

Camp U

Parent-Student Handbook

Dear Parents/Guardians,

Welcome to Camp U!

We are an extended day program whose purpose is to provide United Community School students with a child-friendly environment between the hours of 2:45 - 6:00 p.m. Camp U is aligned with UCS' basic school model. We implement best practices in a nurturing atmosphere. Every day, Camp U students participate in hands-on games and crafts, engage in literacy, and are physically active.

The purpose of this handbook is to serve as a tool of reference for parents of students attending Camp U. This handbook includes information regarding hours, policies, schedule, activities, fees, and calendar. Please read and store it. You are required to sign and submit the acknowledgment page at the end of this handbook in order to complete your registration for the Camp U program.

We welcome your feedback! We invite you to contact us at office@campu.me if you have any feedback regarding Camp U.

Sincerely,

Camp U Staff

CONTACT INFORMATION

If you have program-related questions, please contact our Camp U staff at (980) 313-4023

REGISTRATION

Students with a balance from the previous school year may not begin enrollment in the program until the balance is paid in full.

In order to register for Camp U, (1) a Registration Form must be completed online for each student and (2) a non-refundable \$25 registration fee (per student) must be sent (3) with an electronically (or manually) signed copy of the last page of this document to Camp U. The registration fee will NOT be used towards your tuition balance.

HOURS OF OPERATION

Camp U opens at school dismissal. Camp U closes at 6:00 PM.

On school half days, Camp U will start once school dismisses and will run until 6:00 PM. Please pack your child's lunch on half days and full day care.

Camp U does not offer care during fall, winter, spring or summer breaks.

PROGRAM OUTLINE

Camp U strives to meet each child's need for physical and intellectual activities. Throughout the school year, the children are offered a variety of activities including arts & crafts, dance jams, and painting. These activities are at no additional cost to parents during Camp U operating hours. *Camp U may partner with outside organizations that offer extra services for an additional fee.*

ARRIVAL: Campers will be escorted to the Camp U classroom when the school day ends.

Homework Policy

Camp U stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and occasionally to assist the children with simple homework assignments such as reading and spelling. Because of the complexity of some homework assignments and projects, and due to the number of children who require assistance during homework time, the staff members are not guaranteed to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have your child complete his or her homework at home. Children who do not use homework time to complete their homework will read or study as an alternative activity.

Snack

Water and snacks are provided during Camp U in the afternoon. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please send a snack to Camp U with your child.

Camp U is a peanut-free program. In some instances, there may be a child with a certain allergy to a particular substance. Due to serious illness or life/death situations, we may need to restrict the substance from the classroom. We should request that parents show compassion, understanding, and flexibility if this is the case for their child's class.

DEPARTURE: No later than 6:00 PM, parents/guardians are to sign out their child each afternoon and record the pickup time. Late fees will accrue after 6:00 PM (\$1 per minute after 6:00 PM). Camp U reserves the right to terminate a student's enrollment in Camp U due to excessive tardiness. Students will only be released to those listed on the authorization list. A photo ID is required at pick up.

Possessions from Home

Since we cannot guarantee the safe return of personal belongings, Camp U asks that any personal possessions be left in backpacks during a child's time in Camp U. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. Camp U is not responsible for personal possessions that students bring to school. Camp U does not allow the use of toy weapons at any time.

INCLEMENT WEATHER

In the case of inclement weather, hours of operation may be adjusted for student and staff safety. You will be notified immediately of any changes that may affect drop off and/or pick up times. Partial tuition will be credited to the next billing cycle if Camp U is closed due to inclement weather. Camp U will use email and/or to notify families in case of an emergency.

Medication Policy

Camp U will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at Camp U. All medication administered by the staff of Camp U must be current and in a pharmacy labeled container. Children are not allowed to transport medication. Expired medications will be returned to the families. A medication request form is available upon request from the Camp U Director or from the Camp U Program staff.

STUDENT BEHAVIOR

The children and staff of Camp U are to treat each other with respect, compassion, and consideration. The rules and behavior expectations utilized by Camp U will be explained to the children clearly and reinforced in a consistent manner. Children will be given reminders and redirection in order to encourage positive behavior.

Our child guidance plan strives to accomplish the following:

1. Maximize the growth and development of each child.
2. Protect the group and the individuals around the child.
3. Set reasonable and positive expectations.
4. Offer each child choices.
5. Provide opportunities to verbalize feelings.
6. Encourage self-control through self-understanding.
7. Help each child grow in responsibility and self-esteem.

DISCIPLINE POLICY

This section will define certain levels of offense when undesirable behaviors occur. This is meant to provide general guidance as to the level of discipline that can be expected. For purposes of the student behavior policy, the level of offense will be determined by the Camp U Director.

1 LEVEL ONE OFFENSES

Level One Offenses are relatively minor incidents of bullying or similar actions, such as open defiance of a teacher's request, intentional or repeated disruption of class, use of inappropriate or obscene language, lying to a teacher or staff member, or an isolated, minor incident of verbal bullying. Discipline for Level One Offenses will generally be handled by a Camp U teacher, and the discipline will generally be determined at the discretion of the teacher.

2 LEVEL TWO OFFENSES

Level Two Offenses are more significant incidents of bullying or inappropriate behavior, such as physical bullying, sexual bullying, or repeated or severe incidents of verbal or emotional bullying. Level Two Offenses should be reported to a Camp U Director. Discipline will be determined by a Director in consultation with the Camp U teacher. Discipline may range from a written referral to temporary suspension from the program.

3 LEVEL THREE OFFENSES

Level Three Offenses are severe incidents or repeated incidents of bullying or inappropriate behavior. Level Three Offenses shall be reported to a Camp U Director. Discipline will be determined by a Director in consultation with the teacher. Discipline may range from suspension from Camp for one day to expulsion from the program.

After three written referrals or if the Camp U Director feels that Camp U cannot accommodate the needs of the child, the Program reserves the right to terminate the child's participation in Camp U.

Abuse and Neglect

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in Camp U.

The staff of Camp U are mandated reporters and as such, are required by NC Law to report all suspected instances of abuse or neglect to the Department of Social Services. If you have questions or concerns regarding child abuse or neglect call the 24-Hour Child Abuse and Neglect HOTLINE: **704-336-CARE (2273)**.

WITHDRAWING FROM CAMP U

A two week WRITTEN NOTICE must be emailed to tbell@CampU.me in order to withdraw your child from the program. NO refunds will be issued.

TUITION & PAYMENT

Tuition Rate Schedule: Please see the payment rates below.

Full-Time Care 4 - 5 days a week \$100

Part-Time Care 1 - 3 days a week \$80

There will be no additional fee for UCS half days when Camp U operates under extended hours. Camp U tuition will be a consistent \$100 (\$80 part-time) regardless of holidays or . Camp U does not prorate tuition due to absences. Please refer to our attendance policy below.

Camp U tuition is \$100 per week. Siblings receive a \$10 discount. Camp U staff children attend at no cost. Children of UCS employees receive a \$30 discount.

Tuition is due no later than the 5th of each month. If payment is not cleared in advance students will not be allowed to return until their balance has been paid in full.

You are welcome to pay with a debit card, check, or money order. Checks or money orders should be made payable to **Camp U. Please include your child's name on the check. A \$25 return check fee will be added to account balance for any returned checks.**

Attendance

Each child's spot in Camp U is reserved for him/her only. **Payment is due regardless of attendance.** Camp U families are given two weeks (10 days) of sick or prearranged vacation days per calendar year. Vacation/sick days must be taken consecutively 5 or 10 days in a row. **Vacation days cannot be day absences.** Written or email notification must be pre approved before your account will be credited for vacation days. Unless one of the previously mentioned circumstances occurs, your child will be charged for Camp U attendance.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Continue to the Parent/Guardian Acknowledgement on the next page...

PARENT/GUARDIAN ACKNOWLEDGEMENT & SIGNATURE

By signing below, you agree to all terms and conditions in the Camp U Handbook. Your signature acknowledges that you have read and understand this packet in its entirety is required.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Remit a signed copy of this page along with your \$25 registration fee (per child) to:

Camp U
1406 Suther Rd.
Charlotte, NC 28213

CONTACT INFORMATION

If you have program-related questions, we invite you to contact us at tbell@CampU.me or We welcome and encourage your feedback!

Camp U Staff