, with prior notice, a student enrolled may participate on a week-to-week basis. Fees are due on each Monday of weeks that the student will be participating – whether the student attends on Monday or not. The full amount is due each week that students are participating. **There are no daily rates for summer.**

1. **Fee payments are due on Mondays.** Fees will be collected at the school on Mondays all day and Tuesday mornings **only**. Early or late payments will be accepted at the office.
2. **A \$20.00 late fee will be charged for late fees after 4:30 p.m. on Tuesday.** If fees are delinquent, your child will not be accepted in the program on Wednesday.
3. Fees are not prorated due to illness, weather or holidays.
4. One receipt will be given at the beginning of year 2011 unless otherwise notified.
5. **No daily enrollments or daily rates.**

RECORDS

1. It is the parents' responsibility to keep enrollment records current as to home phone, address, place of employment, business phone, cell phone and emergency contacts.
2. Read this Parent Information Sheet carefully. **You are responsible for the information stated.** If you have any questions, please contact Karen Manley.

SIGN-IN PROCEDURE

A responsible adult on the designated application form **MUST** sign each child in every morning. Your child may not sign him or herself in or out.

SIGN-OUT PROCEDURE

1. A responsible adult must sign out every child each day on the designated sign-out sheet.
2. Parents must note the time the child is checked out of the program.
3. **A \$2.00 per minute late fee will be assessed if a child is picked up past 6:00 p.m.** The payment must be made that evening.
4. Children are released **only** to those persons listed on the application form. Others arriving to pick up a child will be asked to wait while staff member contacts the parents to receive verification for releasing the child.
5. We reserve the right to require photo identification from anyone picking up a child.

WITHDRAW PROCEDURE

1. Contact the Community Education Office.
2. Notify the Camp Director.
3. You will be billed until the office is notified.

ILLNESS & EMERGENCIES

1. Any child showing signs of lice, fever, vomiting and/or diarrhea must be picked up immediately from the program.
2. In the event of an emergency, every effort will be made to contact parents or individuals listed on the application.
3. If Community Education is unable to reach anyone, an ambulance will transport the injured child to the emergency room.
4. Parents will be responsible for all costs incurred in such emergencies.

BEHAVIOR GUIDELINES

Because social growth is crucial during the elementary years, Community Education's Eagle ROC will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goals of maintaining the physical and emotional well being of each student, as well as teaching self-discipline, judgment and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development. If a child becomes a persistent discipline problem, Community Education will request a parent conference to resolve the problem. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If the Director determines that a child cannot benefit from the program or presents a danger to other children or staff, Community Education will remove the child from the program.