



WESLEYAN
KIDDIE KOLLEGE

SUMMER DAY CAMP

806 South State Highway 47
Warrenton, Missouri 63383

636-456-4566

wkkoffice@wkkonline.com
www.wkkonline.com



Dear Campers and Families,

We hope you find that the WKK Summer Day Camp program meets your family's needs, where Christ and His Word are an intimate & inseparable part of the day. Safety, positive role models, an opportunity to learn, grow, and have fun with friends are important to you and to WKK as well. Our summer program is packed with all of this plus character development. Caring, honesty, respect, and responsibility are a significant part of all we do.

Day Camp can play an important role in the development of your child. The outdoor adventures, swimming, sunshine, field trips, and friendships of camp offer a highly organized yet stress-free alternative to over-scheduled school days. WKK Summer Day Camp lets kids be kids!

WKK's caring, trained staff makes it a priority to provide a positive and memorable camp experience. Each staff member is carefully selected based on enthusiasm and ability. Staff is screened with background checks and is extensively trained in order to fulfill their responsibility as a role model. In fact, we are so confident in our camp staff that we, as employees, also send our kids to WKK's Summer Day Camp.

WKK truly offers something for everyone. If you have further questions about WKK Summer Day Camp, please feel free to ask our office staff. We hope to see you this summer!

Happy Adventures,
Wesleyan Kiddie Kollege
Camp Staff

WESLEYAN KIDDIE KOLLEGE SUMMER DAY CAMP 2024

What To Bring From Home

Be sure to dress for the weather and label all belongings. We recommend a sturdy backpack.

- Non-perishable lunch, with drinks, a morning and an afternoon snack. No glass containers allowed. Campers do not have access to a microwave or refrigerator.
- **Two** leak-proof, non breakable frozen water bottles, labeled with camper's name.
- Extra clothes (T-shirt, shorts and shoes) are highly recommended.
- Comfortable shoes on field trips.
- Spray on sunscreen and face stick, labeled with camper's first and last name.
- Swim suit and bath or beach towel. Labeled with camper's first and last name on swim days.

What to Leave At Home

- Gum, candy, and all toys
- All electronics
- Any type of cards: magic, trading, Pokemon, etc.
- Pocket knives
- Expensive items
- Cell phones and pagers
- Fireworks (firecracker, sparklers, etc.)

WKK is not responsible for lost, stolen or damaged items.



General Guidelines

- All campers must arrive for scheduled activities on time or miss the given activity. Field trips will not be "made up" and alternate care is not available at WKK.
- Participants must be able to feed and dress themselves. Assistance will be given to younger children for tying shoes, handling buttons and other more difficult tasks.
- Day Camp is an outdoor activity and campers are expected to participate in camp activities and field trips.
- Day Camp is a very high activity based program. Therefore, we require all children to be entering 1st grade through 5th grade.
- Campers will be given a camp shirt and are required to wear them to **ALL** camp field trips.

How To Register

- Fill out the registration form.
- Registration forms must be brought to the WKK office.
- Pay the Registration fee \$50 single \$75 family
- Registration will be accepted until camp is full. Don't delay, space is limited.

WKK SUMMER DAY CAMP 2024 SCHEDULE

Monday Bike & Craft Day



Tuesday Water Parks



Wednesday Field Trip

Thursday Movie/Games/ Bowling



A monthly calendar of events will be sent home to inform parents of daily activities and items of need for those activities. Additional calendars are available by the location board.

Friday City Pool



WKK SUMMER DAY CAMP FIELD TRIPS

**TRAMPOLINE
PARKS**



ST. LOUIS ZOO



CITY MUSEUM



WATER PARKS



LASER TAG



BUSCH STADIUM



BUSCH STADIUM
HOME OF THE CARDINALS

Welcome to Wesleyan Kiddie Kollege, a ministry of Warrenton Wesleyan Church. This handbook contains important information regarding our policies and procedures for the Summer Day Camp program. These policies are in place to assure continued service and quality as well as keeping the safety of your child at its highest level. Please take time to read this handbook and keep it handy throughout the summer. Our WKK parents and guardians are responsible to know what our policies and procedures are as stated in this handbook. After reading this handbook, please sign the registration agreement, stating that you have received, read, and understand this information. This agreement must be obtained at the time of enrollment and will be kept in your child's file and with Day Camp Instructors at all times.

PROGRAM GUIDELINES

Wesleyan Kiddie Kollege Day Camp will begin on Monday, June 7, 2022. It is designed for children going into 1st through 5th grade. WKK is open Monday through Friday from 6:00AM to 6:00PM.

FIELD TRIP ARRIVAL TIMES AND PROCEDURES

All campers must arrive for scheduled activities on time or miss the given activity. Field trips will not be "made up" and alternate care back at camp is not available. **The following times should be used for departure or returning times unless otherwise stated on the monthly calendar.** A calendar of events will be sent home to inform parents of daily activities and items of need for those activities. Additional calendars will be available at the sign-in/out station. Care will be continued until 6:00 PM.

Departure time: 8:00 AM
Return time: 3:00 PM

Times may vary depending on activity.
Please be sure to check the calendar.

Accessing the Building

All doors at WKK will be locked at all times. In order to access the building, families will be assigned a private five digit code. This code can be entered on the keypad located next to the main doors on the North end of the building. For your convenience key fobs may be purchased for \$10.00 per fob. It is strongly advised that you do not share your code with anyone. **Children are not allowed to use the keypad to enter the building.** You will be liable for anything that happens within WKK as a result of your code being shared.

Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult on a daily basis in the lobby at our Parent Kiosk. Our check-in system uses your fingerprint or an access code unique to each authorized pick-up person. Families can have as many authorized pick-up people as needed. **Children are not allowed to check-in at the front parent kiosk. We will be monitoring this.** This is a safety precaution that WKK has put in place to make sure we know with whom your child has arrived and went home.

Pickup Policy

WKK is open from 6:00 a.m.– 6:00 p.m. Children will only be released to a parent, guardian, or authorized pick-up as written on the registration paperwork. A parent or guardian may verbally authorize a pick-up at any time as well as add or delete any authorized pick up from their child's file. A photo ID may be asked for to verify identity before a child is released. A child who is not picked up by 6:00 p.m. will have their account charged a late fee of \$1.00 per minute, per child. This fee is due upon arrival by the parent or guardian, paid directly to the attending staff. The late fee must be paid for care to continue the next business day. If a child is not picked up by 6:00 p.m., administration staff will attempt to contact the parent/guardian and authorized contacts on file to secure pick up of the child until 6:30 PM. If contact cannot be made to an authorized person for pickup, or the parent has not called to inform administration of late arrival, Wesleyan Kiddie Kollege staff is required to contact the Division of Family Services, police, or emergency services. In a situation where our staff is suspicious that a parent, guardian and/or authorized pick up appears incapable of adequately caring for a child within our care, the child will not be released and Division of Family Services and the Police will be notified immediately.

PARTICIPANT EXPECTATIONS

Participants must be able to feed and dress themselves. Assistance will be given to younger children for tying shoes, handling buttons, and other more difficult tasks. Day Camp is an outdoor activity and campers are expected to participate in camp activities and field trips. Day Camp is a very high activity based program. Therefore, we require all children to be entering 1st grade through the 5th grade.

What to Bring

Typical items for camp are a backpack, swimsuit, spray on sunscreen, sunscreen face-stick, towel, change of clothes, two frozen water bottles, a bottle of water ready to drink, lunch, morning and afternoon snacks. **PLEASE LABEL ALL PERSONAL PROPERTY.** Our lost and found fills up rather quickly, and it greatly assists our staff if items are labeled. Items left at the camp for longer than two weeks are donated to charity. As Day Camp is very busy WKK sponsors cannot keep track of each child's personal belongings. It is expected that each child keep track of their things. WKK can not be held responsible for items left behind or lost.

Lunch and Snack Policy

Your child will be required to bring a lunch with a drink, two frozen water bottles, a bottle of water ready to drink, and morning and afternoon snacks **DAILY**, unless otherwise stated on the calendar. Parents are encouraged to send nutritional and safe foods. Some suggested foods are fruit, juice, vegetables, cheese, granola bars, etc. Please do not send candy, soda, etc. If you are in doubt about a particular food, please check with the camp instructors. **PLEASE MAKE SURE TO SEND ENOUGH FOOD AND DRINKS. THE CHILDREN ARE VERY BUSY THROUGHOUT THE DAY AND NEED MORE FOOD THAN USUAL.** There will be a \$10.00 charge to your account if your child does not pack a lunch. There will also be additional charges if we have to purchase drinks for your child.

Dress Code

The purpose of the dress code is to be obedient to the principles of God's Word and to provide the best atmosphere for learning and play. God's Word says that our dress should be modest and that our attention should be more on improving the inner person rather than the outer person. Traditional styles of clothing are expected. Nothing that will distract from the program and/or draw attention to one's self will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn. Extreme and/or inappropriate styles are discouraged. For these reasons Wesleyan Kiddie Kollege is asking that when it comes to dress, you consider these requests. Shoes should be in good repair. Please send comfortable shoes on field trip days for your child to wear. Your child may wear backless shoes unless we are going on a field trip. Shoes with wheels on the bottoms (i.e. Heely's) will not be allowed. Clothing and swimwear should be in good repair and modest appearance. If questionable, we reserve the right for staff to make the appropriate decision. We ask that you send a cover-up, wrap or T-shirt for traveling to and from the pool.

******The Day Camp T-shirt purchased through registration, IS REQUIRED to be worn on field trip days. If Day Camp shirt is not worn when required, your child will not be permitted to go on the field trip and alternate care at WKK will not be available.******

What Not to Bring

For your child's safety and the safety of others we also do not allow the following items: guns, knives, weapons, fireworks, tobacco, alcohol, drugs, matches, or lighters. Our primary concern is for the safety of campers and staff, and all necessary actions will be taken to protect their safety.

To avoid the possibility of loss, we request that campers do not bring valuables to camp. The more items brought to camp, the more the items have an opportunity to get lost or damaged. This includes expensive clothing, expensive jewelry, gaming cards or irreplaceable sentimental items. WKK will not assume liability for lost, stolen, or damaged personal items. To enhance your child's camp experience we ask that you do not bring electronic equipment to camp. This includes cell phones, laptops, tablets, Nintendo DS, video games, CD players, iPods, MP3 players, etc.

Payment, Fees, & Procedures

DAY CAMP FEES & PROCEDURES

There is a \$40.00 non-refundable registration fee to secure your placement in our Day Camp Program, \$65 per family. Your child's place in the program WILL NOT be secured until this fee is paid and proper enrollment paperwork is received. **Please be advised the registration fee is required for enrollment and is non-refundable under all circumstances. This fee is due upon enrollment.**

Weekly Camp Tuition Rates:

Full Time Rate	\$215.00
Part Time Rate (3 days)	\$150.00

There will be no day camp activity fee, it is combined in the weekly tuition.

Payment Policy

It is the policy of Wesleyan Kiddie Kollege that payment **must be made** by Monday of the current school week. *****Any student account that is NOT paid by the end of Monday's business day of the current school week will be assessed a \$15.00 per family, and will continue to accrue by an additional \$15.00 per week per account until the account is made current.*****

WKK accepts several methods of payment; cash, check, credit/debit, EFT, online invoicing, or we are able to take payment by phone. There is a \$35.00 charge for all returned payments. Online payments can be made at www.myprocare.com. If you would like to have your payment automatically withdrawn, there is an EFT form in the back of the handbook.

Delinquent Accounts

If your account becomes more than ONE WEEK delinquent, payment must be made immediately to bring your account back to good standing. Failure to do so will result in the child being withdrawn from the program until the account is current, thus forfeiting your child's placement in the program and a re-enrollment fee will be required to return as space is available. If an account falls delinquent more than two times, administration will require that an automatic debit payment method be established for the child(ren) to continue in the WKK program. WKK does hold the right to terminate enrollment at any time if a student account continuously falls delinquent.

Collections and Fees

Any account balance owed and in the event of default the enrolling parent(s)/guardian(s) will pay all reasonable collection charges, court costs, and/or attorney fees.

Withdrawing Wesleyan Kiddie Kollege

Wesleyan Kiddie Kollege Administration requires a **TWO WEEK** written and signed notice, by the enrolling parent or guardian, if needing to withdraw a child from the Summer Day Camp Program. Verbal notice is NOT accepted at any time as notice to withdraw. If proper notice is not received, two weeks of tuition will be charged to the student's account and the registering parent/guardian will be required to pay this amount. Normal late fees and collection activity will be applied if the balance on the account is not paid.

Refunds and Credits

Credit **WILL NOT** be given for missed days, holidays, illness, or closings due to weather.

Vacation Allowances

Vacation credits are **NOT** offered for our Summer Day Camp Program.

Scheduled Closed Holidays

If the holiday falls on a Saturday, it will be observed on the Friday before; if it falls on a Sunday, it will be observed on the Monday following the holiday.

Wesleyan Kiddie Kollege is closed for the following holidays thru the summer:

**MEMORIAL DAY
INDEPENDENCE DAY**

MEDICAL, EMERGENCY, & HEALTH INFORMATION

ILLNESS AND PARENTAL CONSULTATION

State regulations require that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. **A child who is ill upon arrival at the center will not be admitted or will be separated from other children until a parent/guardian or authorized pick-up can be notified and the child picked up in a timely manner.**

When children have been exposed to communicable diseases such as but not limited to; hepatitis, chicken pox, measles, strep infection, all staff members and parents/guardians shall be notified immediately by WKK's Administration Staff. With any illness especially communicable diseases, we ask that you seek your physician's advice and always notify WKK Administration immediately. In such cases a note from the physician will be required. **WKK Administration does reserve the right to disallow care for a period of time in the event of a diagnosed communicable disease.**

If a child exhibits any sign of illness while at Summer Day Camp, WKK will notify the parent or guardian. **If WKK Administration deems required, the parent/guardian or authorized pick-up will be responsible to pick up the child within an hour of being contacted by Administration.** A sickness report will be emailed out via Procure regarding the illness. By signing the registration agreement you are agreeing that if your child exhibits any of the symptoms mentioned below your child will not return to school for 24 hours after the symptoms have subsided without medication, **as well as with a note from the physician stating when the child is allowed to return to school.** All reports and physician notes will be retained in your child's record.

If a child displays any of the following symptoms, he/she must be kept home, or will be sent home:

- Fever (100 degrees or over)
- Diarrhea, loose bowel movements
- Nasal secretions that are thick, yellow and/or green
- Sore throat with fever or throat spots
- Cough accompanied by a fever, chills, and the coughing up of green or yellow mucous
- Vomiting or Nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Child not feeling well, such as lethargic behavior, chills, or inconsolable crying

The child may return to preschool after illness when:

- Symptoms of the above mentioned have subsided for 24 hours without medication
- Fever free for 24 hours without medication
- Nausea, vomiting or diarrhea has subsided for 24 hours without medication
- At least 4 doses of antibiotic have been given over a 24 hour time period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- A note from the physician is required by the director stating the child may return to school

WKK Administration does reserve the right to disallow care for a period of time if there is reported observation of any of the above symptoms by our WKK Staff. WKK Administration may request additional testing for specific viruses/illnesses when symptoms are displayed before allowing child to return to school.

Medication

If your child is required to take over-the-counter medication, prescription drugs, or has any other special medical conditions while at school, please adhere to the following procedures:

- A signed Medication Release must be filled out for all over-the-counter medication, and prescription drugs. The Medication Release must state what the medication is, the quantity to be given, and the time when the medication is to be administered. The release form is located in the sign-in/out station on a clipboard.
- Please note any special needs or medications on the registration form.
- Prescription drugs must be in original container with original label and the pharmacy instructions, easily read and understood. All medications must state: Child's Name, Doctor's Name and Phone Number, Name of Medication, Dosage, and Frequency.
- For over-the-counter medication, provide medication in original bottle with label intact.

Allergies

All allergies to medication, food, and other substances must be stated on the registration form. Information forms about each child will be kept with the teacher, in the office, and with the kitchen staff at all times, as well as posted in the classrooms and the kitchen.

Accidents

All WKK staff are certified in infant/child CPR and infant/child First Aid. In case of any accident, assessment and treatment of the injury will be given under the supervision of the Staff Member or the Director. If further treatment is deemed necessary, the parent/guardian or emergency contact person will be called. All accidents are recorded within the Procure Program in the child's file. In the case of serious accidents or injuries requiring immediate medical attention, the appropriate emergency authorities will be immediately contacted, and your child will be transported to the emergency room. All attempts will be made to notify the parents or the emergency contacts immediately. **Parents are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.**

Sunscreen

Please apply sunscreen on your child in the morning before he/she arrives at Day Camp.

Sunscreen will be re-applied several times throughout the day depending on the activity. **We are asking everyone to bring a spray bottle of sunscreen and face stick every day to day camp.** The bottle will be kept in the child's bag to be used every day during Day Camp. On swimming days of high sun index, please send a white T-shirt to be worn at the pool. **There will be a \$5.00 charge per week if you do not send the proper sunscreen for your child(ren).**

Excessively Hot Weather

On days of excessively hot weather, outside activity will be limited. Inside activity or water play will be the alternative. WKK will make you aware of any changes in activities as soon as the decision is made by administration.

Head Lice

It is easy for head lice to make their presence in any home. Therefore, there is no need of shame should they be discovered. We ask that you check your child for head lice or the presence of nits, prior to the start of camp. Lice and nits are not a serious health concern, but do present that perception at camp if and when they are discovered. If discovered, quick action is necessary to eradicate them.

When discovered:

- Child will be removed from the group.
- A call will be made to the parent for notification of immediate pick up.
- We notify all Day Camp Instructors so they can perform head checks.
- A notice to all other parents will be sent home that day to notify and ask for assistance in checking their child at home.

Wesleyan Kiddie Kollege has adopted the **NO NIT Policy** and before returning to the center the child **must be nit free** and checked by office administration before returning.

Child Abuse

The staff at Wesleyan Kiddie Kollege is mandated by the State of Missouri to report any suspicion of child abuse or neglect to the Division of Family Services.

Department of Health

Wesleyan Kiddie Kollege is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office. All Wesleyan Kiddie Kollege staff has participated in the A+ program, a program sponsored by the Department of Health immunizing all staff against Hepatitis A.

BEHAVIOR AND DISCIPLINE POLICIES

Staff Behavior Policy

Staff are held to high standards in the best interest of your children. We offer parents an opportunity to put their children in an atmosphere of Christian love, where they will be instructed by Godly workers, following Biblical principles in their teaching and care. The following is the policy that all staff must adhere to: Staff shall not abuse children including: physical abuse– strike, spank, shake, slap; verbal abuse– humiliate, degrade, threaten; sexual abuse– inappropriate touch or verbal exchange; mental abuse– shaming, withholding love, cruelty; neglect– withholding food, water, basic care, etc. A child shall not be deprived of food, isolated or subjected to corporal punishment or physical exercise as a means of punishment either by staff or by another camper. Any type of abuse will not be tolerated and may be cause for immediate dismissal. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Staff will have age appropriate camper expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only if necessary to protect the child or other children from harm.

Staff/Camper Supervision Policy

In order to protect campers and WKK staff, at no time during the WKK Summer Day Camp may a staff person be alone with a single child where they cannot be observed by others. At no time should a single camper be left unsupervised. Staff will stand in the doorway while children are using the restrooms. This policy allows privacy for the children and protection for the staff (not being alone with a child). No child regardless of age should ever enter a public restroom alone.

Camper Behavior Policy

Campers are expected to exhibit appropriate behavior at all times. Inappropriate behavior will be discussed with the child when it occurs. The first step in dealing with inappropriate behavior is to view the situation as a learning opportunity for all involved. Negative behavior affects more than just the camper involved in the misconduct; it affects all those around them. Each camper situation is different, and, therefore, each situation of inappropriate behavior must be weighed against the positive and negative benefits that your child will attain from staff intervention. All campers, children, and staff can grow together in a positive and safe environment where natural consequences are allowed to occur. Parents will be notified any time that your child is involved in negative behavior, whether initiating or receiving, and your input will be vital in our decisions. Our goal is to assist you in the growth of your children through positive reinforcement and natural consequences. Please review with your child and sign the Behavior Management Form.

Camper Rules

- To treat myself, others, and camp staff with caring, honesty, respect, and responsibility.
- To follow direction and instructions from staff.
- To participate and try each activity.
- To keep hands, feet, and all other body parts to myself.
- To respect all camp facilities, equipment, and property.
- To leave all electronics at home.
- To have FUN!

Camper Behavior Management Consequences

- Redirection of camper behavior
When inappropriate behavior occurs, the staff will redirect behavior by discussing the problem with the child to determine the causes and help the child find ways of resolving it and redirecting behavior.
- Verbal warning or time out
At times, it may be necessary to separate the child from the group, allowing him/her time to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others and the staff. An Incident Report will also be written by the Day Camp Instructor regarding the behavior. This report will be sent through the Kid Reports App.
- Visit Director and conference with parents
If a child's behavior consistently disrupts the flow of the program or emotionally harms others and otherwise conflicts with the program, regulations and rules, an Incident Report will be written. A conference with the parents will be scheduled with the Director and the staff if behavior continues. At this time it will be at the Director's discretion for the student to be suspended from scheduled activities. The time of the suspension is also at the Director's discretion. If this is what is determined, the student will not be allowed to attend Summer Camp on those days. Parent's will be responsible for finding alternative care. Credit will not be given for the activity fee or for Summer Camp tuition.
- If behavioral problems persist
In the event that discipline problems persist, a second conference will be scheduled to discuss possible suspension/dismissal from the program. In this case there will not be any refunds or reimbursements.

Actions justifying disciplinary referrals are:

- Arguments, bad language, back-talking, or excessive loudness
 - Pushing, fighting of any kind, rough or harsh actions toward others
 - Not remaining seated on the bus while traveling
 - Disrespect or unkind actions toward staff or other campers
 - Display of violent nature or sexual behavior toward staff or others will result in immediate dismissal
 - Stealing of any kind
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PARENT COMMUNICATION

We want to do our best to keep all our families informed about what is happening here at Wesleyan Kiddie Kollege. Parents need to be aware of several very important forms of communication that we use.

Procure

WKK uses the Procure Program as our primary source of communication with all families enrolled at Wesleyan Kiddie Kollege. This program uses your email address to deliver important information regarding your child. You may also decide to download the app available at Google play or Apple App Store. The data stored within this program is private and secure. This program has widely improved daily communication with the staff and parents/guardians. It provides a daily report for each child so the parent/guardian is informed of what the child did each day, it also provides you with photos and videos of your child and also gives WKK the ability to send out messages as well as gives the parent/guardian ability to notify WKK of absences, vacations, tardies, etc. You can view the demo of this program at www.Procare.com. Please make sure to keep your email address updated in the office.

Website

We encourage you to visit our website regularly. We post all activities, newsletters, information, etc. on our site. www.wkkonline.com

Facebook

We have a Facebook page. We will post updated information frequently on this site.

Email

Our office email address is wkkoffice@wkkonline.com. You can also reach our director, Sara, at director@wkkonline.com or for any account questions please contact, James, at accounting@wkkonline.com

Newsletter

WKK sends out a monthly newsletter through the Procure Program that will inform you of upcoming events, dates closed, or any other activity that we may have going on.

Parent Kiosk

In the entrance of the facility there is a parent kiosk and location board that contains any updated or new information that may not have been available in the monthly newsletter.

Visiting

Parents and volunteers are welcome to visit the school at any time. We do ask that if you will be helping out in the school your background check as well as Volunteer Agreement are on file within the office. When visiting, please check in and out at the office with WKK Administration.

Solicitation

WKK may not be used as a setting for solicitation for any products, events, or fundraisers outside of WKK sponsored events or activities.



The following forms must be in the Wesleyan Kiddie Kollege Office upon registering your child for our program. Please take care in filling out these forms and getting them to us. Forms not turned in will cause you to be delayed in securing your enrollment.

1. Registration Form
2. Registration Fee
3. Activity Fee
4. Authorization for Emergency Medical Care
5. Registration Agreement
6. Behavior Management Form

REGISTRATION FORM

Please take care in filling out the parent/guardian information. We will use this information to contact you if deemed necessary.

AUTHORIZATION FOR PICKUP

Information giving permission for a person(s), other than the parents, to pick up the child must be provided. Any person, other than the child's parent, will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) who are not on the authorization form to pick up the child. In such cases, the parent must give written or verbal authorization over the phone. The authorization form for pick-up also includes information indicating anyone who is **NOT** allowed to pick up the child. It is advised that you do not give out your codes for entering the building to others.

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

Please take time to read and fill out this form. It is important for your child that WKK has your preferences for emergency medical care on file. **Please make sure to alert us of any known allergies to foods or medications and sign the release for emergency medical treatment.** We also require your signature for field trips and transportation.

REGISTRATION AGREEMENT

A parent/guardian signed registration agreement that the parent has received, read, and agrees to abide by the policies and practices of the handbook is kept in the child's file. This agreement also includes release that your child's photograph may appear on our WKK website, in newspaper articles, and our Facebook fan page. This is also a release for your child to watch Day Camp approved videos and movies.

BEHAVIOR MANAGEMENT FORM

Please review this form with your child carefully. Parent/Guardian and Child's signatures are required.



Wesleyan Kiddie Kollege
SUMMER DAY CAMP
CHECKLIST FOR SUMMER 2022 DAY CAMP

The following checklist will help you with the completion of your summer camp forms as well as what to bring with you. Carefully complete the forms and return them to the WKK office.

__Registration Form

- Parents' names, and all phone numbers available
- Names of individuals authorized for pick-up

__Authorization for Emergency Medical Care

- Doctor's name and phone number
- Any allergies or special medical conditions including chronic health problems
- Parent/Guardian Signature release for emergency medical treatment.
- Parent/Guardian Signature Field Trip and Transportation Agreement

__Registration Agreement

__Behavior Management Form

- Review form with your child
- Parent/Guardian Signature
- Camper Signature

__What to Bring from Home

- Lunch with Drinks
- Morning Snack
- Afternoon Snack
- Swim Suit
- Towel
- Extra Clothes
- Water Bottle
- 2 Frozen Water Bottles
- Spray Sunscreen
- Face Stick

ATTENTION

Our Day Camp Kids stay very active throughout the day. Please keep this in mind when packing their lunch, snacks, and drinks. They may require more nutrition for their day. Thank you!





Setting Up Your Account

Welcome to Procure Childcare App. We're excited to have your child care facility use Procure to better communicate with you during the day. Please follow these easy steps to get started:

Step 1 – Log in and customize your profile

Your child care facility has created a new Procure account for your family. To customize your profile, log into www.myprocure.com using your email address as your username and the randomly generated password provided via email to open and customize your account.

- Once logged in, you can edit your profile by clicking on the “Edit my Profile” tab on the menu. In this section, type in a new password and modify the information as you see fit.
- Select your contact preferences (choose from being notified alert via email, via the app, via text or all three).
- Choose how frequently you wish to receive notifications (after each event, just the daily report, or not at all). You will receive a notification each time a photo is uploaded to your child's account. The only way to opt out of this is to opt out of all notifications completely. Please remember you must have an iPhone or Android smartphone to receive push notifications.
- Upload a photo of your child to make for easy identification within the system.
- Make sure to click the Save button to save these selections

Please note that once the service is live for your center, even if you have not completed step 1, you will receive a report once per day with all of your child's activity information.

Step 2 – Download the Procure App

If you have a smartphone and wish to receive real time push notifications of your child's activities during the day, download the free app from either the iTunes App Store or Google Play. Be sure to search for Procure as one word to find the correct app.

Once downloaded and installed, log in and you are ready to start receiving immediate push notifications and recording arrival information each morning.

Step 3 – Record Arrival Information for Your Child

As with paper Daily Experience Sheets, we ask that you fill out basic arrival information about your child each morning at drop off, letting us know about his or her night and morning. To do so:

- Log into app
- Either click on the menu icon in the upper left-hand corner, or swipe the screen from left to right to expose the menu
- Select “Child Event”
- Your child’s picture and name will appear (if you have more than one child, both pictures and names will appear).
- Click on your child’s name
- Click on “Arrival Info”
- Select the time of last night’s bedtime
- Select the time your child woke up this morning
- Select the time of the last feeding
- Select the time of the last diaper change
- Select Yes or No for “Was medication given?”
- Select Yes or No for “Will medication be given today?”
- Select Yes or No for “Is a medical form on file?”
- Enter an Emergency Contact Number and click the Add button
- Add any additional information to the Notes field
- Click the Save button to save all this information
- You will receive a messaging saying the event has been saved and asking if you would to add another, click No

The arrival info you just entered should now appear in your child’s activity feed.

A few notes to ensure your experience with Procure is a positive one:

- If you choose to receive text message alerts, standard text messaging rates based on your carrier will apply.
- Text messages will come from Procure, but may not be branded as such. Depending on your cellular provider, you will receive the notifications from what appear to be different contacts. Procure will be identified in the first line of the message, however.
- If at any time you would like to reset your password, it must be done via the Procure.com website. At this time you cannot change your password via the app.
- All data is encrypted using SSL between all tablet devices and Procure cloud servers. All private data about your child is stored in a secure area and only authorized users are allowed access. In addition, your data will never be shared with any third parties. It can only be accessed by parents, teachers and school administrators.



Summer Day Camp Program

Date of Enrollment _____
 Start Date _____

Child's Information- Please Print

Last Name		First Name		Middle Name		Birthdate	
Address: Street				City		State	Zip
T- Shirt Size (Youth or Adult)	Grade Entering in the Fall	Does your child know how to swim?		Will your child be attending Summer School?			

Parent(s)/Guardian(s) Information- Please Print

Parent/Guardian Last Name		First Name		Relationship to Child			
Address: Street			City		State	Zip	
Primary Email Address				Social Security Number			
Employer				Employer Phone Number			
Home Phone Number				Cell Phone Number			
Parent/Guardian Last Name		First Name		Relationship to Child			
Address: Street			City		State	Zip	
Primary Email Address				Social Security Number			
Employer				Employer Phone Number			
Home Phone Number				Cell Phone Number			
If you attend a church with your family, please tell us where you worship:							

Authorized Contact Information- Please Print

Authorized Contact/Relationship to the child		Phone Number(s)	
Authorized Contact/Relationship to the child		Phone Number(s)	
Authorized Contact/Relationship to the child		Phone Number(s)	

Child's Name: _____

Medical Information- Please Print

I understand that in case of an accident or injury to my child while in the care of Wesleyan Kiddie Kollege, I will be notified immediately. If my child requires emergency medical care, the following information is to be used:

Primary Care Physician	Physician Office Phone Number
Health Insurance Company	Health Insurance Policy Number/Group Number
Preferred Hospital	

Child's Health History and Current Health Conditions

Please list any known allergies, special medical conditions, including chronic health problems and/or restrictions:

Please list all medications currently prescribed to the enrolling student:

This certifies that my child is to my knowledge, in good health and free of disabilities that would endanger him/her or other children in the care of Wesleyan Kiddie Kollege

Parent/Guardian Signature	Date
---------------------------	------

Field Trip and Transportation Agreement- Please Print

I, _____, **DO DO NOT** (please circle one) give Wesleyan Kiddie Kollege consent for my child, _____, to attend field trips or excursions under the proper supervision and with prior notification from the Administration at Wesleyan Kiddie Kollege. I understand and agree that my child will be transported by the Wesleyan Kiddie Kollege to and from these events. Inspection forms for transportation is always available upon request.

Please list anyone who is **NOT AUTHORIZED** to pick up your child from Wesleyan Kiddie Kollege.

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Will your child be attending Summer School?
Name of School Attending:

TO BE COMPLETED BY WKK ADMINISTRATION

On File	Required Documents	Date Received
	Registration Form	
	Registration Agreement	
	Enrollment Fee	
	Activity Fee	



Wesleyan Kiddie Kollege Summer Day Camp 2024 **REGISTRATION AGREEMENT**

**Please read carefully and initial next to each point and sign below.
Your signed copy will be kept in your child's file.**

- ⇒ ___ I understand that I am committing myself to participation at Wesleyan Kiddie Kollege, for the duration of the program unless unforeseen events make withdrawal necessary. If so, I will give **two weeks notice** to the Wesleyan Kiddie Kollege Administration in writing, or be responsible to pay for the two weeks of tuition.
- ⇒ ___ **I acknowledge the rate changes for the upcoming school year.** I understand and agree that tuition shall be paid promptly in accordance with terms and agreements. If payment becomes past due, care will be discontinued. In the event of default to pay contracted fees I will be responsible to pay reasonable collection charges, court costs, and/or attorney fees.
- ⇒ ___ I have read and understand the illness policies of WKK.
- ⇒ ___ I understand that my child does not qualify for the vacation allowance unless they have been enrolled full-time for 1 year at WKK and my account must be in good standing. Vacation allowance must be taken Monday through Friday and notice must be given in advance to the office.
- ⇒ ___ I understand that my child will not be released to any person(s) not listed on the registration form.
- ⇒ ___ I give Wesleyan Kiddie Kollege consent to photograph my child during all activities.
- ⇒ ___ I give Wesleyan Kiddie Kollege consent for my child's photograph to appear on their website, Facebook page or in the newspaper articles regarding WKK.
- ⇒ ___ I give Wesleyan Kiddie Kollege consent for my child to watch school approved videos and movies.
- ⇒ ___ I will sign my child in and out on a daily basis and NOT allow my child to use the computers at the Parent Kiosk.
- ⇒ ___ If my child is having problems in the program, a conference will be arranged between the parent, the Wesleyan Kiddie Kollege staff person, and the Director.
- ⇒ ___ Wesleyan Kiddie Kollege reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
- ⇒ ___ Wesleyan Kiddie Kollege is a ministry of Family Community Church. As such, we are a license exempt facility.
- ⇒ ___ I have received, read and agree to all policies and fees outlined in the Parent Handbook.

Wesleyan Kiddie Kollege Summer Day Camp 2024

BEHAVIOR MANAGEMENT FORM

Please read this form carefully and then go over the rules and consequences with your child. Once both you and your child have read it, please sign the bottom and have your child sign it as well.

In order for all campers to have the best possible experience, all campers need to be aware of the rules and agree to follow them. If a camper consistently or excessively breaks the rules and chooses not to take part in camp, they negatively affect other campers by jeopardizing their physical or emotional safety. When this happens all other campers fail to receive the best possible camp experience. In the event that a camper chooses not to participate in camp, we will encourage them to do so by following the rules and respecting others. At that time, a phone call will be made to the parents to enlist their help in resolving the situation. If the camper still chooses to consistently or excessively break the camp rules, the parents will be asked to meet with the director and camp staff.

Camp Rules:

- To treat myself, others, and camp with caring, honesty, respect, and responsibility.
- To follow direction and instructions from staff.
- To participate and try each activity.
- To keep hands, feet, and all other body parts to myself.
- To respect all camp facilities, equipment, and property.
- To leave all electronics at home.
- To have FUN!

Camper Consequences:

1. Redirection of camper
2. Verbal warning or time out
3. Visit director
4. Suspension from scheduled activities/ conference with parents
- 5. In the event that discipline problems persist, the camper will be released from the Summer Program**

PLEASE READ AND SIGN BELOW

I, the undersigned, have carefully read and gone over the above rules with my child. I agree with the above policy.

Signature of Parent / Legal Guardian _____

I, the undersigned, have carefully read and gone over the above rules with my parents or legal guardian. I agree to follow all the rules while at camp and understand the consequences if I do not.

Signature of Camper _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature



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Routing Number: 1234567890 Account Number: 18003308 Check Number: 0226