



Haven Schools
Summer Program

2024

Bay Haven Haven Campus

May 28, 2024 - August 1, 2024

7:00 A.M. - 6:00 P.M.

What is Haven's Summer Program all about?

Our Summer Program is a highly involved and participant-based youth activity program open to all. We provide organized and supervised activities with highly qualified group leaders. Program hours are 7:00 a.m. until 6:00 p.m. We provide a safe, fun, and educational environment for students.

- Weekly Field Trips
- Planned daily activities
- Supervised free time
- Outdoor activities and sports
- Guest speakers and programs
- Breakfast, lunch, and two snacks

Who can participate?

Haven Summer Program is open to all students who are **Incoming** Kindergarten through **Incoming** Fifth Grade **Only**. **Current students** registration will be open on February 19, 2024. We will open to the public February 26, 2024.

The registration handbook and google form can be found on the bayhaven.org website. The \$60 registration/supply fee and \$15 T-shirt fee are due at the time of camper enrollment. Payments can be made on the school website. Payment of fees secures placement in the 2024 summer program. Please put the amount paid and confirmation number in the appropriate section when submitting your camper's google form.

Applications will be accepted through May 1, 2024. Our Summer Program maximum capacity is 150 campers. At capacity, a notice will be placed on the website stating that any camper signing up will be placed on a waiting list. Waiting list applicants **will not** be responsible for any fees until a space becomes available. Waiting list applicants have 24 hours to accept a spot and pay fees. After 24 hours we will move on to the next camper on the list.

SUMMER CAMP WILL BE HELD ON THE BAY HAVEN CAMPUS ONLY.

What is the cost?

The First week tuition will be due on April 1,2024

The Summer Program's weekly cost is \$150.00. The weekly tuition includes Breakfast, Lunch, an A.M & P.M. Snack, and all Field Trips. Parents are responsible for sending spending money if they choose to do so on Field Trips.

Summer Camp T-Shirt Information

Summer Camp T-Shirts must be worn on All off campus field trips . Campers will not be allowed to participate without the current season's t-shirt.

1st T-shirt is \$15.00, 2nd t-shirt is \$12.00. Additional T- shirts can be purchased until May 1,2024. No T-shirts will be ordered without payment.

*The Haven Summer Program is a **PREPAID** service due each Monday and is considered late if not received before 6PM on Tuesday evening. Each camper is responsible for 10 full weeks of payment.. Payment for each week is required regardless of attendance, This includes family vacations and or illnesses.*

ALL FEES PAID ARE NON REFUNDABLE

Tuition payments not paid by their due date will accrue a \$10 late fee per day for everyday past the original due date agreed upon.

Late Policy

The Summer Program hours of operation are 7:00 A.M to 6 P.M. Any parent/guardian picking up children after 6:00 p.m. will be charged a late fee of \$4.00 per minute, per child which is due at the time of pick-up. If a child is picked up late more than two (2) times, he or she will be dismissed from the program.

First Aid/Medication

No staff member can dispense medication, even upon request from parent/guardian unless a permission to administer medication form is on file. The medication must be delivered by an adult to the specialist in the office in the original container and will be kept in a locked cabinet. One staff member will be designated to dispense medication. A complete record will be kept when medication is administered and by whom.

Staff members are only allowed to clean scrapes, scratches or wounds with soap and water. The use of alcohol or ointment is prohibited. We will clean the wound with soap and water then place a bandaid on it. If it is severe enough, we will call the parent or guardian.

BHCA, Inc. policy will be followed if a child becomes ill or injured. This policy includes:

1. Administering reasonable first aid.
2. Notifying the child's parents or legal guardians.
3. Notifying a family physician if none of the responsible parties can be reached.
4. Contacting another physician who has agreed and/or is licensed to provide such services if a family physician cannot be reached.
5. Transporting the child to the emergency room of a hospital when necessary to save a life after an attempt has been made to contact an emergency service agency, medical advice has been received about moving the child in a specific situation and response cannot be made quickly enough.
6. Notifying the county Health Department immediately in the case of an animal bite.

In all accidents, an accident report must be filled out immediately by the camp aides or Director and given to the Director.

Each child must have accident insurance coverage. A copy of your insurance card must be provided. If you do not have insurance, contact the office about Student Accident Insurance Coverage

Infectious Diseases/Illnesses

Parents will be called to pick up their camper when symptoms present themselves. Such symptoms include but are not limited to fever, vomiting, diarrhea, and or rash. Symptoms must be clear for a minimum of 24 hours without the use of meds before a child may return to camp. In the case of rashes or pink eye students may return with a doctor's note stating the child is not or no longer contagious.

Nit Free Policy

BHCA, Inc. Policy States:

Any student infested with head lice shall be excluded from school until the student has received treatment for head lice and nits have been removed. To be readmitted to school, the student must bring school personnel a form signed by a physician or Health Department official which verifies the student is free of lice and nits OR the student may be checked at the school by a designated school personnel provided the parent or guardian is present.

Security Policy

Parents are required to sign their child(ren) IN each morning and OUT each afternoon when picking them up. The following procedures must be followed when picking your child(ren) up:

Parent/Guardian/Authorized person must come INSIDE to SIGN a child(ren) IN for drop off and sign the camper OUT at pick-up time. We will only release a child(ren) to the authorized people on the child's registration card. A valid photo I.D. is required each time you pick your child(ren) up.

If a situation occurs where the person picking up the child is not on the registration form, the child will remain on the campus until a parent/guardian/authorized person arrives.

No child is to be taken from the Bay Haven campus without knowledge of the supervisor. You must come to the desk and sign your child(ren) out. You may not go to the playground and get your child, you must come to the desk first and the supervisor will call your child(ren). Children cannot be picked up from a field trip or in the parking lot upon return. Violation of this policy will result in the dismissal of your child from this program. This is for the safety of all students.

When you enroll your child(ren) in the program, you may add as many names to the authorized persons to pick up your child(ren) as you wish. To make any changes to this list, you must do it **in person at the site**. No phone calls or notes will be accepted. We must have their names in advance if someone else will be picking up your child(ren). Remember, they must have a proper photo I.D. also. This policy is for the protection of your child(ren). Cooperation from all parents/ guardians is necessary for us to maintain proper security.

Bay Haven Inc. Summer Program Policy

1. Students must follow directions and be respectful to adults and students- disrespect will not be tolerated.
2. Good sportsmanship and fair play must always be shown.
3. Damaging, defacing, or abusing school property/games/equipment/toys will not be tolerated and will result in a fee charged to parents to replace damaged property.
4. Foul or abusive language may not be used at any time.
5. Fighting of any kind will not be tolerated.

ALL CHILDREN ARE EXPECTED TO COMPLY WITH THE ABOVE POLICY. FAILURE TO COMPLY MAY RESULT IN LOSS OF PRIVILEGES AND/OR DISMISSAL FROM THE PROGRAM.

No refunds will be issued if a camper is dismissed from the program due to discipline issues.

Our Summer Program Directors are always eager to help in any way possible. Please feel free to contact us for any reason.

Traci Cornett, (NBHCA Director) 850-630-6463 cornett@bayhaven.org

Sheena Hammac, (BHCA Director) 850-596-0820 or hammasg@bayhaven.org