



YOUTH ACTIVITIES PROGRAM 2011

Warren Elementary School
1846 Loop Drive

Quality Summer Child Care 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

Location: Warren Elementary School
 Dates: Weekdays
 June 6-July 29 (except July 4)
 Hours: 7 a.m. to 6 p.m.
 Cost: \$115 per week per child (includes class activities, meals, snacks and swimming – some 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 6; \$60 per account May 7 or later. Those registering May 7 or later may not receive a t-shirt.

Community Education's Youth Activities Program is open to children who have **completed** grades 6-8. Community Education does not discriminate as to race, creed, national origin, gender or religion.

THEMES (examples – others may be used)

Get moving! (physical activities) Careers
 Who's got the moves? (strategy and planning)
 Media central (movies, radio, commercials, etc.)

EXTRA EVENTS (examples – others may be used)

Family Prom, YAP Olympics, 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.
 Warren Elementary cell phone (270) 991-5820
 Camp Director: Wes Watt (270) 799-5026

MEALS AND SNACKS

Breakfast and lunch will be provided through the federal Summer Feeding Program. Afternoon snacks will be provided by Community Education. The meals are prepared by Warren County Public Schools' food service staff.

SCHEDULE OF ACTIVITIES

Breakfast and announcements	8-8:30 a.m.
Clubs, themes, swimming, special events	8:30-9:30 a.m.
Station rotations	9:30-11:30 a.m.
Lunch prep/Lunch	11:30 a.m.-12:30 p.m.
Choice time	12:30-1:30 p.m.
Snack	3:30-4 p.m.
Team class	4-5 p.m.
Free time, clean up and dismissal	5-6 p.m.

CLASSES (examples – others may be offered)

Environment	Crafts	Media
Sports	Music	Baby sitting
Aerobics		Health

CLUBS (examples – others may be offered)

Cooking	Singing	Sports
Dance	Scrapbook	Science
Drama	Extreme Challenge	



SWIMMING

Swimming is an included component of the Youth Activities Program. Due to the dangers of over-exposure to the sun, staff are required to direct students to apply sunscreen prior to swimming or other outdoor activities.

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 with his/her name on all items.

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 summer camps. 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 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 2012 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 Wes Watt.

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 per minute late fee will be assessed if a child is picked up past 6 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.
2. In the event of an emergency, every effort will be made to contact parents and/or individuals listed on the application form.
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 middle school years, Community Education's Youth Activities Program focuses 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 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.