



YOUR BEST SUMMMER, EVER

2018

Handbook

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Director: Angela Kirkland

The Sandbridge Chapel Day School experience of Summer Camp goes far beyond enjoying the fun activities usually associated with sand, salt and sunshine! SCDS campers learn character-building skills, develop greater self-confidence, leadership and team-building skills. We hope they develop friendships that last a lifetime. Every element of our faith-based summer day camp is designed to offer incredible growth opportunities hidden in fun, creative and exciting activities.

Our summer camp staff has been hand chosen with our active outdoor programming in mind. They are organized, diligent, and committed to make sure that every camper stays safe and has an unforgettable experience. We know that your children are your most prized possessions and we take it very seriously that you are entrusting them to our care. We are proud to announce that each class participating in ocean, bay and pool activities will have their own personal Red Cross Lifeguard & CPR Certified camp counselor. In addition, our Activities Director is also Red Cross Lifeguard and CPR Certified. Ensuring that all campers understand our safety boundaries, each day will begin with a camp meeting covering roll call, reviewing safety rules and introduction to our daily agenda. An additional safety procedure for our staff is the requirement of a photo of your camper submitted with your registration. This will ensure a name to face before camp begins!

So, if your child is ready for their best summer ever, grab your flip-flops, sunscreen and enroll now!



Summer Camp 2018 Hours / Fees

ALL DAY CAMP 8:00am-5:00pm

DAY CAMP 9:00am-4:00pm

Infant / Waddler

Registration Fee \$50

All Day \$275 per week

Camp \$255 per week

Drop-In \$60 per day

Twos / Threes

Registration Fee \$50

All Day \$225 per week

Camp \$205 per week

Drop-In \$60 per day

Fours / Kindergarten

Registration Fee \$75

All Day \$200 per week

Camp \$180 per week

1st Grade / 5th Grade

Registration Fee \$75

All Day \$200 per week

Camp \$180 per week

WHAT'S INCLUDED:

- Official SCDS Summer Camp Rashguard
- All ocean, bay and pool adventures
- Transportation to off-site activities
- Sandbridge Chapel Day School students receive early registration!

ADDITIONAL COSTS:

- Field Trips



2018 Camp Weeks & Themes

- June 25th – 29th KIDS CHOPPED JR.
Culinary Competition with a field trip to Sandbridge Sugar Shack
- July 9th – 13th SUMMER OLYMPICS
All Sports Camp with a field trip to Norfolk Tides Baseball game
- July 16th – 20th / July 23rd – 27th AMERICAN NINJA WARRIOR
Two weeks of Karate activities with field trips to Higher Vision Studio and Sky Zone
- July 30th – August 3rd / August 6th – 10th SEA ADVENTURES
Fish, Pirates, & Mermaids with field trips to Aquarium & Sea Adventure Boat Trip
- August 13th – 17th / 20th – 24th CREATIVE JUICES
Art, Dance, Poetry, Music with field trips to Muse Paint Bar & Michaels

WHAT TO BRING:

- Daily lunch and snack
- Dry clothes
- Sunscreen and towel
- Coast Guard Approved Personal Flotation Device



Infant & Waddler Summer Camp Information

Participant Requirements

- Infant: 6weeks-12 mos.
- Waddler: 12mos-24 mos.
- Campers must bring their own lunches, snacks, diapers and wipes.
- All required paperwork must be turned in by the first day of camp.

Camp Schedule

8:00-9:00	Come & Play
9:00-10:00	Morning Stroll / Playtime
10:00-10:30	Snack
10:30-11:00	Play Porch
11:00-12:00	Romper Room and Creative Projects
12:00-1:00	Lunch
1:00-3:00	Nap Time
3:00-3:30	Snack
3:30-4:00	Play Porch
4:00-5:00	Stay & Play

Twos & Threes Summer Camp

Participant Requirements

- Toddlers: must be 2 by first day of camp
- Preschoolers: must be 3 by first day of camp
- Campers must bring a bag lunch and afternoon snack.
- All required paperwork must be turned in by the first day of camp.

Camp Schedule

8:00am-9:00am	Come & Play
9:00am-9:30am	Camp Meeting
9:30am-10:00am	Water Play
10:00am-11:00	Camp Themed Activity
11:00-11:30	Lunch
11:30-12:30	Outdoor Play
12:30-1:00	Storytime / Music
1:00-3:00	Nap
3:00-3:30	Snack
3:30-4:00	Camp Themed Activity
4:00-5:00	Stay & Play

Fours & Kindergarten Summer Camp

Participant Requirements

- Ages: Four-year-old through rising Kindergarten
- Campers must bring a bag lunch and afternoon snack.
- Must have all required paperwork turned in by the first day camp.

Camp Schedule

8:00-9:00	Come & Play
9:00-9:30	Camp Meeting
9:30-10:00	Camp Themed Activity
10:00-11:00	Funshine (water activities)
11:00-12:00	Camp Themed Activity
11:30-12:00	Lunch
12:00-12:30	Outdoor Play
12:30-1:00	Storytime / Music
1:00-3:00	Nap
3:00-3:30	Snack
3:30-4:00	Camp Themed Activity
4:00-5:00	Stay & Play

School-Age Summer Camp

Participant Requirements

- Ages: Rising first grade through rising fifth grade
- Campers must bring a bag lunch and afternoon snack.
- Must have all required paperwork turned in by the first day of summer camp.

Camp Schedule

8:00-9:00	Come and Play
9:00-9:30	Camp meeting
9:30-11:00	Camp Themed Activity
11:00-12:15	Funshine (water activities) / Dry Time
12:15-1:00	Lunch
1:00-3:00	Chilling in the Chapel
3:00-3:30	Snack
3:30-4:00	Camp Themed Activity
4:00-5:00	Stay & Play



Program Ratios

Minimum staff to participant ratios required by Social Services:

- Infants (6wks-12 mos.) 1 staff to every 4 children
- Waddlers (12mos-24mos.) 1 staff to every 5 children
- Toddlers (2 years) 1 staff to every 8 children
- Pre-K (3-5) 1 staff to every 10 children
- Age 6-12 1 staff to every 20 children

Sandbridge strives to go above and beyond the minimum requirement, so you will find our ratios on most days to be as follows:

- Infants 1 staff to every 3 children
- Waddlers 1 staff to every 4 children
- Toddler 1 staff to every 6 children
- Age 3-4 1 staff to every 8 children
- Age 4-5 1 staff to every 8 children
- Age 6 & up 1 staff to every 20 children



Staff Qualifications

The staff of Sandbridge Chapel Day School is hired based on a combination of education and/or childcare related experience. Each employee has their references validated, undergoes a criminal background check, and receives a health check prior to working directly with your children.

Staff members are required to receive annual training pertaining to best practices when working with children. **All staff members are certified in CPR and First Aid.**

Behavior Guidelines

It is our goal to promote each child's physical, intellectual, emotional, social, and spiritual well-being and growth. Staff will interact with children and each other to provide help, comfort, and support to each other while at all times being conscious of the following:

- Respect for personal privacy
- Respect for cultural, ethnic, and family backgrounds
- Encouraging decision-making abilities
- Promoting ways of getting along
- Encouraging independence and self-direction
- Consistency in applying expectations

There are three basic ground rules for our programs:

1. Respect for yourself
2. Respect for others
3. Respect for the environment

Behavioral guidance will be constructive in nature, age and stage appropriate, and is intended to redirect children toward appropriate behavior and to resolve conflicts. If a child needs some quiet time to regain control, he/she will be directed to a “take a break” space, which is always within sight and sound of a teacher. “Take a break” is not a punishment, it is a time to step back and evaluate the situation, to regain a perspective. Children will, on an age appropriate level, be led toward an understanding of actions and consequences, and will be learning to choose appropriate behaviors. We will not at any time use physical punishment, verbally abusive remarks such as belittling or threats. A child will never be subjected to the withdrawal of a snack or any other food item as a form of punishment.

When a child is not cooperative and has engaged in some sort of disruptive behavior, the teacher will be required to utilize some type of intervention. The teacher will first try positive reinforcement, giving appropriate choices, or redirection. If the child still refuses to cooperate with the teacher, the child will be asked to sit quietly away from his/her group in order to try and think about how he/she may remedy the situation.

If all interventions prove unsuccessful, the child will be sent to speak with the Director or Camp Manager. Together they will try to find a solution to the situation. After meeting with the Director or Camp Manager, if the child has not been able to control his/her behavior, the Director or Camp Manager will telephone the parent and may request that the child be picked up and taken home for the remainder of the day. At the discretion of the Director or Camp Manager, a conference with the parents may be requested. If at any time the Director or Camp Manager feels that a child’s behavior may put his/her safety and/or that of any staff or student in harm’s way, then the Director may dismiss the child from Sandbridge Chapel Day School Summer Camp.

We believe that self-management of behavior, socialization, and conflict resolution are necessary life skills. Every effort will be made to help your child learn and utilize self-management skills that will help him/her attain personal success!

Biting Policy

Sandbridge Chapel Day School recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems.

SCDS does not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child & parents who bit and examine our program to stop biting.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water and call the parents. Whenever the skin is broken, we recommend that they be seen by their health care provider, this because of the probability of infection.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of our incident report form.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective. If the child continues to bite despite our interventions, s/he may be asked to withdraw from the program until the biting is under control.

Training sessions and workshops on biting are given during the year as needed for teachers. We encourage parents to bring their concerns and frustrations directly to their child's teachers. The director is kept informed of the problems and will work with the parents and teachers to help bring the biting under control. Communication is very important in order to help children learn not to bite!



Camp Fees

Registration Fee: Registration fees help to cover the cost of the extra activities we do throughout the summer months.

Weekly Camp Fee: **Tuition is due each week on Monday.** Accounts not paid by close of business Tuesday will have a \$10 late fee applied. If the account is not fully paid by close of business Wednesday, the child will not be able to attend camp the remainder of the week.

ALL DAY CAMP: Fees are due each Monday with tuition or at time of sign-up if added during the week. Families with past due balances will not be allowed to sign up for ALL DAY CAMP until past due balances are paid in full.

Field Trip/Special Activity Fees: If there are extra fees for field trips or activities during the week, the school will send home a note/email requesting payment. If payment is not made by the date of the field trip or activity the child will not be able to participate in the trip or activity.

Late Payment Fee: A \$10 late fee will be added to all accounts on Tuesdays if weekly camp fee is not paid.

Late Pick Up Fee: A \$5 late pick up fee will be added for the first five minutes after a child's designated pick-up time. After the first five minutes there will be a \$2 fee for each minute thereafter. For example if a child's pick up time is 4:00, the a \$5 fee will be added at 4:05, then from 4:06 until pick up occurs \$2 will be added for each minute. This is a per child fee. If late pick-up becomes habitual, this fee may be increased and/or a meeting with the director to determine if SCDS is an appropriate placement for the child.

Return Check/ACH Fee: There will be a \$35 fee for all checks or ACH transactions which are returned for insufficient funds. After 2 returned items the family will be placed on a cash only basis.



Arrival Procedures

Before school care is offered from 8:00am-9:00am. Students arriving before 9:00am should be walked into the building through the Day School front entrance of the building and dropped off in classroom designated for before care. They must be signed in and the appropriate fee paid if it has not already been paid. All students arriving before 9:00am must pay the before school fee. For sign up and fee information please see the director.

Camp begins at 9:00am. Arrival is the most important part of the child's day. It is the transition time between home and camp. We ask that your child arrive on time. It is sometimes difficult for a child to enter a class already in full swing. The more prompt you are, the more able the teacher will be to step in with a helping hand or loving hug to make that transition go smoothly.

Please do not arrive prior to 9:00 until you are signed up for before care as teachers are preparing for the mornings activities. At 9:00am the director or designated staff member will open the front doors. We ask that you escort your child into the building through the Day School front entrance, sign them in on the attendance sheet located at the front desk. Please walk your camper to their designated classroom.

Dismissal Procedure

Please ring the doorbell and a staff member will let you in. Please sign your child out using the attendance sheet located at the front desk.

One of the key components to a child's successful separating from his/her parent is the certainty that parents always return. If in an emergency you will not be able to pick up your child on time, please call the school immediately. Late pick up fees may be incurred. Please see camp fees for information about late pick up fees.



Release of Children

Children will only be released to their parents or person designated by the parents in writing as having permission to pick up the child. Parents must designate on their emergency form those person(s) who may pick-up their child; or they may send in a note with the child. In either case, the person's driver's license will be checked to verify their identity.

The safety of the child will always be foremost when releasing children to authorized persons. If there are special circumstances we need to be aware of please discuss them with the director. We will also not be able to prevent the release of a child to his or her custodial parent as listed on the registration form, without having a court document on file.

Virginia licensing standards state that **written instructions** are required from a parent or guardian if your child is to leave the facility with someone other than the parent, guardian or those listed on the emergency form. A written note, informing the school that the child is being picked up by someone else is required. We will ask for identification from this person to ensure they are the right person. **Unfortunately, a phone call or verbal message does not satisfy this standard.** Please send a note informing the school if your child is to be picked up by someone else.

Nap Time

All campers will have a quiet time each afternoon. Infant-Preschool campers will not be required to sleep, however all children will be required to lay quietly on their cots during this time. After 30 minutes of quiet time on cots, all children who are not asleep will be allowed to do quiet activities such as puzzles and books until nap time is over. SCDS will provide cot covers for each child. Campers must bring in a small blanket which should remain at the school for the week to be used at nap time. If the child brings a pillow it must be travel size and have a pillow cover. All blankets and pillows will be sent home each Friday for washing. Campers may also bring in **one small** washable cuddle toy. School-Age campers will take part in "Chilling in the Chapel." This is a rest and relaxation session that includes watching a camp theme related movie in the air-condition!

Food Service

All summer camp students are required bring a **nutritious lunch and afternoon snack** in lunch bag or tote **labeled with the child's name.** (This is required by the state of Virginia). We are unable to refrigerate or heat any food. Licensing requires nothing be sent that is considered a choking hazard. If items considered a choking hazard are sent, we will not be able to allow your child to eat them. **Lunch is a peanut free environment.** Lunch times vary due to water activities. Please see the above schedules. All summer camp students will eat their afternoon snacks at 3:00pm.



Dress Code and Change of Clothes

All children should dress in clothing appropriate for play. Please send your camper dressed in a swimsuit and apply sunscreen before leaving home. Water shoes or flip flops will be required on water days. Always remember we learn through play and play can get quite messy, so make sure what they wear can get messy! Shoes need to be **closed toed**, soft soled with a strap across the back to hold them securely in place, tennis shoes are preferred.

Infants and children who are not potty trained must have a supply of diapers or pull-ups and wipes at the school. The teachers will let you know when more is needed. We recommend at least 6 diapers for each full day of care.

All children must keep a complete change of clothing in their cubby or school bag. This includes underwear, socks, a top, pants, and if possible a pair of shoes. Please make sure to write your child's first name and last initial on the inside of all clothing items. Please remember that many children will wear the same size and identical clothing, so their name and last initial helps the teachers in knowing who belongs to what.

Items from Home

Each camper is required to bring a Coast Guard Approved Personal Floatation Device to camp. All campers will be swim tested. Upon passing this test, campers can take their PFD home. If the camper can't pass the swim test, they will be required to wear their PFD in or near the water. As the summer progresses, campers can retake the swim test. Campers may bring swim goggles for pool days. Please label your goggles. SCDS will not be responsible for broken or lost equipment. Beach towels are also required. Please label your towel and remember to take it home on Fridays for laundering.

All electronics including cell phones, tablets and iPods must be left at home. Students may use the school telephone if necessary.

NO toy weapons are allowed on school/camp property.

Media Usage

The use of Netflix is part of our afternoon *Chilling in the Chapel* for School-Age campers. In lieu of a nap, we show a short movie to the campers as they relax in the AC.



Sunscreen

It is very important for children to wear sunscreen when participating in outdoor activities. Sunscreen will be applied as needed in the afternoon to children during our summer camp sessions. Prior to any application of sunscreen the parent/guardian must sign an authorization form. Families must provide the sunscreen.

We ask that all parents apply sunscreen before drop off and if consent is given, a staff member will apply sunscreen in the afternoon to all children who will be outdoors for longer than 10 minutes. Sunscreen will be reapplied as appropriate, based on outside play. Any student who is not authorized to receive sunscreen will not be allowed to participate in outdoor play without written consent from the parent.

Medication

Sandbridge Chapel Day School will administer prescription and non-prescription medication. All prescription medications will be administered by a Medication Administration Trained (MAT) staff member only. Medication will only be given with written authorization from the parent or guardian. Authorization will only be good for 10 days. If a child will need long-term medication, we will need written authorization from the child's physician. Medications will only be given in a manner consistent with the manufacturer's instructions for age, duration, and dosage or according to the physician's instructions as written on the pharmacy label. In order to administer medication the parents must follow the below procedures:

- A **Request for Administration of Medication Form** must be completed and submitted to the school between the hours of 8:30am and 4:30pm for processing and approval prior to any medication being allowed to remain at the school.
- One form must be completed for each medication. Multiple medications cannot be listed on one form.
- Any change in prescription requires a new written order from the prescribing physician.
- A parent will be required to drop off and pick up the medication from the program staff. Students are **NOT** allowed to transport medication to or from school, nor may it be kept with the student. The only exceptions to this rule will be under a doctor's orders.
- All prescription medications should be in the original container with the prescription label intact, state the name of the child and the dosage instructions in full.
- All non-prescription medications must be in their original packaging.
- All medications must be accompanied by the correct means for administration.
- All long term **Request for Administration of Medication Forms** must be redone every 12 months.
- Please check the expiration on all medications. We will not accept expired medications.
- All medication is kept under lock and key.
- Program staff trained in medication administration will oversee the medication process.
- Any unusual side effects will be reported immediately to the parent.
- Any changes in the medication, dosage, time to be administered, etc., will require an updated **Request for Administration of Medication Form** to be submitted.

The school reserves the right of refusal when there is non-compliance with any of the above. All medication is given at the parent's own risk.

Throat and cough drops cannot be brought to school as these are considered a "choking hazard."

Diaper Ointment

It is the school's policy not to apply diaper cream/ointment unless your child is in the infant or waddler classroom. In these classrooms it will be applied only if the proper authorization forms are filled out. The ointment must be in its original container and must not be expired. We will not apply "home-made" ointment. SCDS is required to apply ointment according to the manufacturer's instructions.



Health

Every effort is made to keep children healthy. The staff has been trained to follow proper sanitation habits and trained in the observation of children's communicable diseases. Please do not bring your child to the program if he/she has any of the following symptoms:

- A temperature of more than 101F, or has had one in the past 24 hours
- A constant cough, wheezing, excessive nasal discharge, sneezing, vomiting or diarrhea.
- Any undiagnosed rash
- Sore or discharging eyes, ears, or throat
- Any contagious childhood ailments such as pink eye, ring worm, impetigo, strep, etc
- Head lice

If your child develops any of these symptoms during the day they will be separated from the main population of children. We will notify the parents and require that your child be picked up within the hour.

If your child has remained home or has been sent home due to an illness, do not let your child return to school until he/she **has been free of symptoms without the aid of medication for 24 hours.**

Parents/guardians must inform the school within 24 hours if their child, or any member of the immediate household, has developed a reportable communicable disease (measles, mumps, chicken pox, scarlet fever, strep throat, etc). Your child may return to our school only after a period of absence equal to the longest incubation period for the disease, or with consent from your family doctor.

SCDS reserves the right to request a doctor's note if they have concerns regarding the child's health.



Field Trips

Children enrolled in our Preschool and School-Age Camps may participate in field trips:

- Children must have written permission from their parent/legal guardians to participate in the field trip or ride the church van when participating in off grounds field trips.
- Children are required to wear their SCDS Rashguard shirts on these trips. If the child has allergies or medications this information should be written on the field trip log and carried in the blue SCDS field trip bag.
- Unauthorized children/adults cannot be on the van.
- Windows are to be opened or closed by an adult.
- All body parts must remain inside the windows at all times.
- Children should talk in quiet voices only to those near them.
- Except for medical emergencies, children are prohibited from consuming food and drinks on the school vehicle.
- Everyone will treat the inside and outside of the van with respect.
- Proper car seats and boosters will be used.

Safety is of utmost importance at SCDS therefore, children who do not follow field trip rules as established by teachers may be excluded from future field trips.

Water Adventures

Campers two-year-old through school-age will participate in weekly beach, bay, pool or on-campus water play weather permitting. On these days, we ask that students **ARRIVE AT CAMP IN WATER ATTIRE**, which for campers **MUST INCLUDE THE RASH GUARD PROVIDED BY SCDS**. Water shoes or flip-flops must be provided for each child and will be put on prior to walking outside for water play. Each student should **BRING A TOWEL** and water proof bag to put water attire in after wet adventures. Students who do not have proper water attire will have to stay back at the center with other staff while their class goes on. Each child must bring an appropriate change of clothes to wear upon our return from water activities. Please make sure all towels, swimwear, clothing, shoes, bags, etc. are labeled with your child's first name and last initial. **All swim suits and towels can be left at camp during the week, but MUST BE TAKEN HOME ON FRIDAYS FOR LAUNDERING**. A cleaning fee of \$5 will be added to camper's accounts for items laundered by the school.

Safety is of utmost importance at SCDS therefore, children who do not follow “water rules” as established by teachers will be sent back to the school. If we have continued problems with a child a conference with parents and director will be had and the child may be excluded from future camps.



Inclement Weather

We will follow the lead of the Virginia Beach Public schools in regards to inclement weather. If they close their summer school or will close early due to weather conditions we will do the same. Please check your email, text, and SCDS Facebook page for additional information.

Reporting of Suspected Child Abuse or Neglect

Section 63.1-248.3 of the *Code of Virginia* requires any person providing full or part-time child care for pay on a regular planned basis to report any suspected child abuse or neglect.

Licensing Information

Sandbridge Chapel Day School operates under Section 63.2-1716 of the *Code of Virginia*, which exempts from licensure any child day centers operated under a religious institution. Our programs annually file documentation with the Virginia Department of Social Services pertaining to our child/staff ratios, fire and health inspections, and other codes as outlined by the *Code of Virginia*.

SCDS Closures

June 18 th –27 th	Sandbridge Chapel VACATION BIBLE SCHOOL
July 2 nd –6 th	Building Maintenance
August 27 th –31 st	Back to School Teacher Workdays

School Administration

Sandbridge Chapel Day School is affiliated with Sandbridge Community Chapel United Methodist Church. The church has a Day School Board which oversees the school. The established lines of authority are as follows:

Sandbridge Community Chapel
Church Council
Lead Pastor

Sandbridge Chapel Day School
Day School Program Director
Day School Board Members
Summer Camp Manager
Lead Teachers
Assistant Teachers
Substitute Teachers



Hope to **SEA** you at Summer Camp!