

THE SUMMER CLUB

2021

Parent Handbook



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Visit our Website: beltway.org/summerclub

 beltway park church



Summer Club Mission Statement:

Summer Club provides a loving Christ centered camp-hype atmosphere. We seek to inspire all young people, from completed Kindergarten —8th grade, to realize their full potential by teaching them to make mature and responsible decisions in life by utilizing Biblical truth, creative arts and many various fun activities.

Hours of Operation:

The hours of operation are from 7:30am to 6:00pm. Children may not be dropped off any earlier than 7:30am.

Registration:

1. Online registration forms, complete with a \$50.00 registration fee, must be received before attending Summer Club.
2. Up-to-date shot records are required. No Exemptions will be honored. (Email, fax (325-692-9688 Attention: Summer Club), or bring a copy on the first day of club.
3. **We DO NOT accept Pre-Kindergarten. Kindergarten must have been completed.** A Kindergarten report card must be shown as proof of completion the first day of club.

Registration Fees are non-refundable.

Summer Club 2021 Prices:

Listed below are the prices of each session. You may choose which sessions you need during registration.

Registration Fee: \$50 per child (non-refundable)

(To be paid when registering your children)

1st Session (June 7th – July 2nd) & 2nd Session (July 5th – July 30th)

- 1 Child- \$260/Session
- 2 Children- \$495/Session
- 3 Children- \$705/Session
- 4 Children- \$890/Session

3rd Session (August 2nd – August 13th)

- 1 Child- \$185
- 2 Children- \$345
- 3 Children- \$480
- 4 Children- \$590

Session Payment Due Dates:

Session dues are to be paid on the dates listed below. Session dues may be paid at the greeter's desk through cash, check, card, or money order. Payments may also be made through electronic payment withdraw or online through our Click-To-Pay invoice email. If payment is not received on the designated due date, you will be charged a **late fee**. Monthly emails will be sent out as a reminder. The primary parent/guardian listed on the registration form is responsible for paying dues on the designated due dates.



Payment Due Dates:

- **Session 1 Dues to be paid by May 24th.**
- **Session 2 Dues to be paid by June 28th.**
- **Session 3 Dues to be paid by July 26th.**

If you sign up for **Electronic Payment Withdrawal**, your payment will be automatically withdrawn on the above dues dates of each month.

Electronic Payment Withdrawal:

If you would like to sign up to have your monthly dues automatically withdrawn from your bank account, you must indicate on your registration form OR fill out an automatic withdrawal form located at the greeter's desk. **This must be done before the draft is scheduled.**

Late Payment Fee:

A \$25 late fee will be charged to your account if payment is not received by the payment due dates of each session. **If no payment is made within two weeks after the payment due date your child's spot(s) will be terminated. The full dues charge will remain on your account as an outstanding balance until payment is settled.**

Returned Checks:

A returned check for insufficient funds will be regarded as a non-payment. A returned check fee of \$25.00 will be added to your account.

Past Dues Owed:

If your family has a remaining balance on your account from either Kids' Club @ the Park or a previous Summer Club, your child may not be registered/attend until all previous balances are paid. The leadership at Beltway Park Church will not allow us to continue serving families who have outstanding balances.

Daily Drop-Ins:

If your child will only be attending sporadically and not requiring a full spot, the daily drop-in rate is \$25. This is to be paid the day of the drop in. We must have a registration form with all parent/child information and signed disclaimer *before* the first day of planned attendance in order to allow a child to drop-in.

Late Pick-up Fees & Procedures:

If a child remains at Summer Club after 6:00pm, a late pick-up fee **(\$5 for every 5 minutes)** will be charged to your account. Please do not be late.



Summer Club Withdrawal Policy:

A parent may withdraw a child from the program at any time. You must fill out the form located on our website (beltway.org/summerclub). **A verbal or phone notice will not be accepted.** This must be completed before the payment due date of the session(s) you wish to withdraw or dues for your spot must be paid. There are no reimbursements for withdrawals made during the current session.

Noncompliance Withdrawal Policy:

Please note: If you decide to withdraw from the program without communication and filling out the form mentioned above, you are still responsible for paying for the spot you are holding. We operate based on your commitment to holding your child's spot, not based on attendance. We need proper notice in order to fill the spot you no longer need. We are always willing to try to work with families who communicate. No communication before the beginning of a session will result in the full dues charge on your account. If we receive no communication in return after Summer Club tries to make contact, the charges on your account will remain and must be paid before future attendance will be permitted. Your spot will also be terminated.

Parent Communication:

We communicate all Summer Club information regarding, holidays, monthly payments, field trips and activities through email. Important information will be sent to the emails provided on the registration form. Please check your email periodically for updates!

Daily Schedule:

Listed below is a regular day at Summer Club:

- Morning Time
- Snack Time **(9:30)**
- Activity Rotations
- **Lunch Time (11:30)**
- Kids' Church, Special Activities or Summer Club Live **(12:00)**
- Activity Rotations
- Snack Time **(3:00)**
- End of the Day Activities

What to Bring Each Day:

- Closed toe shoes
- Lunch **(No flavored drinks. Water only!)**



Lunch (11:30):

Each child will need to bring a lunch every day. The lunch **will not** be able to be microwaved or refrigerated. **Only water is allowed!** No flavored drinks please.

Snacks:

A snack will be provided twice a day, both in the morning and afternoon, to all children. **Please note on your registration form any food allergies that your child has.** From there will work out the snack schedule with your family to coordinate what snacks are allowed for your child. Families may pack and bring their own snack if that is preferred.

Dress Code:

Summer Club follows school dress code. All tank tops must cover the shoulders and shorts must be at least fingertip length. **Please wear closed toe shoes for best protection and durability.**

Summer Club Cabins:

Each child will be placed in a cabin with approximately 28 children of the same grade. Cabins are an opportunity to give each child a core group to be a part of throughout the summer. Each cabin will be together for cabin ministry lessons, cabin team time, lunch and snack times. All other times during the day children will be with those of the same grade. **If your child knows of a friend attending Summer Club in their same grade, you may let the Directors know through email and we will do our best to place them in the same cabin.**

There is no guarantee that your child will be placed with a specific child. Giving us multiple friends will help us place your child with their friends. **Deadline is May 1st!**

Field Trips:

(ALL FIELD TRIPS WILL BE ON HOLD for at least the first few weeks as we all work together to feel comfortable with COVID procedures and will be continually evaluated for safety. Below is typical field trip information.)

Every child will be attending their scheduled field trip unless you (parent/guardian) inform the greeter's desk otherwise. Below are a few highlighted trips we will attend.

Pool

This field trip is for all grades.

Items Needed:

- Swim suit (Female swim suits must cover bellies)
- Towel
- Sunscreen (we will provide and sunscreen before leaving)
- Swim Gear (Life Jackets/Arm Floaties)
- Change of Clothes/Plastic Bag for Wet Clothes

If you are concerned that your child is not a strong swimmer, please contact a Director as we want to put safeguards in place and plan to send floaties.



Abilene Zoo

This field trip is for all grades. Children will take a field trip to the Abilene Zoo to enjoy all the exhibits that the Abilene Zoo has to offer. Please do not send money for this field trip as we do not have time for the gift shop and snacks.

Red Bud Park

This field trip is for all grades. Children will take a field trip to Red Bud Park and enjoy playing on the playground structure and swings.

Splash Pad

This field trip is for children who have completed K- 2nd. Children will have the opportunity to either play at the Splash Pad water playground or sports on the field next to the Splash Pad.

Items Needed:

- Swim Suit (Female swim suits must cover bellies)
- Towel
- Sunscreen (we will provide and sunscreen before leaving)
- Change of Clothes/Plastic Bag for Wet Clothes

****If you need to pick up or drop off your child on a field trip, please notify the greeter's desk. (Please have an ID available when picking up from a field trip.)**

Ministry:

Summer Club is a faith-based program where children participate in Biblical teachings, prayer and worship. We do this through a weekly Kids' Church, Lifegroups and memorizing Bible verses.

Parent/Guardian Check In/Check Out Policy:

Each child will sign in with our Greeter at the greeter's desk. Upon pick-up, the parent or authorized adult must walk into the greeter's room and inform the Greeter of the child needed. **Proof of identification will now be required DAILY for pick up safety.** We only allow individuals listed on the registration form to pick up your children. This includes emergency contacts and additional contacts. You may add or remove people from your child's pick up list at any time. Legal documentation must be provided to deny/remove a legal parent or guardian from pick up. Our office must be notified of any new unauthorized individuals picking up your child. Older siblings are allowed to pick up younger siblings if listed as an authorized pick up.

Personal Belongings and Summer Club Property:

Summer Club is not responsible for lost or stolen items. Toys, games, wallets, blankets and any other personal belongings are to be left at home. If your child purposefully destroys or damages Summer Club property and/or equipment, the parent/guardian will be responsible to pay for the damage.



Immunization Records

All children in our Summer Club ministry will need to have immunizations ***as recommended by the State Health Dept. We apologize, but we do not accept exemptions.*** For registration to be complete, please make sure our office has a copy of your child's immunization records. A convenient way to get your records in a timely manner is through your school's website/nurse's office. You may email, fax (325. 692.9688 Attention: Summer Club), or bring a copy before the first day of club.

Media/Photo Permission:

Summer Club will often take pictures during our program's activities and events. On occasion, Summer Club will film or photograph children for the website or promotional material. Your child's picture may be used, as stated in the disclaimer, unless you have requested otherwise. If you do not want your child's picture to be used, please notify Directors through email.

Medicine:

If your child will be receiving medication at Summer Club, a Medicine Authorization form must be filled out by the parent before the child will be given the medication. This form may be picked up at the greeter's desk. Medicine must be in the ORIGINAL container with instructions. We are unable to handle medications that require refrigeration.

Severe Allergies/Medical Conditions:

We want to serve your child to the best of our ability. In order to do this please inform Directors of any severe allergies, special needs/challenges or medical conditions.

Illness and Exclusion Criteria:

If your child becomes ill or is running a fever (99.6 or above), you will be notified and will be required to pick up your child immediately. Please do not send your child that is contagious or has had a fever within the last 24 hours.

Discipline Policy:

Our discipline policy focuses on a heart-based approach striving for a positive outcome. Our goal is to partner with you, as the parent, to overcome repetitive behavioral obstacles together as a team. We will take care of minor discipline problems within our staff without contacting parents.


Abuse and Neglect:

It is our legal obligation to report any suspected abuse or neglect to the Texas Department of Family & Protective Services or a law enforcement agency.



COVID CHANGES

- To minimize the risk of spreading germs, we will be sanitizing supplies and furniture throughout the day along with mandatory hand washing. Our Club groups will also remain small, consistent and spread out.
- During check in each day, a parent must be present at drop off to provide a signed and dated COVID SYMPTOM CARD (See attachment)
- A temperature check will be required after COVID SYMPTOM CARD is received and before your child can be checked in for the day at Club.
- Any Summer Club Staff entering our building that day will also provide a COVID Symptom Card and temperature check to self-monitor for safety.


COVID-19 SCREENING QUESTIONNAIRE

Child Name _____
(or Club Staff Name)

Today's Date ____/____/____

Measured Temp
(To be recorded by Club Staff)

Check any symptom or condition the Club Member (or Club Staff) attending today has developed since he/she was last at Summer Club.

☐ Cough

☐ Shortness of Breath


☐ Sore Throat

☐ Measured temp. above 99.6

☐ Someone in the same household is sick

☐ Known contact with someone who is lab confirmed to have COVID-19 within the last 14 days

Parent Signature _____
(or Club Staff Signature)

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Summer Club Disclaimer:

Below is a copy of the disclaimer you signed upon registration:

- I understand that The Summer Club is NOT a licensed day care facility and is not regulated by the Texas Department of Family and Protective Services.
- I understand my child/children attending The Summer Club will need to have proof of immunizations as recommended by the State Health Dept.
- I give employees of The Summer Club permission to administer emergency first aid to my child.
- It is agreed that The Summer Club is not responsible for personal property that is lost, stolen, or broken.
- I understand that The Summer Club is a faith-based program where my child may participate in biblical teachings, prayer and worship.
- I understand that in order for my child to attend The Summer Club I must pay any previous balance accrued from either Kids' Club or The Summer Club programs.
- I understand that monthly dues are to be paid on the assigned due dates and cannot be prorated as I am securing my child's spot upon payment. Nonpayment could result in forfeiture of my child's spot.
- I understand that I must submit a Withdrawal Form before the beginning of a session in order to properly withdraw from The Summer Club and avoid further charges.
- I understand that my child will attend weekly field trips off campus unless I notify The Summer Club.
- I understand that The Summer Club periodically takes pictures of events and could potentially post photos of my child on the Beltway official website, or other online Summer Club promotions.
- I have read and understand the details of the Parent Handbook located on the Summer Club website.
- I do further agree and represent that (my child/children being registered) is qualified, in good health, and in proper physical condition to safely use all facilities available located at 4009 Beltway South, Abilene, Tx 79606 and owned by Beltway Park Church sometimes referred to as THE CHURCH.
I release and hold harmless THE CHURCH, its employees and appointed volunteers for any loss or damage to property, physical injury or death (to my child/children being registered.)
I grant THE CHURCH and its employees and appointed volunteers the authority in granting permission for emergency treatment/hospitalization (including anesthesia) If believed necessary for (my child/children being registered) in the event of his or her injury and as result of any activity on THE CHURCH premise.



**Thank you for letting your child be a part of
our program!**

**We look forward to serving you and your
family!**

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