



EXTREME SUMMER CLUB 2023

Parent Information

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 support each of the following developmental areas: self and social awareness, creative expression, cognitive expansion, physical development, and recreational pursuits.

Community Education's Extreme Summer Club is open to students who have **completed** grades K-6.

Extreme Summer Club is currently limited to 100 students completing grades K-6. Student groups will be organized per grade level.

Due to guidelines regarding staffing and group size, we are unable to provide direct service care at this point. If this should change, we will reach out to those parents and work with them to enroll their student.

PROGRAM INFORMATION

Locations and dates:

Cumberland Trace Elementary
(2464 Cumberland Trace Rd.)
May 31-Aug 2, except June 19, & July 4

Hours: 7:30 a.m. to 5:30 p.m. (weekdays)
Cost: \$130 per week per student (includes classes, activities, field trips, snacks, and meals.)

Application Fee: \$30 per account (non-refundable) if paid within 7 days of our request, \$60 after that time. Non-payment within 15 days of request invalidates your enrollment. Those enrolled by Friday, April 21 will receive a camp t-shirt; those placed after April 21 may not.

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.

CommunityEDBG
 @CommunityEdBG
 Communityedbg

Extreme Summer Club (270) 770-1775
Camp Directors: Erin Lightfoot (270) 799-5029
Jarrod Shive (270) 799-5028

PARENT ORIENTATION

Parents should attend our parent orientation on Wednesday, May 17 at 6:30 p.m.

SCHEDULE OF ACTIVITIES (general, will vary)

Site opens	7:30 a.m.
Breakfast, announcements, etc.	8-8:30 a.m.
Theme and clubs	8:30-11:30 a.m.
Lunch prep, lunch, recess	11:30 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	4:40-5:30 p.m.

SWIMMING

Swimming is an included component of Extreme 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 his/her belongings to the pool. Write his/her name on all items.

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.)

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

Field trips

MEALS AND SNACKS

Breakfast, lunch, and afternoon snack will be provided and prepared by the Warren County Public Schools' food service staff.

PERSONAL BELONGINGS

No personal belongings (toys, backpacks, books, etc.) are to be brought on site, except for a water bottle with the student's name on it.

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.**

1. **Fee payments are due on Mondays.** You may pay online anytime or by phone during office hours. Money will not be taken on site.
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 2024 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.**
6. **SURCHARGE FOR WEEKLY ATTENDANCE**
ADJUSTMENTS: Once enrollment is complete; we will only accept changes through May 5 for the weeks your student is to attend. After May 5 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 carefully. **You are responsible for the information stated.** If you have any questions, please contact the camp director.

SIGN-IN PROCEDURE

1. Students must be signed in each day by a responsible adult.
2. Your student may NOT sign himself or herself in.
3. The adult also must note the time the student arrived at the program.
4. It is preferable that only the primary or secondary account holders sign students in each day. However, your listed emergency contact or one other designated person may do so, should extenuating circumstances arise.

SIGN-OUT PROCEDURE

1. The adult picking up **MUST** sign the student out each day on the designated sign-out sheet. Your student may NOT sign himself or herself 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 5:30 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.

WITHDRAWAL PROCEDURE

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

ILLNESS & EMERGENCIES

1. Any student showing signs of lice, fever (over 100 degrees), vomiting, contagious symptoms, and/or diarrhea will be removed from their group and will remain in a monitored, safe, and secluded area. In this situation, parents will be required to pick-up within ONE hour.
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.
5. A doctor's note may be required for the student to return to program after any illness.

COVID-19 OR RELATED ILLNESS

If COVID-19 or a related illness is confirmed in any student or staff member, Community Education and the program will proceed per the recommendations of the Barren River District Health Department. This may include a closure of the program for a given time period.

Community Education will make every effort to keep students and staff healthy. However, with COVID-19, influenza, and other communicable illnesses, Community Education cannot ensure that your student will not be exposed to and contract a communicable illness.

Please understand that due to the nature of the COVID-19 situation, Extreme Summer Club is subject to closure should the need arise.

GENERAL HEALTH AND SAFETY PROCEDURES

1. Students will be placed in groups of approximately 20. They will be with this group the whole time and may not switch groups. The same youth development leaders will be assigned to the same group each day and will work with that same group the duration of the program.
2. We ask that all students bring a clean water bottle daily with their name displayed on it. It will be each student's responsibility to keep up with their water bottle.
3. If a household member of a student has a confirmed case of COVID-19, your student will NOT be allowed to attend the program during the recommended quarantine.

BEHAVIOR GUIDELINES

Students: Because social growth is crucial during the elementary years, Community Education's Extreme 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.



Community Education of Bowling Green/Warren County is an equal opportunity provider and employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity, gender expression, and sexual orientation), age (40 or older), national origin, disability, genetic information, military status, or any other characteristics protected by law. This policy governs all aspects of employment and also applies to all of its activities or operations.