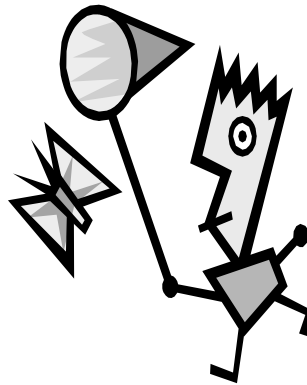


# SUMMER FUN CAMP CHILD CARE



Fruitport Early Childhood Center  
Summer 2025



Dear Parents/Guardians,

Welcome to Fruitport Community School's SUMMER FUN CAMP (SFC), summer childcare program for school age children. We look forward to getting to know you and your child(ren).

Please read over our policies and schedules in this handbook. If you have any questions, feel free to contact us at any time. You and your child(ren) are our number one concern. We value any insight into your child you may wish to share with us. We are here to offer your child a safe and friendly atmosphere to grow and nurture in while you are away at work or school.

We welcome any concerns or comments you or your child may have regarding our program.

We hope this will be a great summer experience for all of us.

Sincerely,

Pam Bergey  
Program Director

**Fruitport Community Schools' childcare programs are committed to providing quality childcare to the children under our supervision. We are committed to supporting, nurturing and befriending them while they are in our care; to offer encouragement always and discipline when needed.**

## **ENROLLMENT ELIGIBILITY**

Under the guidelines of the State of Michigan, Fruitport Community Schools Child Care Programs have the capacity to care for children ages 6 weeks to 12 years. Enrollment for the Summer Fun Camp is open to children of Fruitport Community Schools and community residents who attended elementary school during the school year 2024/2025, with priority given to children who were enrolled in SAC this school year. Fruitport Community Schools will not discriminate against children on the basis of race, color, national origin, sex, disability, creed or ancestry, age or religion. All students are welcome in the childcare programs, regardless of abilities. All childcare programs are designed to be self-funded. Therefore, in some rare circumstances, parents could be required to pay higher tuition costs should additional childcare staff be required to meet the needs of their child.

## **ADMISSION**

Before your child's registration is complete, the following forms must be completed and returned to the Early Childhood Center Office:

- Service Contract (back page of Handbook)
- Child Information Record
- Medical Form
- Access card
- Holland Aquatic Center waiver
- Permission Slips (sunscreen, field trip, Facebook, swimming)
- First week's schedule

Some additional things we will need from you:

- Schedules turned in on time (Wednesday AM)
- Payments due via Brightwheel by Friday
- Keep staff informed if your child will be absent
- Keep staff informed if your child will be going home early/coming late
- Keep staff informed of any changes that your child is experiencing (separation, death, illness, etc.) so we can be understanding and supportive
- Be on time when you pick up your child

## **REGISTRATION FEE**

There is an annual non-refundable registration fee of \$40 for one child, \$50.00 for a family for the Summer Fun Camp program. This fee includes a SFC t-shirt. The shirt will be given to your child at the end of the summer. Any child who withdraws from the program must pay the registration fee again if they wish to re-register during the summer, if spots are available.

## **LOCATION**

The SFC will be located at either the Fruitport Middle School or Edgewood Elementary.

## **HOURS**

SFC will be open from 6:30 am to 5:45 pm Monday through Friday. We will be **closed Friday, June 27, the week of June 30 and on Friday, August 22.**

## **MEALS**

Free lunches will be provided by the district on designated weeks. You will receive a menu. On Tuesdays and Thursdays the district will provide a sack lunch. When free lunches are not provided, it is the family's responsibility to provide their child with a lunch and drink. **Lunches must be in insulated lunch boxes with the child's first and last name on it. The lunch box must also have the date on it.** Please do not send food that needs to be heated. If you wish for your child to have a hot meal, please place it in a thermos. The district will also offer breakfast. We are in the cafeteria from 8:00-8:30 for breakfast, you will need to feed your child if they arrive after that time. The SFC program will offer afternoon snack. We will occasionally offer a special lunch (pizza, McDonald's, hot dog roast, etc.). You will be given notice of this special activity in advance; there may be an additional charge. Meals and snacks are of nutritional value and meet FDA guidelines.

## **FIELD TRIPS**

Field trips will be planned twice weekly, when transportation is available. We will provide parents with an activity calendar letting you know where and when we are going. You will be expected to sign a permission slip for every trip. If parents do not want their child to participate on field trips, they will be responsible to find alternate care. There may be an additional charge for places that require an admission fee or for items such as ice cream cones, popcorn & pop, etc. Please do not send your child with spending money unless we request it. Staff will not be available at the school during the field trip.

## **CLOTHING & SHOES**

For safety purposes, we require the children to wear tennis shoes or strapped sandals (no flipflops). These are helpful with all the physical activities we participate in. Also, several of the activities that are planned are messy; please keep this in mind when picking out your children's clothes for the day. It's also helpful for the children to have an extra light-weight jacket/sweatshirt to leave in their locker.

## **Personal Hygiene**

All children are expected to communicate their need to use the bathroom, they are expected to use proper bathroom etiquette including wiping. Many field trips require lots of walking with limited access to a close bathroom. The staff try their best to find locations with a bathhouse, but occasionally the only facility we have is a porta-potty. We understand accidents happen occasionally, however consistent accidents (more than 3 a week) is reason for disenrollment.

## **ABSENCES**

It is very important that you let us know if your child is absent or will be going home early. The best way to communicate is via the Brightwheel app. General messages will go to all staff, Admin. messages will go to office staff only. Please post the sheet with the SFC classroom telephone number on it in a convenient location; let us know if you need additional copies.

## **MEDICATION**

Medication will only be administered from original containers with the original prescription label on it. A medical release form must be signed and dated for all medication, including over the counter medication. Administration of medication will be logged. You must hand the medication to the teacher. Children may not carry the medication in themselves.

## RELEASE

A child will only be released to individuals authorized by parents in writing. Parents are asked to keep names on child information cards updated. Picture ID may be required at the time of pick up. Parents are responsible for providing the center with a copy of any court order prohibiting contact by non-custodial parents in order for the center to withhold a child from a parent. Per state licensing, parents are required to mark their children in/out daily via the Brightwheel app. It is imperative that children are check in and out of Brightwheel daily. **Any consistent lack of checking children in and out is grounds for dismissal from the program.** There is an I Pad available for checking in and out located outside the Infant 2 classroom.

## ELECTRONIC DEVICES/TECHNOLOGY

Cell phones and/or other electronic devices are not permitted. There are classroom phones, program cell phone and Brightwheel for communication thus there is no reason a child would need to have a cell phone. Video recording and photography by students is not permitted, Any violation of the above mentioned, may result in confiscation of the electronic device and possible discipline. At such time of confiscation any recordings and/or photographs may be deleted. Electronic watches that are set to school mode, will be allowed.

## ILLNESS & EMERGENCIES

If your child should become ill or injured while in our care, you will be called. If your child needs urgent care, one staff will call 911, while another tends to your child. We will try to isolate your child from the other children until you arrive (depending on the nature of the illness or injury). Incident reports will be documented on Brightwheel. Parents will be called/messedaged if the injury is more serious. Your child **must** be picked up within **one hour** of notification of illness, the sooner the better for the child. Please do not send ill children to childcare. Please heed these few rules: if your child is running a fever or if he/she has vomited prior to camp (evening before, morning of), **KEEP THEM HOME FOR AT LEAST 24 HOURS.** If children are sent home with a fever they will not be allowed to attend the next day. Also, if your child contracts a contagious disease; strep throat, lice, eye infections, chicken pox, COVID, etc. please notify the SFC staff immediately. Children must be symptom free without medication for 24 hours before they can return to Summer Fun Camp. **PLEASE KEEP CHILD INFORMATION RECORDS UPDATE.**

## SUNSCREEN

Sunscreen will be provided by the Early Childhood Center at a cost of \$6.00 or families may provide their own sunscreen. The sunscreen that we provide may vary, based on availability. A copy of the label will be posted for you to view. Only staff, with prior written permission, will administer the sunscreen. SFC staff will not put sunscreen on a child without a permission slip. If you are providing the sunscreen, please send the spray type.

## WITHDRAW

A two weeks' notice, or the equivalent payment of two weeks of childcare, must be given if you choose to withdraw your child from the Summer Fun Camp. This notice must be in writing.

## PERSONAL BELONGINGS

Fruitport Community Schools SFC Program will not be responsible for loss or damage to personal items brought from home. **Children may not bring from home any items that are used for trading (cards), electronic devices (tablets, cell phones, etc.) or items that will provoke violence.**

## **SEVERE WEATHER**

In case of a tornado watch or warning, proper precautions will be taken in accordance with Fruitport Community Schools Tornado Precautionary Procedures.

## **POWER FAILURE**

If there is a power failure, the SFC Program will be canceled. We will post any closings on local radio and television stations. You will also be notified by Brightwheel alert.

## **VACATIONS**

Every child will be allowed one week's vacation for which they do not have to pay. Vacations must be scheduled at least one week in advance. Parents will be responsible to pay the part-time rate of \$125 for any other time off. No charge for the week of June 30<sup>th</sup>.

## **DAILY CLASSROOM ACTIVITY SCHEDULES**

Program daily schedules will be posted in each SFC location. Copies will be available upon request.

## **DISCIPLINE**

Childcare gives children the opportunity to interact with others. If an individual child is disruptive or their overly aggressive behavior detracts from the group experience and does not allow an appropriate atmosphere, the situation must be corrected.

We believe that many discipline problems can be avoided through positive reinforcement and open communication between home and the staff.

### **Discipline Procedures:**

1. Children will be removed from a situation in which harm to themselves or others is being done.
2. Speak to the child of acceptable behavior.
3. Behavior will be re-directed and child will be assisted in a solution.
4. Child will be asked to sit and do a quiet activity or removed from the group for a short period of time to reflect on their behavior.
5. Parents/guardians will be contacted to determine course of action.

If the child's behavior does not improve, the following steps will take place:

1. Parent/guardian will be given notice in writing of behavior.
2. Child will be suspended from the program for 2 days; there will be no credit or refund.
3. Child will be disenrolled.

**We reserve the right to disenroll a child at any time if there is a risk of any harm to the child, other children or staff. We also reserve the right to disenroll a child or family if it is determined that the child/family does not fit into the environment provided.**

## **RATES**

Families pay \$125 for children scheduled 27 hours or less, \$165 for children scheduled 28 to 50 hours, and \$185 for over 50 hours per week. There is a 10% discount for additional siblings.

## **SCHEDULES**

You have the flexibility of choosing your weekly hours; however, there will be no staff in the building on days when we are on field trips. If your child is absent, there are no credits or refunds.

STAFF WILL BE SCHEDULED ACCORDING TO THE TIMES TURNED IN ON THE PAYMENT SCHEDULES; which means staff may not be available at 6:30 am if there are no children scheduled at this time. Also, staff will plan on leaving when the last child is scheduled to leave. Changes to your schedule must be approved through the ECC office. You may add hours if staffing is available, but you will not receive credit for hours previously scheduled.

## **BILLING INFORMATION**

1. **Schedules must be turned in each week by Wednesday morning for the following week's care. Payment must be made via the Brightwheel app. by Friday afternoon, for the following week.** Processing fees are credit/debit 2.95%, ACH: 0.6% (minimum fee of \$.25 and a maximum of \$2).
2. A \$15 late fee will be added to delinquent invoices. Chronic late payments will not be tolerated. Schedules & payment needs to be made on time in order to schedule staff. If children are not scheduled by noon on Wednesday, they will not be able to attend the next week unless other arrangements have been made. You will still be responsible to pay the part time rate.
3. The center closes at 5:45 pm. If you pick your child up late you will be charged \$1.00 per minute for each minute after 5:45 pm. Also, the center does not open until 6:30 am. This same charge will apply to children arriving before this time. This is to be paid directly to the teacher.
4. Children may be dropped from the program if any of the above items become a problem.

## **FINANCIAL ASSISTANCE**

If you apply for assistance through DHHS, you will be responsible for the total weekly charge until we are credited by DHHS for your childcare expenses. Reimbursements from DHHS will be added to your account as we receive them. Families receiving DHHS reimbursement are responsible to fill out a Provider's Child Care Daily Time & Attendance Record. These forms must be turned into our office the Monday following the end of the DHHS pay/reporting period in order for our office to report to DHHS. If the attendance reports are not turn in timely, then payment in full will be expected, including any outstanding balances.

## **REFUND POLICY**

Fruitport Community Schools is required to have adequate staff on-site for this program. **There will be no refunds issued for cancellations or no shows.** Credit will be issued if the program closes for two or more days within the same week.

## **PESTICIDE APPLICATION**

If Fruitport Community Schools needs to use pesticides, families will be informed by a posting on the exterior door and by letter.

## **PLAYGROUND**

Children will have access to use the elementary playground when weather and schedules permit.

## **VOLUNTEERS/STAFF/PARENTS**

Any individual registered on the public sex offender registry is prohibited from having contact with any child in our care.

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**  
Child Care Organizations Act, 1973 Public Act 116  
**Michigan Department of Licensing and Regulatory Affairs**  
**Child Care Licensing Bureau**

**CENTER MUST CHECK ONE**

☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

☐ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Service Contract**

I have read the Fruitport Community Schools Summer Fun Camp Handbook. I understand the policies & procedures stated in this handbook. I realize if I do not abide by these policies & procedures my child may be dropped from the program.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Child's Name \_\_\_\_\_



