

2025 SUMMER DAY CAMP PARENT HANDBOOK



This book should be used as a guideline to answer your questions about the LCPS Summer Day Camp Program. If you have any additional questions, please call the SACC office at 586.493.5660. The information contained within the L'Anse Creuse Public Schools – Summer Day Camp Parent Handbook is subject to change based on current state and local health and safety guidelines.



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CAMP LOCATIONS

Carkenord Elementary

27100 Twenty-Four Mile Road
Chesterfield, MI 48051
(586) 493-1041 (SACC Office)

South River Elementary

27733 South River Rd
Harrison Township, MI 48045
TBD (SACC Office)

CONTACT INFORMATION

Program Director: Dr. Tony Sedick
Sedican@lc-ps.org
(586) 783-6300 ext.1310

Secretary: Marsha Paquette
paquema@lc-ps.org
(586) 493-5660, (586) 783-6309 (fax)

Carkenord Elementary (586) 493-5230 ext. 1041

Camp Director: TBD

South River Elementary (586) 783-6480 ext. 2108

Camp Director: TBD

CAMP DATES AND HOURS OF OPERATION

Camp Session: June 16 – August 1 (Camp closed July 4th)

Camp Hours: 6:30 am – 6:00 pm (Monday thru Friday)

ENROLLMENT

LCPS Summer Day Camp is designed for children ages 5 through 12 years. Each site will have limited spots available.

You will be required to pay a \$25 non-refundable enrollment fee per family during the online registration process. Go online to register your child: <https://www.lc-ps.org/programs/sacc/summer-day-camp/>. Select ENROLL Section and click on **REGISTER NOW** link.

****SACC balance must be paid in full to enroll for camp.**

SCHEDULES

During registration, you will be required to choose a schedule for your child's attendance at camp. Please be aware that once the registration is complete, schedule changes will not be allowed. Tuition, including any field trip fees, will be based on the schedule you select during the registration process.

****Summer Day Camp Schedules are created during the registration process and cannot be changed.**

TUITION -WEEKLY

Children may maintain a full time (4-5 days per week) or part time (3 days or less per week) status throughout the summer and tuition is due the Tuesday before the scheduled week of childcare.

FULL-TIME TUITION \$200/week per child
\$180/additional child

PART-TIME TUITION \$160/week per child
\$140/additional child

FIELD TRIP FEE: \$30 per trip – this fee applies if your child is registered for a field trip day and is non-refundable in the event of non-attendance. If the trip is cancelled, a credit will be applied to your account. ** If you forget your camp shirt on field trip day, a replacement shirt will be provided for a non-refundable fee of \$10.00.

PAYMENT AGREEMENT

All families are required to complete an Auto Pay Authorization Agreement for automatic payments. LCPS does not have access to your bank information after it's entered. Payments will be automatically withdrawn from your bank account or charged to your credit card every Tuesday before the scheduled childcare week, starting June 10.

PAYMENT SCHEDULE:

	Camp Week	Balance drafted on
1	June 16 – June 20	June 10
2	June 23 – June 27	June 17
3	June 30 – July 3	June 24
4	July 7 – July 11	July 1
5	July 14 – July 18	July 8
6	July 21 – July 25	July 15
7	July 28 – Aug 1	July 22

If your draft is returned:

- You will receive a notification informing you that the draft was declined.
- We will attempt to redraft your account for the tuition owed.
- If we are still unable to draft your account, we will give you a courtesy call requesting payment.
- If payment has not been received within 2 business days of the failed draft, we may remove your child from the program.

Declined Fee - \$20 charge:

- Accrued when a credit card/bank payment is declined after two attempts.

LATE PICKUP/LATE FEES

A late pick-up fee of \$20 per 15 minutes, per child, will be charged beginning at 6:01 pm.

The summer day camp program closes at 6:00 pm. In the event that you will not be able to pick up your child by 6:00 pm, please contact an authorized person listed on your Child Information Card to pick up your child. A call notifying your camp site that you will be late is appreciated, but will not eliminate any late fee charges.

Action steps taken when parents are late:

- After 5 minutes: The Director attempts to call the parents.
- After 10 minutes: The Director uses emergency card to contact others.
- After 60 minutes: The Director may contact law enforcement.

Any child left after 7:00 pm (without a staff member being contacted by a parent) and we are unsuccessful in reaching you or an emergency contact person, law enforcement will be called for further assistance. Families who are consistently late may be subject to exclusion from the program.

DHS ASSISTANCE

DHS – State Assistance Payments

- Parents are required to pay tuition weekly until DHS is approved.
- DHS does not pay for late fees, decline fees, or other additional charges.
- The parent is responsible for payment of all/any amount not paid by DHS.
- Approved DHS payments will be applied to your account.

OFF-SITE ACTIVITIES

Children **MUST** wear the T-shirt provided by camp on all off-site activities. If you forget your camp shirt on a field trip day, a replacement shirt will be provided for a non-refundable fee of \$10.00.

In addition to regular off-site activities, on Tuesdays, children will travel in the metropolitan area on a special field trip. A schedule of all off-site and special field trips will be provided prior to the start of camp. There is an additional charge of \$30.00 per child for each Tuesday field trip. Lunch, admission and transportation are provided on Tuesday field trip day. Alternate care is not available on site. Bus capacity is limited.

All children will be treated as non-swimmers. Children should wear bathing suits under their street clothes.

AGE GROUP ACTIVITIES AND ROUTINES

Age group activities are challenging short-term and long-term projects designed specifically for individual age groups. The children will participate in four age group activities every day.

BREAKFAST, LUNCH AND SNACK

Breakfast: Breakfast will be provided by the Day Camp.

Snack: An afternoon snack will be provided by the Day Camp.

Lunch: Lunch will be provided by the Day Camp. If your child is bringing a lunch, all lunches and drinks need to be clearly labeled and disposable. The children will not have access to a microwave or refrigeration.

WHAT TO WEAR

Dress your child appropriately for outdoor activities every day. Even if it's raining in the morning, it could be nice by afternoon.

All children must have a change of clothing (including underwear). This will be kept on site in a large Ziploc plastic bag. Please make sure the bag is clearly marked with your child's name. This bag should be checked regularly. Parents who fail to provide an extra set of clothing may be called in the event of an emergency.

Please provide sunscreen lotion for your child(ren). Label it with your child's name.

Clearly label all clothing. Summer Day Camp is not responsible for lost items.

MEDICATION

Under certain circumstances, the staff will administer current prescription medication from the original container with the child's name, physician name and dosage printed on the label. We cannot give over-the-counter medication to children who are excluded by age from the medication directions. A parent must fill out a permission form for administering medication.

Children cannot be responsible for bringing in medications.

ILLNESS

Children who show signs of fever, vomiting, diarrhea, discharge from eyes or nose, or any undiagnosed rash should remain at home.

If a child becomes ill while at the Day Camp, the parent will be notified of the child's illness. The child will need to be picked up from camp within an hour of being notified. The child will be isolated comfortably until a parent or emergency contact person arrives. The Day Camp staff expects that if you are called in this situation, you will respond immediately.

If your child is sick and unable to attend camp, resulting in a change from a full-time to a part-time schedule, please contact the SACC office for assistance with tuition adjustment.

EMERGENCY

Every precaution will be taken to ensure a safe environment for the children. However, if a child is injured, the following steps will be taken.

1. Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice put on them.
2. In the event of a serious injury, the parent or emergency contact person on the Child Information Card, or the designated doctor, will be called.
3. If deemed necessary by the staff, paramedics or an ambulance will be called. The parent(s) will assume any expenses incurred.

WHAT NOT TO BRING

Children should not bring toys or any items from home.

Electronic devices are not allowed in camp unless prior authorization from the director. LCPS is not responsible for lost, stolen, or damaged items brought from home. Electronic and gaming devices (e.g., iPods, laptops, iPads, handheld games) are not allowed at Summer Day Camp unless approved in writing by the Site Director for a specific field trip or event. The SDC program and/or staff will not be responsible for any lost, stolen or damaged items of this nature. If a parent wishes for a student to bring a cell phone to camp for emergency purposes only, the cell phone must be stored in their backpack, turned off and may only be viewed or used with the permission of the SDC staff. If a student is found to have one of these items, it will be locked up and only returned to a parent or guardian at the end of the day.

DISCIPLINE POLICY

Our staff will use positive methods of discipline, which will encourage self-control and cooperation. Basic rules of conduct and behavior expectations will be discussed early in the program. If a rule is broken, the leaders will remind the child of the rule and discuss it with him/her. If the rule continues to be disregarded, the child will be issued a caution card. If necessary, there will be a parent, director and child meeting or phone call. We will make every attempt to communicate to the parent(s) problems that may arise. The parent and child will need to sign the caution card. **If a child receives three caution cards, this may result in suspension or removal from camp. If the child is suspended, the parent is expected to pick up the child within an hour of notification. Failure to do so may result in removal from camp.**

For the safety of students and staff, physically aggressive or violent behavior cannot be tolerated.

LOST AND FOUND

Items not claimed by the last day of camp will be given to charity.

GETTING A MESSAGE TO YOUR CHILD

If a situation arises and you need to get a message to your child, please call your camp location. See "Contact Information" section in this document.

PARENT COMMUNICATION

School Messenger and/or text notifications from Eleyo may be used to inform parents of any issues or changes to the Summer Camp Program. If you are not receiving text messages from L'Anse Creuse Public Schools, please text Y to 68453. For more information, please visit <https://www.lc-ps.org/parents/schoolmessenger/>.