

Summer



**Elizabethtown Christian
Educational Ministries**

Summer Ministry

**Parent
Summer
Handbook**



Dear Parents,

It is time to start thinking about summer. The Elizabethtown Christian Educational Ministries (ECEM) Summer Ministry will begin on Tuesday May 29th and end on August 10th. Please review the weeks of operation attached to this packet. The weeks of operation list will help you select the weeks you would like your child or children to attend.

To secure a spot for your child this summer, please turn in the attached application with a \$20.00 nonrefundable deposit. Our summer hours are 7:30 am to 5:30 pm.

We look forward to sharing God's love with your children this summer.

Many Blessings,

Beverly Bridgers

Head of School

bbridgers@etownecem.org

**Elizabethtown Christian
Education Ministries
Summer Ministry**

Registration Payment Agreement

During the summer ministry, Elizabethtown Christian Education Ministries will operate on a payment schedule that is customized to fit the needs of individual families. The payment options are listed and explained below. Please check the package that would best suit your family and sign the signature line to represent your agreement and understanding of the price and payment schedule.

Tuesday – Thursday (T-TH) \$70.00

This package allows your child to attend 2 days per week of the summer Ministry. The price for the 2 days per week is \$70. **Weeks must be determined at the time of registration.*

Monday- Wednesday- Friday (M-W-F) \$90.00

This package allows your child to attend 3 days per week of the summer Ministry. The price for the 3 days per week is \$90. **Weeks must be determined at the time of registration.*

Monday–Tuesday–Wednesday–Thursday–Friday (MTWTHF) \$120.00

This package allows your child to attend 5 days per week of the summer Ministry. The price for the 5 days per week is \$120. **Weeks must be determined at the time of registration.*

All applications are subject to a \$20 nonrefundable application fee that is due at the time of registration.

~~~~~Terms~~~~~

On the Summer Schedule a number is listed by each week to help you identify correctly the weeks your child will attend. Please reference the calendar when selecting the weeks your child will be in attendance and list in the designated area. The payments are due on Monday of each week. The payment will be considered late if received after Wednesday of the same week. A fee of \$10 will be applied for every late payment. Once a package is agreed upon, the weeks within that package are nonrefundable. For example, if you agree to a 5 day package and your child only attends 4 of the 5 days of your predetermined week, you cannot be credited a prorated amount for that week.

Parent/Guardian Signature: _____ Date: _____

Elizabethtown Christian
 Educational Ministries
 Summer Ministry 2018

Summer Registration Agreement

I _____, parent of

agree to the package I have selected and the terms stated on the above page. This year all the weeks are themed. Each week we will have activities based around those themes. Some weeks we will have speakers who will come to talk, play games, and make crafts with the children. Parents are asked to send an old oversized T-shirt that the children can put over their clothes for when things get messy.

My child will be attending the Summer Ministry during the following weeks

- | | |
|---------------|---|
| _____ Week A | May 21-25 (All My Day School Friends) |
| _____ Week B | May 29- June 1 (When I grow up) |
| _____ Week 1 | June 4-8 (Afterschool Has Talent) |
| _____ Week 2 | June 11-15 (Spanish Week) |
| _____ Week 3 | June 18-22 (Be Creative Week) |
| _____ Week 4 | June 25-29 (Hawaiian Week) |
| _____ Week 5 | July 2-6 (Closed for Vacation) |
| _____ Week 6 | July 9-13 (Let's Get Messy Week) |
| _____ Week 7 | July 16-20 (Get Fit Week) |
| _____ Week 8 | July 23-27 (Let's Get Cooking Week) |
| _____ Week 9 | July 30- Aug 3 (Super Sleuth Week) |
| _____ Week 10 | Aug 6-10 (Drama Week) |

Please put VAC on the week that you will be on vacation.

Parent/Guardian Signature _____

Date: _____

**Elizabethtown Christian
Educational Ministries
Summer Ministry**



Child's Name _____
Last Name, First Name MI Date of Birth

Street Address _____

City _____ Zip Code _____

Mother's Name _____ Phone Number _____

Father's Name _____ Phone Number _____

Email _____

ECEM Summer Ministry may release my child to the following _____

_____ In case of an emergency contact (if you cannot be reached)

1st Choice _____ Phone Number _____

2nd Choice _____ Phone Number _____

I, _____, for myself and my minor child, hereby release, discharge, and hold harmless ECEM Summer Ministry and it's officers, directors, employees, representatives, volunteers, and owners, for, from, and against any and all liability and responsibility whatsoever, for any and all damages, claims, or causes of action that my minor child and I may have for any loss, personal injury, or death. In signing this agreement, I acknowledge and represent that I have read and understand this agreement; that I am at least eighteen (18) years of age and fully competent; and that I am the legal guardian of this minor participant. I have also read and fully understand the ECEM Summer Ministry Parent Handbook. I agree to all terms and conditions listed in the parent handbook and agree to abide by all the rules set by ECEM Summer Ministry.

Parent/Guardian's Signature _____ Date _____

**Elizabethtown Christian
Educational Ministries
Summer Ministry**

Behavior Plan Policy

Ways in which our staff will help you be successful in meeting our expectations.

1st Offense – VERBAL WARNING: We will warn you to stop the behavior and suggest better choices.

2nd Offense – TAKE FIVE: If you choose not to stop the behavior or make better choices, you will have to "take five" and sit away from the group until you calm down.

3rd Offense – TRY AGAIN TOMORROW: If you choose to continue the behavior even after a "Verbal Warning" or "Take Five", Parents will be notified by the Director.

If your child is asked to leave the program on any certain day, he/she is welcome to come back and try again the next day. However, after being asked to leave 3 times, the child will not be able to come back and complete the Summer Ministry.

**If a child displays ANY form of aggressive physical contact with another child or teacher, he/she will be suspended for up to a week, dependent on the severity of contact. The child is then allowed back to the ECEM Summer Ministry. However, if any aggressive physical contact is performed again, the child will NOT be allowed to come back for the rest of the ECEM Summer Ministry.

Parent/Guardian Signature _____ Date _____

Permission to Photograph

I give ECEM Summer Ministry permission to use my child's photo on the center's website, blog and Facebook page.

Parent/Guardian Signature _____ Date _____

**Elizabethtown Christian
Educational Ministries
Summer Ministry**

Activity/Transport Release

I _____, the undersigned parent or legal guardian of _____, do hereby give my permission for my child to participate in the scheduled activities of ECEM, Inc. I understand that if my child is transported at any time in an ECEM, Inc. vehicle, the driver will be in possession of proper licensing.

Furthermore I hereby release and discharge ECEM Inc. and it's authorized representatives and professional or volunteer staff, their heirs, executors and administrators from all liability of any kind which might be asserted in behalf of said minor or to myself against the aforementioned church, representatives, professional or volunteer staff, absent of gross negligence or willful and wanton misconduct. Finally, in the event of an accident or medical emergency if the said staff or representatives are unable to contact me as legal guardian, I hereby grant permission to said staff or representatives to administer necessary first aid, and/or take said minor to the nearest medial facility or additional medical treatment

I give my permission to ECEM Inc. for my child to participate in field trips way from the facility. I understand that the facility will abide by all the safety rules when my child is transported in a vehicle. ECEM Inc. will also notify me each time that my child is to participate in an activity that would involve transportation.

I understand that North Carolina state law requires that all children who are not over age 8 or do not weigh at least 80lbs must be restrained in a booster or car seat appropriate for the child's weight and height. I will provide the child restraint * for my child on field trip days. I understand that if I do not do so, my child will not be able to attend the field trip.

***Please remember to label your child's seat.**

(Please check one)

- Does need to be seated in a child restraint.
- Does not need to be seated in a child restraint.

Parent/Guardian Signature: _____ Date: _____

**Elizabethtown Christian
Educational Ministries
Summer Ministry**

Sunscreen Permission Form

DATE: _____

Child's Name: _____

Name of Sunscreen and SPF #: _____

The childcare provider will assist with the application of sunscreen to bare surfaces including the tops of ears, face and bare shoulders, arms, feet and legs 20-30 minutes before participating in outdoor activity. Sunscreen will not be applied to broken skin or where a skin reaction had been observed. Any skin reactions observed by the staff will be reported to the parent/guardian.

I understand that sunscreen will be applied to my child at least 20-30 minutes before outdoor activities.

Parent/Guardian Signature: _____ **Date** _____

Special instructions

Please check one:

_____ I do not want my child to use any sunscreen other than what I have provided for him/her.

_____ In the event my child's sunscreen is not readily available, my child may use the sunscreen provided by the school.

Parent/Guardian Signature: _____ **Date:** _____

Frequently Asked Questions

Why can't I change days each week?

It comes down to basic staffing requirements. In accordance to state law there must be a set amount of adults per a set amount of children. In order for us to properly staff each day we need to know definite numbers for each day.

Do I still have to pay the week my family is on vacation?

No. You only pay for the weeks you are signed up for. Keeping this in mind, please be advised that the weeks you choose for your child to attend you **WILL** be charged for whether that child is there or not.

How do we plan for lunch?

Please pack your child a lunch each day. We do have access to a microwave and refrigerator. On field trip days we ask that you pack something that **does not** need to be heated. This due to the fact that we will have lunch while out on our field trips. ECEM will provide two snacks per day.

My child has a food allergy, what can I do?

Please make sure we know about all allergies first thing. All allergies will be posted and all staff will be made aware of them. If your child has extreme food allergies please make sure that you pack a snack for them. We will not give them any other food than what is in their lunch box.

What happens if my child misses a day?

If something comes up and your child can not make it that day, we still have to charge you. These days are still scheduled far in advance and around the fact that your child is supposed to be in attendance that day.

What is different this year?

This year daily schedules will vary depending on what activities are planned for that day. I cannot send out a set daily schedule because of the activities and speakers that are scheduled. I will, however, send home a schedule the First Monday that the summer program begins and every Friday so that you know what is going on the next week.

We are going to have a fun, educational, and Christ centered summer. I am excited and I hope you are too!

Thank you,
Rose Ann Smith Inman