



SUPER SUMMER CLUB 2019

Parent Information Sheet

Bowling Green Learning Center

Quality Summer Programming from Community Education

PROGRAM DESCRIPTION

Our goal is to provide a safe and enriching summer program at minimal cost 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, and recreational pursuits.

PROGRAM INFORMATION

Locations and dates:

Bowling Green Learning Center
(503 Old Morgantown Road)
May 28-Aug. 2, except July 4

Hours: 7 a.m. to 6 p.m. (weekdays)

Cost: \$130 per week per student (includes classes, activities, snacks, most meals and swimming - field trips may involve additional cost.)

Application Fee: Early bird enrollment is \$30 per account (non-refundable) by 4 p.m., May 3; \$60 per account after 4 p.m. May 3 or later. Early bird applicants will receive a t-shirt; those applying after 4 p.m. May 3 or later may not receive a t-shirt.

Community Education's Super Summer Club is open to students who have **completed** grades k-3.

MANDATORY PARENT ORIENTATION

All parents must attend a mandatory orientation at 6 p.m. on Tuesday, May 21 at Bowling Green Learning Center in the gym.

ACTIVITIES (examples – others may be used):

Classes (Weather, math, science, music keyboarding, nature, write your own fairy tale, etc.)

Themes (Getting to know you; red, white, and blue week; decades; etc.)

Extra events (Family Prom, Stand for Children Day, etc.)

Special days (Carnival, Wet & Wild, kickball tourney, summer birthday party, etc.)

Field trips (Ralphie's, Jump Air Zone, etc.)

MEALS AND SNACKS

Breakfast and lunch will be provided via the federal Summer Feeding program and will be prepared by the Bowling Green Independent Schools' food service staff. An afternoon snack will be provided by Community Education.

CONTACT INFORMATION

Community Education, Bowling Green-Warren County
1227 Westen St.

Bowling Green, KY 42104

Phone: (270) 842-4281; Fax: (270) 842-0554

Office hours: 8 a.m.-4:30 p.m.

Super Summer Club cell phone: (270) 991-5740

Camp Director: Erin Lightfoot (270) 799-5029

SCHEDULE OF ACTIVITIES (general, will vary)

Site opens	7 a.m.
Breakfast, announcements, etc.	8-8:30 a.m.
Theme, clubs, swimming, field trip	8:30-11:30 or 11:45 a.m. (Usually return from pool by 10:45 a.m.)
Lunch prep, lunch, recess	11:30 or 11:45 a.m.-1 p.m.
Enrichment classes	1-2:25 p.m.
Snack	2:30-3:10 p.m.
Enrichment classes	3:15-4:40 p.m.
Choice time, cleanup and dismissal	4:40-6 p.m.

SWIMMING

Swimming is an included component of Super Summer Club. Our staff understands the dangers of over-exposure to the sun; therefore, they are required to apply sunscreen to the students.

1. Community Education provides sunscreen. However, if you or your student prefers a specific type or brand, you are welcome to send it.
2. If your student burns easily, send a t-shirt which she or he may wear when swimming.
3. Send a bag for your student to carry belongings to the pool. Write your student's name on all items.

PERSONAL BELONGINGS

Label all clothing, book bags, etc. with your student's name. Toys and electronics are not permitted. Staff members are not responsible for your student's personal belongings.

WITHDRAWAL PROCEDURE

1. Contact the Community Education office.
2. Notify the camp director.

FEE PAYMENTS AND VACATIONS

Community Education understands that many students participate in other activities and/or family vacations during the summer.

Fees are due on each Monday of the weeks that the student will be participating – regardless of whether the student attends on Monday. The full amount is due each week that students are participating. **There are no daily rates for summer unless you are enrolled in the part-time program.**

1. **Fee payments are due on Mondays.** Fees will be collected at camp on Mondays all day and Tuesday mornings **only**. Early or late payments will be accepted at the office. You may pay online anytime or by phone during office hours.
2. **A \$20 late fee will be charged for payments made after midnight on Tuesday.** If fees are delinquent, your student 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 emailed in January of 2020 to the email address you provided on the application form unless you provide us with an updated address or otherwise notify the Community Education office.
5. **No daily enrollments or daily rates, unless the student is registered in the part-time program.**
6. **SURCHARGE FOR WEEKLY ATTENDANCE ADJUSTMENTS:** Once enrollment is complete, we will only accept changes through May 10 for the weeks your student is to attend. After May 10 there will be a \$50 surcharge for each change made in the number of weeks your student will attend. Examples include but are not limited to: If your student does not attend a week you had registered for, your cost will be \$50. If you add a week that previously you did not register your student for, or you wish to switch one week for another, there will be a \$50 fee in addition to the regular weekly fee.

RECORDS

1. It is the parents'/guardians' 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 the camp director.

SIGN-IN PROCEDURE

1. The state requires that an adult listed on the student's application form **MUST** sign each student in every morning. Your student may **NOT** sign himself or herself in.
2. The adult also must note the time the student arrived at the program.

Community Education does not discriminate as to race, creed, national origin, gender, or religion.

SIGN-OUT PROCEDURE

1. An adult listed on the student's application form **MUST** sign the student out each day on the designated sign-out sheet. Your student may **NOT** sign out.
2. The adult must note the time the student is checked out of the program.
3. **A \$2 per minute late fee will be assessed if a student is picked up after 6 p.m.** The fee will be added to your account and will be due at the next regular payment.
4. Students are released **only** to those persons listed on the application form. Others arriving to pick up a student will be asked to wait while staff members contact the parents/guardians to receive verification for releasing the student.
5. Each adult, including parents/guardians, must show photo identification when picking up a student.

ILLNESS & EMERGENCIES

1. Any student 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 form.
3. If Community Education is unable to reach anyone, an ambulance will transport the injured student to the emergency room.
4. Parents/guardians will be responsible for all costs incurred in such emergencies.

BEHAVIOR GUIDELINES

Students: Because social growth is crucial during the elementary years, Community Education's Super Summer Club will focus on helping students learn appropriate behavior. Behavioral guidelines are established to maintain 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 members are viewed as partners in guiding each student's development. If a student 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 student cannot benefit from the program or presents a danger to self, other students, or staff, Community Education will discontinue the student's enrollment in the program.

Parents: If parents use inappropriate language; question a staff member's authority in front of students; attempt to discipline a student other than their own; are physically threatening, verbally abusive or otherwise intimidating to staff; or do not follow staff instructions, their student(s)'s enrollment will be discontinued and/or the offending parent will be banned from the program.

Staff: Staff members are to conduct themselves professionally. If parents hear staff members use inappropriate language or see that they are not focused on providing a safe environment, parents should notify the camp director – out of hearing range of the students – so that staff may be redirected, retrained, reassigned, or released according to agency policies.