

Guide

Handbook

FPCEM SDC Family Handbook



FAMILY HANDBOOK

SUMMER 2025

FIRST PRESBYTERIAN CHILDREN'S EDUCATION MINISTRIES

SUMMER DAY CAMP FAMILY HANDBOOK

2024-2025 SCHOOL YEAR

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THE FPCEM BOARD AND STAFF

FPCEM BOARD MEMBERS: EXECUTIVE COMMITTEE

Teresa Crosson

FPCEM Preschool Program Director

Stephanie Black

FPCEM Summer Day Camp Program Director

Mike Ulasewich

FPCEM Chairperson, FPC Pastor

Dan Turner

FPCEM Treasurer

Melissa Paxton

FPCEM Secretary

FPCEM BOARD MEMBERS

Morgan Richard

Parent/Guardian Representative

Claire Smithson

Parent/Guardian Representative

Holly Anderson

FPCEM SDC Family Handbook

FPCEM Teacher Representative

Khushbu Patel

FPCEM Teacher Representative

Jason Dickey

FPC Session Representative

Gabby Davis-Jones

FPC Session Representative

Melissa Paxton

FPC Congregation Representative

Jennifer Held

FPC Congregation Representative

FPC SUMMER DAY CAMP STAFF

Holly Anderson

Gabriella Black

Abigale Bushon

Lindsey Buttrum

Jalisa Harris

Khushbu Patel

Niki Patel

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Angie Scroggins

Maria Crockett

Brianna Elms

Alex Gruchalski

Lillian Held

Tiffany Johnson

Jake Muse

Jennifer McMillon

Baile Reynolds

Brooklyn Scroggins

Stephanie Black

FPCEM Summer Day Camp Program Director

Brooke Freeman

Assistant Director

Angela Sellers

Curriculum Coordinator

Mary Fortier

Curriculum Coordinator Assistant

Kira Trahan

Elementary Supervisor

Olivia Smittle

Pre-K Supervisor

Emily Hanson

Field Trip Coordinator

Kim Palmer

Financial Administrator

Please visit fpccdaycamp.org for the most update-to-date information.

PURPOSE AND SCOPE

The purpose of this Family Handbook is for parents, caregivers, and guardians of Summer Day Camp (SDC) campers to use as a reference and guidebook throughout the upcoming summer program. The SDC Family Handbook is designed to provide general information and guidelines about procedures and practices affecting their summer program.

Throughout this Family Handbook, various words are used to describe a camper's family. Some words that may be used include, but are not limited to, parents, guardians, caregivers, or family members. Any mention of a camper's family or similar descriptor is understood to be referring to a camper's support system of trusted adults, which takes on different forms for each unique child.

A policy or procedure will specify when a camper's parent or legal guardian is required to fulfill some role or responsibility. For example, all registration forms, consents, permission slips, authorization for persons to pick up a camper, and other official documentation must be reviewed and approved by the camper's parent or legal guardian. The camper's parent or legal guardian is the person(s) who has the legal authority to act on behalf of the child. FPCEM must be provided a copy of any court orders appointing a legal guardian or specifying a parent's role, if applicable.

FIRST PRESBYTERIAN CHURCH OF CONWAY

First Presbyterian Children's Education Ministries (FPCEM) is a mission of the First Presbyterian Church of Conway ("the Church"). FPCEM operates a preschool in the school year and a day camp in the summer months. FPCEM was developed to provide Christian-based education to children in the community. The staff and children served by FPCEM come from diverse backgrounds and beliefs but come together as siblings in Christ for the same purpose: to teach children to love everyone as God loves them.

All FPCEM counselors, campers, and families are welcome to be as involved in the Church as they so choose. For questions about the Church's beliefs and missions, please contact Pastor Mike via email at mike@fpccconway.org.

PHILOSOPHY

FPCEM believes that early childhood should be a time of fun, warmth, security, exploration, and discovery. Children are creative and receptive. FPCEM strives to nurture and encourage these qualities in a Christian environment that inspires creativity, curiosity, and kindness.

GOALS

The SDC goal is to provide a summer program designed to meet the needs of children ages eighteen (18) months through rising fifth (5th) graders (children entering the fifth grade at the end of the summer). The SDC strives to:

- Encourage social, emotional, physical, intellectual, and spiritual growth for the development of the child as a whole.
- Create opportunities for experiential learning and encounters that encourage children's critical thinking, creativity, curiosity, and sense of adventure.
- Serve the community at large including campers and counselors from diverse backgrounds and interests.

LICENSING

The SDC is regulated by the Arkansas Department of Human Services (DHS) through the Division of Childcare and Early Childhood Education. The SDC operates under the license of the FPCEM Preschool. FPCEM programs must adhere to the Minimum Licensing Requirements for Child Care Centers. These regulations can be found online (dese.ade.arkansas.gov/Offices/office-of-early-childhood/child-care-licensing). Per DHS regulations, campers may be interviewed by licensing staff, child maltreatment investigators, or law enforcement officials for the purpose of determining license compliance or for investigative purposes. Interviews may occur without prior notice.

Any concerns of licensure violations should be reported immediately to the Program Director. Serious licensing violations can be reported to the DHS Licensing Unit at (800) 445-3316. Serious licensing violations include violations that could imminently affect the health and safety of children. Compliance forms are available upon request to the Program Director.

REPORTING REQUIREMENTS: CHILD ABUSE AND NEGLECT

DHS requires all FPCEM employees to report suspected child maltreatment. Any person who suspects child maltreatment can report the concern by calling 1-800-482-5964.

CURRICULUM

The SDC program is reviewed annually by the FPCEM Board and is planned within the framework of FPCEM's philosophy and goals. The programming is designed to provide a variety of activities that range from highly structured games and crafts to freestyle dancing and dramatic play.

Our Summer Sparks curriculum is a comprehensive Christ-centered summer curriculum designed for ages eighteen (18) months through rising fifth (5th) graders. The curriculum uses themes incorporating material from popular children's books, the bible, STEM, arts, field trips, and other sources to immerse children in learning. Each day begins with the Morning Meeting, where students enjoy songs, silly skits, and scripture. The summer's focus is on using all the gifts God has given us to explore the world around us. SDC emphasizes creativity, teamwork, and personal development.

ADMISSION TO THE SUMMER DAY CAMP

The SDC accepts children who are ages eighteen (18) months through rising fifth (5th) graders (children entering the fifth grade at the end of the summer). The SDC Pre-K program is designed for children who are ages eighteen (18) months through rising kindergartners (children entering kindergarten at the end of the summer). The SDC Elementary program is accepts children who have completed kindergarten through rising fifth (5th) graders (children who will be entering the fifth grade at the end of the summer).

FPCEM programs offer admission to campers in the order in which completed registration forms are received. Early enrollment is available for the Church's members, currently enrolled students and their families, alumni families, and children of FPCEM staff.

If enrollment is full at the time a completed registration form is received, the child will be placed on the waiting list. Vacancies will be filled as they occur using the waiting list and in the order in which they were added. The Program Director manages and maintains the waiting list.

When a vacancy occurs, the Program Director will attempt contact with the next family on the waiting list. Attempts to contact are made using a variety of methods including all forms of communication provided by the parent(s) or legal guardian(s). The Program Director will document all attempts to contact and provide a reasonable amount of time for each family to respond. The Program Director will document if a family indicates they wish to be removed from the waiting list. This process will be repeated until all vacancies are filled, or the waiting list is exhausted.

FPCEM SUMMER DAY CAMP HOURS OF OPERATION

Pre-school age campers may be dropped off no earlier than 8:00 am.
Elementary campers may be dropped off between 7:30 am and 8:00 am.
Additional details on pick-up and drop-off procedures are available in the sections labeled “DAILY ARRIVAL PROCEDURES” and “DAILY DEPARTURE PROCEDURES.”

SDC Hours:

Two-Day Program

Five-Day Program

Pre-K Campers

8:00 a.m. to 3:00 p.m.

8:00 a.m. to 4:00 p.m.

Elementary

7:30 a.m. to 5:30 p.m.

7:30 a.m. to 5:30 p.m.

2025 Summer Program

The SDC program will begin on June 2, 2025, and end on August 15, 2025. The SDC program will be closed on July 4, 2025, for Independence Day.

INCLEMENT WEATHER AND OTHER UNPLANNED CLOSURES

Although unplanned closures are not anticipated, the SDC recognizes that a closure may be required due to unforeseen and unavoidable circumstances. In the event that the SDC will be unexpectedly closed, all families will receive an email notification indicating the program's closure for that day.

DAILY ACTIVITY SCHEDULE

Each activity is geared to the age and developmental needs of the the campers' age and developmental needs. The SDC daily schedule may vary for special events.

Field trips are scheduled based on the crew that each camper is in. For more information on the destination and dates of field trips, please refer to the calendar, which is shared with families monthly.

A day of activities for our campers typically consists of the following general schedule:

Pre-K Daily Schedule

8:00 a.m.-8:20 a.m.

Arrival of Campers

8:30 a.m.-9:00 a.m.

Morning Meeting

9:00 a.m.-9:40 a.m.

Recess

9:40 a.m.-9:50 a.m.

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Bathroom/Change/Wash Hands

9:50 a.m.-10:10 a.m.

Snacks and Book Time

10:10 a.m.-11:40 a.m.

Rotation

11:40 a.m.-11:50 a.m.

Bathroom/Change/Wash Hands

11:50 a.m.-12:30 p.m.

Lunch

12:30 p.m.-12:45 p.m.

Devotional

12:45 p.m.-2:00 p.m.

Nap/Rest time

2:00 p.m.-3:00 p.m.

Campers who do not take naps will have book time followed by free play

3:00 p.m.-3:30 p.m.

Dismissal (part time campers)

3:10 p.m.-3:25 p.m.

Snack (full time campers)

3:30 p.m.-3:55 p.m.

Centers and Games (full time campers)

4:00 p.m.

Dismissal (full time campers)

“Rotation” describes activities that are based on the week’s theme. For pre-school campers, Rotation activities include STEM, art, music, centers, nature walks, scavenger hunts, guest speakers, and much more. The goal of “Rotations” for pre-school campers is for kids to work on fine and gross motor skills, work together as a team, practice multi-step instructions, and have fun.

Elementary Daily Schedule

7:30 a.m.-8:00 a.m.

Arrival of Campers

8:00 a.m.-8:30 a.m.

Manipulatives on Tables (MPR)

8:30 a.m.-9:00 a.m.

Morning Meeting

9:00 a.m.-9:45 a.m.

Recess

9:45 a.m.-10:15 a.m.

Bathroom Break & Snacks

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10:15 a.m.-11:45 a.m.

Rotation

11:45 a.m.-12:00 p.m.

Bathroom Break and Lunch Set-up

12:00 p.m.-12:30 p.m.

Lunch

12:30 p.m.-12:55 p.m.

Clean up and Down Time

1:00 p.m.-2:30 p.m.

Rotation

2:30 p.m.-3:00 p.m.

Snack

3:00 p.m.-3:45 p.m.

Recess

3:45 p.m.-4:00 p.m.

Bathroom/Water Break

4:00 p.m.-5:30 p.m.

Free Play, Games, and Lounge

5:30 p.m.

Dismissal

“Rotation” describes activities that are based on the week’s theme. For elementary campers, Rotation activities include STEM, art, music, scavenger hunts, devotions, games, guest speakers, and field trips. The goal of “Rotations” is for kids to be learning while having fun.

The curriculum for elementary campers ends at 4:00 p.m. After this time, campers are provided with opportunities to play loosely structured games or activities and socialize with their fellow campers. Elementary campers may be picked up between 4:00 p.m. and 5:30 p.m.

TUITION

Tuition is due on the first day of each month. A late fee of \$15.00 will be assessed for payments received after the tenth of each month. If tuition is not received by the end of the month, the camper will be considered withdrawn from the program. Tuition is calculated on an annual basis and divided equally between the months the Summer Day Camp is in session.

Tuition is due regardless of a child’s attendance in the program. This includes holidays, inclement weather, and illness. Withdrawal from the program requires written notice at least one (1) month in advance. Tuition payments will not be refunded due to a child’s withdrawal or absence.

Tuition may be paid by check or money order payable to First Presbyterian Children’s Education Ministries, cash, or via online credit card payments. Payments may be made using the ProCare App. Secure drop boxes are located at the drive thru and in the Church’s mailroom. Payments must be received in an envelope and clearly labeled with the camper’s name, class, and month of payment. If the payment is for Early Care or After Care, you must list the program on the envelope. Please ask FPCEM staff for envelopes, if needed. Receipts are available upon written request.

Cash payments may only be received through an approved drop box location and must be clearly labeled. FPCEM is unable to provide change for cash payments. Any overpayment will be credited to the camper’s account to be used for future tuition payments.

Tuition Rates

The SDC offers a five-day program and a two-day program. The five-day program operates Monday through Friday each week. The two-day program operates on Tuesdays and Thursdays of each week. The two-day option does not include any planned field trips.

A Registration Fee, due at the time of enrollment, is required for all SDC Campers. The Registration Fee is \$65.00. Tuition costs vary based on the age of the camper and the selected program. Campers may attend the SDC either two or five days each week.

Two Day Program

Program Hours

Monthly Tuition

Pre-K Campers

8:00 a.m. to 2:30 p.m.

\$310.00

Elementary

7:30 a.m. to 5:30 p.m.

\$344.00

Five Day Program

Program Hours

Monthly Tuition

Pre-K Campers

8:00 a.m. to 4:00 p.m.

\$654.00

Elementary

7:30 a.m. to 5:30 p.m.

\$688.00

CREW ASSIGNMENTS

Children are assigned to crews based on age, development, abilities, and personality. Crew assignments may change if it is determined that a different crew would better suit the camper's abilities or personality. This decision is made by the Program Director, with input from counselors and families, and through observations of the child in the classroom. Many activities at the SDC involve more than one crew, providing campers with the opportunity to socialize with campers assigned to other crews.

CAMPER RECORDS

Each camper's records are kept confidential and are only available to the child's counselor, the Program Director, and the child's parent or legal guardian. Each FPCEM camper's record must contain the following information:

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- Completed application or registration form.
- Name, address, and telephone number of a responsible person to contact in an emergency if the parent(s)/legal guardian(s) cannot be located promptly.
- Name, address, and telephone number of child's physician.
- Written permission by a parent or legal guardian authorizing emergency medical care and transportation of the child for emergency treatment.
- Name(s) of persons authorized to pick up the child.
- Permission slips for specific field trips, if applicable.
- Pertinent medical history for the child.
- Immunization record or exemption from the Arkansas Department of Health.
- A record of all significant changes in the child's physical or emotional state and any accidents, incidents, or injuries.
- Any legal or medical documentation necessary to providing care for the child.
- Written permission for FPCEM to photograph or otherwise record the child, if applicable.
- Written permission for FPCEM to place photos and video recordings of the child on social media, distributed materials, or other websites, if applicable.
- Receipt of the Family Handbook signed by a parent or legal guardian. The Family Handbook includes the Student Discipline and Behavior Policy, Emergency Preparedness Plan, and Surveillance Camera Policy.

PRIVACY POLICY

FPCEM employees shall maintain and protect the confidentiality of all campers attending FPCEM programs. This includes names, contact information, status updates, and any other information involving the child and his or her family. Information pertaining to children is only shared on a need-to-know basis with FPCEM staff, the parent(s) or legal guardian(s) of the child, or the Child Abuse Hotline. Children may be interviewed by DHS staff or licensing officials during an investigation.

STUDENT DISCIPLINE AND BEHAVIOR POLICY

Behavior guidance is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Behavior guidance techniques include:

- Look for appropriate behavior and reinforce the child with praise and encouragement when they are behaving appropriately.
- Remind the child daily of the rules by using clear, positive statements regarding how they are expected to behave rather than what they are not supposed to do.
- Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly.
- Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave.
- When a misbehaving child begins to behave appropriately, encourage, and praise these small steps immediately.
- Attend to the children who are behaving appropriately, and other children will follow their example to obtain your attention.

Physical punishment is never administered to children. Staff do not associate punishment with rest, toilet training, eating, or illness. FPCEM does not condone or permit violence. If problems arise between campers, children are encouraged to bring the concern to the counselor's attention.

Should a child exhibit maladaptive or disruptive behavior, the following steps may be taken to correct the behavior:

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1. The child will be spoken to on the child's eye level and in a positive manner. The counselor and the child will discuss the problems and the ways the child might correct the behavior. This discussion shall be adapted to the child's level of understanding and ability to communicate.
2. If the maladaptive behavior continues, the child will be placed in a supervised "time out" for a short period of time (no longer than one minute for each year of the child's age).
3. If the maladaptive behavior continues further, the counselor will arrange a conference with the child's parent(s) or legal guardian(s). This meeting will be documented by the counselor and signed by all participating parties. The Program Director may be requested to participate in this meeting by any of the parties.
4. If the child's maladaptive behavior continues, the Program Director will meet with the child's parent(s) or legal guardian(s). The child's counselor may also attend this meeting. During this meeting, the Program Director will ensure the parent(s) or legal guardian(s) is aware of the possibility of dismissal if the maladaptive behavior continues. This meeting will be documented by the Program Director and will be signed by all participating parties.
5. In the rare event that a child continues to exhibit maladaptive behaviors toward his or her peers or staff, dismissal from the program may be necessary. Dismissal from the program is supported by documented attempts to correct the behavior and compliance with FPCEM policy. The Program Director will provide the child's parent(s) or legal guardian(s) with written documentation of the decision to dismiss a child from the program.

Dismissal from an FPCEM Program

Dismissal from an FPCEM Program may be necessary when a child's behavior is dangerous or when the child's behavior is sufficiently disruptive to create an impediment on the entire class. If the Program Director determines that dismissal from the program is necessary, the Program Director will meet with the child's parent(s) or legal guardian(s) to discuss this decision and provide formal, written documentation of the dismissal. A child who is dismissed from an FPCEM Program may still register for admission to FPCEM Programs but must be approved by the applicable Program Director.

COMMUNICATIONS

The camper's caregiver will be notified of any usual incidents involving the child. The camper's family will receive written notification of any incidents involving injury or inappropriate behaviors displayed by their child. FPCEM asks that families notify FPCEM staff of any changes that may affect their children. Some examples of these types of changes include illness or death of a family member or close friend, separation or divorce of the camper's parents, or anticipated additions to the family such as a new sibling. The parent(s) or legal guardian(s) shall notify FPCEM of changes in phone number, employment, address, and any other information previously recorded on the child's registration form.

Families are informed of the SDC activities through monthly calendars that are distributed via email. SDC also uses ProCare, which is an app that allows SDC to communicate with parents directly. The ProCare App may be used for informal communications, updates to the calendar, reminders, and tracking camper attendance.

The distribution of all advertisements, invitations, letters, memorandums, or any other correspondence with families of campers must be approved in advance by the Program Director. Invitations distributed at the SDC must be given to each child in the crew.

FIELD TRIPS

A parent or legal guardian must complete a permission slip prior to any field trip. If your child will not be participating in a field trip, please do not send your child to the SDC on that date. The dates and destination of all field trips are identified on the monthly calendar along with any special instructions for campers attending the field trip. Each camper is required to wear an SDC T-shirt and model appropriate behavior on all field trips. The cost of field trips and an SDC t-shirt is covered by the camper's tuition.

Field trips are not scheduled for preschool-aged campers due to the children's ages and developmental needs. Preschool-aged campers are provided special events at the SDC facility to ensure an enriching and exciting summer experience.

SPECIAL EVENTS

All scheduled special events are designed for SDC campers of all ages. Some SDC special events occur in the evening and provide families an opportunity to participate in their child's summer camp experience. Special events will be noted on the SDC monthly calendar. We look forward to and appreciate your participation in helping make these special events possible.

DAILY ARRIVAL PROCEDURES

Children may not be dropped off before their designated drop-off time. All campers shall be escorted into the building by a responsible adult.

Elementary campers will enter through the doors on the north side of the Church, close to the playground. Pre-school campers will enter through the doors on the north side of the Church closest to the Conway High School.

A responsible adult must "sign in" each camper. Campers will be checked in using the ProCare App. To sign in a camper, you must enter your unique four-digit pin and then "sign" the touchscreen using your finger. Your unique four-digit pin may be found in the ProCare App by selecting the menu, then clicking "Edit profile." Your pin is identified under the heading "SIGN IN-OUT PIN."

Any special instructions regarding the care of a child or notification that a child will be checked out early must be given to FPCEM staff when the camper arrives. Instructions and information should be brief, as the FPCEM staff will be greeting arriving children and engaging campers in planned activities.

Drivers should not use cell phones while in the SDC drive-thru or when picking up or dropping off campers. Campers may not enter the building without an escort by either an FPCEM employee or an authorized caregiver.

What to Wear

Campers are encouraged to wear play clothes and comfortable shoes. Children should feel comfortable enough to enjoy themselves without worrying about their clothes. Sandals, flip-flops, clogs, or open heeled shoes should generally be avoided. Children who are in the process of toilet training should wear clothing that can be easily removed. The appropriate clothing may change based on field trips or special activities. For example, if the day's schedule includes "water play," campers may appropriately wear sandals and may need to bring an extra set of dry clothes.

All clothing and personal items should be labeled with the child's name. Children should always bring suitable outerwear. DHS licensing regulations require that all children have time outdoors each day, weather permitting.

Each camper will receive an SDC t-shirt, the cost of which is included in the activity and supplies fees. The SDC will keep each child's t-shirt at the SDC and ensure it is clean and available for field trips.

What to Bring

All personal items that are brought to FPCEM property should be clearly labeled with the camper's name. All campers should bring:

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- Backpack large enough to hold artwork and books. FPCEM asks that children do not bring backpacks that have wheels on them.
- Extra set of clothing in a waterproof, sealed bag.
- Diapers or pull-ups, if applicable.
- Refillable water bottle.
- Nutritious lunch and a drink. Please keep in mind that the SDC is unable to refrigerate or heat food. Children may not bring sodas. If a fast-food lunch is brought, please ensure the “toy” has been removed from the meal. Peanut or nut products are not permitted on campus.
- Elementary-aged campers are encouraged to bring a book and a bible. Books and bibles are also available at the Church for campers to use.
- Elementary-aged campers are allowed to print “Duct Tape,” which is often used for creative activities.

All preschool-aged campers should also bring the following items:

- Labeled, two (2) inch thick “nap mat” made of waterproof and washable material. This mat may be left at FPCEM for daily use. The “nap mat” is needed because DHS regulations require rest periods each day for programs lasting longer than four (4) hours.
- Portable crib sheet or king size pillowcase for the mat.
- Light blanket or cover for rest times.

Snacks are provided by the camp, however, if your child has dietary restrictions and requires a special snack, please label the snack and notify FPCEM staff.

What Not to Bring

FPCEM asks that campers refrain from bringing toys, anything valuable, or breakable items from home. FPCEM is not responsible for lost or broken articles. Occasionally, SDC may request specific “Show and Tell” items to be brought for class participation.

FPCEM is a peanut and nut-free facility. FPCEM asks families not to bring any nut or peanut products. FPCEM also asks that campers refrain from bringing sodas.

To ensure the safety of all campers and employees, all bags brought by campers will be checked upon arrival to eliminate possible hazards.

DAILY DEPARTURE PROCEDURES

Each child will be “signed out” by an authorized, responsible adult.

Elementary campers can be picked up by entering the doors on the north side of the Church, close to the playground. Pre-school campers are picked up by entering through the doors on the north side of the Church closest to the Conway High School.

Campers should be picked up at the designated time for the program in which they are enrolled. Campers are “signed out” using the ProCare App. The responsible adult should enter the unique four-digit pin and then “sign” the touchscreen. Only an authorized person may pick up a camper.

LATE PICK-UP FEE

Parents and guardians are responsible for picking up their children at the proper time. If you are late picking up your child, a late pick-up fee of \$1.00 will be assessed for every minute you are late. Charges will begin to accrue after a grace period of five (5) minutes.

The time of pick-up will be based on the FPCEM office clock, which is set using “bank time.” You will be responsible for late pick-up fees at the time of pickup. If you are unable to pick up your child on time, you should plan for someone else to do so. You should notify the FPCEM Program Director as soon as possible of the name of the authorized person who will be picking up your child. The authorized person will be asked to show a government-issued form of identification to prove identity and to ensure the safety of the camper.

HEALTH AND WELLNESS POLICY

If your child is sick, please do not bring him or her to the FPCEM building. This includes children who are too sick to go outside. DHS regulations require time outside every day with few weather-related exceptions. Children who have been sick should be kept at home until they have been free from fever and any other symptoms for twenty-four (24) consecutive hours. A fever is considered to be a temperature of 100 degrees or higher without the aid of a fever reducing medication.

No child who arrives noticeably ill, with a rash, or who has a fever will be admitted for that day. No medication will be administered by an FPCEM employee unless it is related to a known severe allergic reaction.

If any child becomes ill and unable to participate in daily activities, the child will be isolated from other children and supervised by FPCEM staff until the child is picked up. FPCEM will contact the child's parent(s) or guardian(s). If these persons are unavailable, FPCEM will attempt to contact the emergency persons listed in the child's record.

If a child contracts a communicable disease and other children are exposed, notice of such an exposure will be posted and each child's caregiver will be notified when picking up the child that day. The sick child will not be allowed to return to the facility until the period of contagion has expired. Families should notify FPCEM when children are exposed to a communicable disease outside of the program.

In case of minor injuries, first aid will be administered by FPCEM staff, and an Incident Report will be signed by the child's parent, guardian, or other authorized person. A copy of the Incident Report will be sent home with the child and the form will be maintained in the child's record. If injuries of a serious nature occur, the parent will be notified immediately, and necessary steps will be taken to obtain medical aid.

The child's Health Care Form serves as a guide in case of illness or injury. It is the parent's or guardian's responsibility to provide FPCEM with reliable emergency contact information. Parents must notify FPCEM of any allergies. If your child has an allergy which is life-threatening or requires special attention, we reserve the right to handle each child on an individual basis.

EMERGENCY PLAN

All FPCEM employees will participate in annual training reviewing the policies and procedures involving all emergency drills and evacuations. The floor plan of the building with directions for emergency evacuations is posted in all classrooms and hallways to ensure all staff, volunteers, and visitors are familiar with evacuation routes.

During all evacuations, emergencies, and drills, FPCEM employees are assigned specific responsibilities. These job duties are updated regularly by the Program Director. In an emergency, staff will dial 911 for immediate assistance.

FPCEM employees will assist children in a calm, professional manner to ensure each child feels safe. Emergency Fire and Tornado Drills are conducted monthly on separate days and at different times, which include staff, children, and any volunteers. Smoke alarms are installed throughout the facility and tested quarterly. Emergency exit signs are in the hallways, and emergency evacuation directions are posted throughout the facility. Emergency contact numbers, such as the fire department and police station, are kept in each classroom along with the emergency contact information for each child.

Emergency Plan in Case of Fire, Bomb Threat, or Other Emergency Requiring Evacuation:

In the event of an emergency requiring evacuation, all campers, FPCEM employees, and any visitors will relocate to CHS. Evacuation routes are posted in each classroom and hallway. An evacuation pack is taken on all drills and during emergency evacuations.

Classroom counselors will coordinate the safe evacuation of their classrooms and will be assisted by FPCEM employees and volunteers. Everyone will proceed through the Church parking lot to the CHS parking lot. From there, children will be assisted to a safe location designated by CHS. The designation of the safe area will depend on the time of day, the number of persons being relocated, whether CHS is currently in session, and other surrounding circumstances.

In the event of relocation, and after all persons have been safely relocated and accounted for, the Program Director or designee will contact the parent(s) or guardian(s) for each child and inform them of the nature of the emergency and current location to coordinate the safe reunification of families. FPCEM employees and volunteers will remain with children until they are picked up by their guardians or other authorized persons.

Emergency Plan in Case of Tornado:

If a Tornado Warning is issued by the National Weather Service, all FPCEM employees and campers will relocate to the bathrooms and hallways to seek shelter. Counselors will assist children in a calm manner to line up in their classrooms and walk to the assigned location. FPCEM employees and children will sit close to the wall and remain in the designated safe area until the Tornado Warning has expired.

Emergency Plan in Case of Intruder:

Should a situation arise that involves an intruder or unauthorized person entering the Church building, employees will follow the Emergency Plan to ensure the safety of all campers. For the safety of our campers and staff, the details of the Emergency Plan in Case of Intruder are not included in the Family Handbook. If you have questions about the details of this plan, please schedule a meeting with the Program Director.

Any suspicious or unauthorized person(s) should be reported immediately to the Program Director or the Church Administrative Office so that appropriate action may be taken. If the person appears to pose an immediate threat, the observing employee should call 911 using the closest available phone and start lockdown procedures immediately.

ROUTINE SAFETY MEASURES AT FPCEM

All Church doors are kept locked except during scheduled events or during drop-off and pick-up times. Entry to the facility may only be made by contacting FPCEM or Church staff. Identification must be shown at the door before a visitor will be granted access to enter.

Visitors or Others Utilizing the Church

Families are encouraged to visit the SDC and may observe the learning environment. Visitors should be mindful that counselors must prioritize the campers. Any questions or concerns should be discussed outside of class time. All tours must be scheduled in advance and are available by appointment only. No walk-in tours are permitted.

Any person visiting the FPCEM facility must see the Program Director and must be escorted while on campus. Visitors are only permitted for business or other logical stated reasons for their presence at the facility. Please report any suspicious or unfamiliar person(s) to the Program Director or the Church Administrative Office.

As a mission of the Church, FPCEM is located in the Church. You may see other approved users of the facilities when on campus. Approved uses of the Church may include church-related small groups, contractors, employees, inspectors, members of the congregation, and other ministries of the church.

Conway Cradle Care

One mission of the Church is Conway Cradle Care ("Cradle Care"). Cradle Care operates in the Church but is a separate non-profit organization. Cradle Care offers support to young parents so the parents can continue their education. Cradle Care parents, children, and employees use the Church on a daily basis. Cradle Care uses designated classrooms and offices to accomplish its mission. For more information about Cradle Care and its mission, please feel free to visit the Church Administrative Office.

Surveillance Cameras

The Church is equipped with surveillance cameras in public spaces for security and safety purposes. The cameras and the surveillance footage are on a close-circuit system and are only accessible by authorized personnel. Surveillance footage is not maintained for long periods of time due to storage limitations.

Routine Precautions for Potential Hazards

All medications and potentially hazardous substances are kept in a locked area away from children. All detergents and cleaning supplies are kept out of reach of children. This does not include hand soap in the bathrooms. Purses and bags belonging to staff are stored out of reach of children. Electrical outlets must be covered. Upon arrival, all backpacks are inspected to ensure nothing hazardous is brought into the school.

QUESTIONS OR CONCERNS

Any questions or concerns about the program or your child should be directed to the Program Director. The SDC Program Director may be reached by email at summerdirector@fpconway.org. If the matter is not resolved satisfactorily, parents, guardians, or other concerned parties may address the FPCEM Board by submitting a written request to the Church's Pastor, Mike Ulasewich, by emailing mike@fpconway.org.

The FPCEM Board meets at least quarterly. The FPCEM Executive Committee consists of the Pastor of the Church, Treasurer, Secretary, the Program Director for the FPCEM Program(s), and a representative from the church's Personnel Committee. If you have concern that involves sensitive information, the request can indicate that the matter should be addressed by the Executive Committee of the FPCEM Board.

Concerns involving personnel matters may be directed to the Program Director or the Church's personnel committee or both. The Church's personnel committee may be reached via email at personnel@fpconway.org.

If you have any questions about the SDC or its policies, please contact the Program Director. Questions about the Church, its mission, or its beliefs can be directed to the Church's Pastor.

FPCEM SDC...

The FPCEM SDC Family Handbook is an essential guide for parents and guardians, providing crucial information about the First Presbyterian Children's Education Ministries Summer Day Camp. This comprehensive resource outlines policies, daily schedules, safety measures, and opportunities for children's growth in a nurturing environment. Families will find everything they need to ensure a safe, engaging, and enriching summer experience for their campers.