

Sonshine Academy Day Camp Guidelines

- Day camp hours are from 8:00 a.m. - 4:00 p.m. Extended care is available until 6:00 pm for an additional charge.
- Your child will need to be signed in and out each day. The sign-in sheet is in the day care room. This is mandatory due to licensing.
- The balance of the camp tuition and activity fee is due on **Friday** of the preceding week.
- There is a **\$250** charge to withdraw your child from Day Camp.
- Please check the schedule of activities so that you arrive in time for the vans to leave for that day's activities at the scheduled time. Because we do things in a group all children must participate in each field trip.
- Children can be picked up early as long as the vans are back from the field trip scheduled for that day.
- All students must attend all of the field trips since the Kid Care staff will all be on the field trips.
- If you wish to leave money for your child's snack for the day or week we will keep an account of it in the office.
- Please bring a sack lunch for your child in an insulated lunch bag, water bottle, and snack (or you may purchase one at Sonshine).
- Children should wear tennis shoes each day and dress appropriately for the activity and weather.
- Girls should wear their hair up if possible.
- Please bring a container of water each day.
- Please bring a bag with their name clearly marked on it if they wish to change clothes for any of the activities.
- Label all clothing, towels, sunscreen, etc...with child's name.
- If an ipod, ipad, or any electronic device is brought it must be labeled with the student's name. This will be brought at the student's risk.
- Students will be required to be in a seat belt at all times while riding in the Sonshine Academy van. Students who are under 6 years old or 60 pounds are required to ride in a booster seat. Sonshine Academy will provide the booster seat. **(Failure to comply will result in being suspended from the camp.)**
- Students will be expected to obey the instructors at all times in a respectful and polite manner.
- Come ready to have a great time!

I understand that my child must abide by the rules and regulations set forth by the Day Camp Staff and owners of Sonshine Academy. I understand that if he/she withdraws from Day Camp there is a **\$250 fee** and that the only allowable reason for leaving, without incurring a withdrawal fee, is an injury or a change in residence (moving).

Parent or legal guardian

Child's Name

Date

Discipline Policies for Day Camp

Rev. 2/28/2018

Sonshine Academy uses the following methods in its discipline of students:

1. Acceptable Behavior
 - a. The teachers look for and praise behavior that is acceptable.
 - b. The children are reminded daily of the rules using clear, positive statements regarding how they are expected to behave.
 - c. A different "Character Trait" is emphasized each week through various stories, games, crafts, etc... to reinforce behavior that is desired.
 - d. When a misbehaving child begins to have appropriate behavior, the child is praised immediately for the appropriate behavior.

1. Unacceptable Behavior
 - a. A brief supervised separation from the group is used when the child does not respond to a verbal command instructing the child as to how he should behave.
 - b. If a child continues the inappropriate behavior after being warned verbally then the child is placed in supervised time out (not to exceed one minute per year of the child's age).
 - c. If a child does not change his behavior after having been in time out, a staff member will phone the parent or guardian of the child and inform them of the situation. The parent will speak to their child on the phone in order to affect a behavior change or determine if the parent needs to come pick the child up, whichever the parent and staff member together deem appropriate.
 - d. If a pattern (i.e. more than once) of unacceptable behavior becomes evident, and the above outlined procedures do not help change the child's behavior from unacceptable to appropriate, then the child will be dismissed from Summer Day Camp.
 - e. Any child attempting to seriously harm another student or teacher will be dismissed from Summer Day Camp.

"I have read and understand the discipline policy of Sonshine Academy Summer Day Camp. I give my permission to use all of the methods set out above."

If the parent/guardian disagrees with any disciplinary method above, please list method preferred in the space below (use back if necessary): **[PLEASE NOTE: Physical or corporal punishment will not be administered to students by Sonshine Academy staff members.]**

Child's Name

Parent/Guardian Signature

Date

Passcode Form

Child's name: _____
Parent's name: _____
4-digit passcode _____*



Permission to Treat and Transport:

I, _____ (Mother, Father, Guardian) of

_____ (Child's Name) do hereby give my consent to the Director of the Child Care Facility, or his/her duly representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given for the Director or his duly appointed representative to transport said child for emergency medical treatment, if the parents cannot be reached.

Signed _____ Date _____

T-shirt size: (circle one) YS YM YL AS AM AL **# of extras**(optional): _____ (**\$10**)

I hereby give my permission for my child, _____, to participate in the following field trips with Sonshine Academy Summer Day Camp 2018. This includes other outings that may occur throughout the summer.

- Wild River Country
- Museum of Discovery
- Mid-America Museum
- Hot Springs Alligator Farm
- Faulkner County Library
- JumpZone of Conway and NLR
- Heifer International
- Conway Family Bowl
- Arkansas Skatium
- Arkansas State Parks
- HogWild Family Fun
- Conway Cinemark
- Clinton Presidential Library
- Riddle's Elephant Sanctuary

Parent Signature: _____ Date: _____

Children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

Parent/Guardian Initials _____

I _____, the parent/guardian of _____, give permission to a Sonshine Academy afterschool care employee to escort my child out of the program and into my child's designated extracurricular class at the facility. I give Sonshine Academy after school care director to add the said employee to my child's "pick-up" list.

Signature: _____ Date: _____