



EXTREME SUMMER CLUB 2025

Parent Information

Quality Summer Programming from Community Education

PROGRAM DESCRIPTION

Our summer program is designed to provide a safe, nurturing environment where your child can grow, learn and have fun – all at an affordable price. We offer a variety of engaging activities that focus on key areas of development, including building self-awareness, fostering social skills, encouraging creativity, boosting cognitive growth, and promoting physical fitness. It is the perfect opportunity for your child to enjoy an active, enriching summer while gaining important life skills!

Extreme Summer Club is currently serving 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.

New for 2025: ESC Pilot Program - Part-Time Options

Our pilot program is designed for families who want their children to enjoy a fun-filled camp experience but don't require a five-day camp week. The part-time structure allows for a more customizable schedule to fit busy summer calendars, with options provided for a two- or three-day week.

While enrollment will be prioritized for those requesting Full-Time weekly services, families may request one of the following alternatives:

Tuesday & Thursday (\$105/weekly)
Monday, Wednesday, Friday (\$135/weekly)

Once applications have been reviewed, and camp groups determined, we will focus our efforts on filling any part-time openings we may have available.

PROGRAM INFORMATION

Location and dates:

Jennings Creek Elementary School
2617 Russellville Rd.
May 27-July 31, except June 19 & July 4

Hours: 7:30 a.m. to 5:30 p.m. (weekdays)

Cost: \$165 per week per student (includes classes, activities, field trips, snacks, and meals)

Application Fee:

\$35 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 25 will receive a camp t-shirt; those placed after April 25 may not.

CONTACT INFORMATION

Community Education, Bowling Green-Warren County
1227 Westen St.
Bowling Green, KY 42104

Phone: (270) 842-4281

Email: info@commed.us

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

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

PARENT ORIENTATION

Location: Jennings Creek Elementary School
Date/Time: May 20th at 6 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/SUNSCREEN

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 throughout the day each day.

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 that 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.
4. Additional information regarding swimming and sunscreen will be provided at parent orientation.

ACTIVITIES (examples – others may be used)

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
Guest speakers
Arts and crafts, science, PE, etc.

MEALS AND SNACKS

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

PERSONAL BELONGINGS

No personal belongings – such as toys, backpacks (except pool days), books, and similar items–may 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 for each week.** You may pay online anytime or by phone during office hours. Payments will not be taken on-site.
2. **A \$20 late fee will be charged for payments made after 11:59 p.m. on Tuesday.** If fees are delinquent, your student will not be accepted into the program on Wednesday.
3. Fees are not prorated due to illness, weather, holidays, or withdrawal from the program.
4. One receipt will be emailed in January of 2026 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 April 25 for the weeks your student is to attend. After April 25 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 for 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 a camp director.

SIGN-IN PROCEDURE

1. Students must be signed in each day by a responsible adult.
2. Your student may NOT sign in himself/herself.
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 out himself or herself. **This signature MUST be legible.**
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, prior to withdrawal date.
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 his or her 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/guardians 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 the program after any illness.

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 for 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 his or her water bottle.
3. If your student is diagnosed with a communicable disease, such as COVID-19 or the flu, they will not be permitted to attend the program until they have completed the required recovery period as determined by their doctor or health department.

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 to teach self-discipline, judgment, and manners. Positive disciplinary methods enforce these guidelines. Parents/guardians 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/guardians 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/Guardians: If guardians 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/guardian will be banned from the program.

Staff: Staff members are to conduct themselves professionally. If parents/guardians hear staff members use inappropriate language or see that they are not focused on providing a safe environment, parents/guardians 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.



 Like us @CommunityEDBG

 Follow us @Communityedbg

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.