



# SUMMER CAMP (K-6) PARENT HANDBOOK 2026

Preschool License # 336300977

Tax I.D. # C1270343

Address: 27555 Alessandro Blvd., Moreno Valley, CA 92555

Office: (951) 924-1603

Director: Karen Winter

[Karen@discoverthelife.org](mailto:Karen@discoverthelife.org)

Assistant Director: Latish Mudrick

[Latish@discoverthelife.org](mailto:Latish@discoverthelife.org)

Updated: 01/30/2026 7:00 p.m.

## Table of Contents

<b>A Word from the Director</b> .....	3
<b>About Discovery Children’s Center Summer Camp</b> .....	4
Welcome.....	4
Non-Discrimination Policy.....	4
Admission.....	4
Our Developmental Philosophy.....	4
Summer Camp Hours of Operation.....	5
Late Pick Up Policy.....	5
Arrival/Pick Up Policy.....	5/6
Snacks/Lunches.....	6
Other Items Parents Need to Provide.....	7
Dress Code and Personal Belongings.....	7
Schedules.....	7
<b>Health and Safety</b> .....	7
Minor Injuries.....	7
Serious Injuries or Illness.....	7
Inclement Weather.....	8
Gates.....	8
Disaster Preparedness.....	8
Social Media/Photo Policy.....	8
Parking.....	8
<b>Discovery Children’s Center Summer Camp Policies and Procedures</b> .....	9
Camp Biblical Verse.....	9
Family Priority.....	9
<b>Acknowledgements/Understandings</b> .....	10
<b>Financial Policies</b> .....	10
1. Registration Fees.....	10
2. Tuition Payment and Late Fees.....	10
3. RCOE and Cal Grant, Military Subsidy.....	10
4. Child Suspension and Tuition.....	10
5. Change of Schedule.....	10
6. Withdrawal Policy.....	10
7. Late Pickup Policy and Fees.....	10
Supervision.....	10
Rights of Licensing Official to Interview Children.....	10/11
Suspension/Termination Conditions.....	11
Emergency Medical and Dental Care.....	11
Preventing the Spread of Illness.....	11
Children Who Are Sick.....	12
Illness Isolated Care.....	12
Medication.....	12
Hand, Foot and Mouth.....	12
Fifth Disease.....	12
Medication: Topical and Oral.....	13
Allergies.....	13
Broken Bones, Sprain, Physical Injury.....	13
Child Abuse Reporting.....	13/14
Parents Concerns or Grievances.....	14
Modification.....	14
Term.....	14
<b>Discipline Policy &amp; Procedures</b> .....	15/16/17
<b>Communications</b> .....	18
Visits/Conferences.....	18
Questions and Concerns.....	19
<b>Camper Supplies Checklist</b> .....	20

## A Word from our Director

Dear Parents,

Thank you for entrusting us with your children, God's greatest gifts to each of us as parents. They are our legacy for future generations. That is why Discovery Children's Center Summer Camp, our dedicated teachers and staff, value the incredible partnership we have with parents.

It is our prayer that your children will truly feel the love and care we have for each of them. Even more important is that they will come to know the special plan and purpose God has in store for them as they grow and develop into confident, successful students with God-given talents and abilities.

It is our privilege to walk alongside you to encourage your children to grow in Christian character, as they develop socially, academically, and physically.

So be prepared for great things this summer, as you prayerfully support the mission of Discovery Children's Center Summer Camp to have an impact on your child. Be prepared to see God's work as we join with each other to support our programs and commit to make a difference, because your kids are so worth it! Believe God for miracles as you pray for our kids to grow in their character and love for others.

Enjoy and relish the memories as you support your child's activities and events, because they will only be this age one time! Pray for God's hand of blessing on your child and on our ministry at Discovery Children's Center/Summer Camp.

Partners together,

*Karen Winter*

Karen Winter, MA Educ  
Director  
Discovery Children's Center/Summer Camp



Bible Verse: Colossians 3:23 Work willingly at whatever you do, as though you were working for the Lord rather than for people.

**About Discovery Children’s Center Summer Camp:** Discovery Children’s Center (DCC) Summer Camp is designed to help children develop a healthy relationship with their friends, family, and God. Opportunities are provided for children to develop an eagerness to learn in an atmosphere of love and joy. Children are precious and gifts from God. They need a safe and caring environment where they can learn about the world, their strengths, and talents, and how to get along with others. DCC is a ministry of Discovery Christian Church, established in October 1986, “where you belong, before you believe”.

**Welcome:** Discovery Christian Church welcomes you to Discovery Children’s Center (DCC) Summer Camp. Camp is a place for having fun, making new friends, and participating in exciting adventures. This program is designed for children going into kindergarten through 6<sup>th</sup> grade, who can strive in an exciting setting, cooperate with others, and participate in a group environment.

We strongly encourage and promote communication and teamwork so the best possible care is given to our campers, as well as to be a source of support, resources, and growth for each of our families. We will make our best efforts to get to know you and your child.

We are very excited and ready to provide the best possible camp experience for you and your child. If you have any questions or comments regarding the information found in this handbook, please feel free to contact the Summer Camp Coordinator through Brightwheel.

**Non-Discrimination Policy:** DCC/Summer Camp admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our policies, and programs.

**Admission:** It is the policy of DCC/Summer Camp to enroll children on their ability to function in a large group setting. The parent is expected to seek all available support for their child, such as assessments, screenings, and therapeutic interventions, as well as to share the child’s history, individualized family or education services plan with the staff. If necessary, inclusion support will be required by parents, as it is not possible for DCC/Summer Camp to provide extra staff to assist a child with special needs. A care provider must accompany participants with a need for the maintenance or use of a special medical apparatus.

**Our Developmental Philosophy:** DCC Summer Camp is designed to foster a love for God, a God-centered self-image, confidence, competence in self-help skills, and inner

control and language abilities necessary for effective social interaction. We value the process of learning and discovery through a creative Christ-centered environment.

Our goal is to encourage children through their creative discoveries, while supporting them in becoming confident, self-reliant, and inquisitive learners. When children investigate or observe their environment, ask questions, experiment, and talk about their findings, record them through drawings, recreate them with blocks, or interpret them through dramatic play, they are learning to understand the world. Daily activities are designed to encourage children to interact with their environment. We provide an environment rich in materials to explore, manipulate, and talk about. Children are guided to question, experiment, think and reason. DCC believes in fostering the growth of the whole child spiritually, emotionally, physically, socially, and intellectually, so they develop into confident, caring, competent individuals.

**Summer Camp Hours of Operation: 7:30 a.m. – 5:30 p.m.**

- We offer early drop off time (7:00 a.m.- 7:30 a.m.) for those needing early arrival; your child will be held with the preschool class in room 102 during this time.
- We offer late pick up time (5:30 p.m. – 6:00 p.m.) for those needing a later pick up; your child will be held with the preschool class in room 102 during this time.

**Late Pick-Up Policy:** We ask you arrive in time to sign your child(ren) out, retrieve their belongings, and exit the classroom before 6:00 p.m. Please contact us through Brightwheel, if you are expected to be late in picking up your child(ren).

Late fees will be assessed for each occurrence. After closing, if child(ren) are not picked up by 6:00 p.m. a flat charge of \$20 will be assessed. Then \$3.00 per minute after 6:00 p.m. No exceptions.

Again, as stated above, if you are picking up your child after 5:30 p.m., they will be in room 102.

**Arrival and Pick-Up Policy:** Parents/Guardians are required to complete the authorization section of the application indicating who is an authorized adult (18 years of age and older) to drop off and pick up the child(ren).

- Two Household Families: For two-household families, both mother and father are allowed to choose who is authorized to drop off and pick up.

- Custodial Issues/Restrictions: If there are custodial restrictions, a valid legal document must be in the child(ren)s file describing in detail all restrictions. If no such legal document exists, the DCC will refer to both the mother's and father's list of authorized adults. If applicable, a monthly calendar signed by both parents is due before each month starts.

Regarding custody issues of your child(ren) or other legal matters, our policy is neutral. Please do not ask our staff for a written or verbal statements about these issues.

- Checking In/Out Your Child(ren): Each child must be brought to school/summer camp and signed in by the child's parent or an authorized adults as listed in the contact section of the child's Brightwheel account. Upon entry to the school/summer camp, check in to your child's classroom. **Parents are to sign in electronically** through our Brightwheel app. And sign in/out in the notebook.

Parent/Guadian **will also sign in and out manually**, per licensing standards. Failure to do this may result in a \$20.00 fine per occurrence.

If your child(ren) is/are on the playground with their class when you come to pick them up, you will be able to pick up their belongings in the classroom. When picking up your child(ren), the child(ren) must be supervised during the pick-up process. Please do not leave children on the playground or allow them into a classroom without a teacher or parent present.

- Other Authorized Adults: If for any reason, the child(ren) is/are to be picked up by someone other than those listed on the emergency contacts and authorized pick-up list in Brightwheel, a written/email notification must be given to the school by the parent **before the child is released**.

Other authorized adults (not on the authorized pick-up list), will be required to present a driver's license to verify their identity to the staff at the pick-up time, and must be 18 years of age or older.

**No child will be released from the school to anyone who does not have proper identification.**

- Appearance of Intoxication: Additionally, if a parent/guardian or authorized adult appears to be intoxicated (under the influence of any substance) when picking up the child(ren), the student will not be sent home with that person.

**Snacks/Lunch:** Parents are to provide 2 snacks (a.m. and p.m.), and a nutritious lunch.

**Other Items Parents Need to Provide:** Water Bottle, (supplies listed on page 20 of this handbook), Suntan Lotion, Beach Towel, Swimmies, and in a box/container clearly labeled with Child's Name: Felt Tip Pens, Watercolor, Glue Stick, Crayons, scissors.

**Dress Code and Personal Belongings:** Camp is an activity-based program; as a result, campers will participate in physical activities that may include paint, clay, markers, outdoor activities, and water play, etc. Campers should be dressed accordingly. Offensive or inappropriate clothing is not allowed. Closed toed shoes are mandatory. We want our camper to remain comfortable and cool, for safety reasons flip-flops or backless sandals will not be allowed except for specified activities. Please ensure that all backpacks, lunch boxes, jackets, towels, etc., have your camper's name clearly marked on the item.

**No phones or electronics or outside toys are to be brought to camp without prior approval.**

**Schedules:** The day will be filled with a variety of activities, games, arts and chapel. Schedules are flexible based on emergent curriculum and children's needs.

## **HEALTH/SAFETY:**

**Minor Injuries:** DCC/Summer Camp is equipped with first aid kits. All accidents that involve your child will be brought to your attention (through Brightwheel). Minor accidents, such as a scratch from a fall, our staff will provide routine First Aid measures such as washing the wound and applying bandages. You will be notified of the actions taken through Brightwheel.

**Serious Accidents or Illness:** In the event of an emergency warranting medical attention or considered life threatening, staff will call the appropriate Emergency Personnel. Parent/Guardian and emergency contacts will be notified. Upon recommendation of the paramedics, children may be taken to the nearest emergency hospital for treatment.

The possibility of an accident should underscore the importance of always keeping the staff informed of your schedule while your child is with us, and to keep your cell phone in good working order.

**Inclement Weather:** Inclement weather including, but not limited to rain, high winds, excessive heat, and lightning may restrict outdoor camp activities.

**Gates:** Gates should be opened by adults only. Please help us keep this policy intact by not allowing your child to open the gate, even when they insist.

**Disaster Preparedness:** DCC/Summer Camp stocks emergency supplies and first aid in the unlikely event of a major disaster in which the students might have to stay at the school for an extended period-of-time. Students are also required to bring in an emergency packet as listed within this Handbook the first week of school. Earthquake and Fire Drills are practiced as a minimum, quarterly. If an emergency occurs DCC will contact parents first and then move down the emergency contact list if parents cannot be contacted.

DCC posts emergency procedures and CPR cards in all classrooms. The school also has two emergency off sites of relocation:

- CrossWinds Christian Church, 29263 Ironwood Ave., Moreno Valley, 951.924.6832
- Moreno Christian Assembly, 13830 Nason St., Moreno Valley, 951.247.7116

**Social Media/Photo Policy:** The school reserves the right to take photos, videos for our website, Brightwheel, PR, marketing. No personal information will accompany any photo or video.

**Parking:** According to CA Vehicle Code 15620, any person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older. No vehicle may be left with its engine running or the keys in the ignition.

## Discovery Children's Center Biblical Verse, and the Family's Role:

### Camp Biblical Verse:

*Work willingly at whatever you do, as though you were working for the Lord rather than for people.*

*Colossians 3:23*

**Family Priority:** The Bible has given parents the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set for in Ephesians 6:4. Our school/camp understands the biblical role of parents and family and is committed to supporting the growth and development of this God-ordained institution.

We recognize the Godly standards of parenthood as:

- Being in authority over their children, *"Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with a promise that you may enjoy a long life on earth."* Eph. 6:1-3
- Providing leadership for their children, and *".....teach them to your children and to their children after them."* Deut. 4:9
- Being the primary trainers of their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Eph. 6:4

We believe in the importance of the family/home and support the family institution.

*"Let the children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these."* Matt. 19:14

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we **"train and educate" on behalf of the parents, not in place of them**, and view ourselves as extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

## DISCOVERY CHILDREN'S CENTER SUMMER CAMP

### ACKNOWLEDGEMENTS/UNDERSTANDINGS

#### FINANCIAL POLICIES:

1. **Registration Fees:** \$60.00 registration fees apply before a child may attend. (This registration fee is NOT paid by government programs.)
2. **Tuition Payment and Late Fees:** All weekly tuition is due **Thursday by 12 p.m. before** each week the child will attend. Tuition is paid through Bright wheel app each week. (part of registration process)
  - (A) A late fee of \$25.00 will be added the Friday before noon, 12 p.m., if not paid before noon Friday the week prior to the child attending.
  - (B) A \$50.00 late fee will be applied for tuition paid on the Monday of the week the child attends. \$50 total, not \$50 on top of the \$25 that was added on Friday (see A above). If tuition is not paid Monday, the child will be disenrolled until tuition is paid (unless on government subsidy program).
  - (C) Non-signature by end of the month can be charged up to \$20.00 per day.
  - (D) Parents are responsible for all fees not paid by RCOE, which could be billed up to two (2) months afterward per government approved procedures.
3. **RCOE and Cal Grant, and Military Subsidy:** RCOE, Cal Grant, and Military Subsidy will be billed accordingly. All parents in these programs must also sign the RCOE binder daily and sign off for the month, or the parent may be liable for full amount (RCOE policy).
4. **Child Suspension and Tuition:** Parent is responsible for the week's tuition, including if a child is sent home for serious behavior issues.
5. **Change of Schedules:**  
Any change in your child's scheduled days requires written notice, and requires the Director's approval.
6. **Withdrawal Policy:**  
A five-day (5-day) written request for withdrawal from Summer Camp. Fees will be charged according to schedule.
7. **Late Pick-Up Policy and Fees:**  
Our end of day procedures require that parents/guardians and students must be outside the classroom before staff can leave for the day. **Therefore, we ask that you arrive in time to sign your child(ren) out, retrieve your child(ren)'s belongings and exit the classroom before 6:00 p.m. Contact us through Bright wheel to let us know if you are running late.**

**Late Pick-Up Charges will be applied (for each occurrence):**

**After closing, if child(ren) are not picked up 6:00 pm a flat charge of \$20 will be assessed (PLUS \$3.00 per minute after 6:00 p.m.)**

- (A) **SUPERVISION:** School will provide supervision of the child during all activities at school during school hours.
- (B) **RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN:** Parent/Guardian understands and acknowledges that Discovery Children's Center is a licensed preschool/summer camp, and that under California law the California Department of Social Services has the right at any time, without

notice or prior consent, to privately interview children or staff at any licensed preschool; to inspect and audit children's records; and to observe the physical condition of the children.

**(C) SUSPENSION/TERMINATION CONDITIONS:**

**Suspension and or termination may occur for any, but not limited to the following reasons:**

- Inappropriate behavior towards staff, Summer Program employees, or other parents. (i.e., use of inappropriate language, being verbally and/or physically threatening, or intimidating, and any physical aggression and /or damage to property).
- Disregard or refusal to follow program policy or procedures.
- Disrespect to staff and other children.

**SUSPENSIONS:** The school may suspend a child's enrollment in the school program effective immediately upon verbal/written notice to parent/guardian of such suspension, if the following condition arises:

- 1) In the sole judgment of the school's director and/or camp director, when the child's behavior threatens the physical or mental health or well-being of one or more of the other children or staff at school.

**TERMINATIONS:** Discovery Children Center Summer Camp is committed to cooperate with parents/guardians to resolve all issues that may come up. However, in the event of a lack of cooperation on the part of the parent/guardian, or continued behavior issues of the enrolled child(ren), DCC reserves the right to terminate this agreement.

Enrollment may be terminated for the following reasons:

- 1) Failure to provide the necessary paperwork. We cannot serve children safely if we do not have accurate information.
  - 2) Tuition accounts overdue (not paid by Thursday evening, or Friday (noon) at the latest).
  - 3) Not following financial policies and procedures
  - 4) Lack of parental support and/or cooperation including following the Parent/Guardian Handbook procedures and guidelines
  - 5) Parents/guardians not supporting the school philosophy and discipline guidelines
  - 6) Children who are not able to function successfully in the overall school environment. If a child has a difficult time adjusting to the program, the parents will be notified and solutions will be tried. If the child's adjustment is not satisfactory for his/her benefit, or for the safety of others, the Summer Camp Coordinator may request that the parent seek a different type of activity or program for the child.
  - 7) Children who pose a continued safety concern within the school or unresolved behavioral issues
- (D) EMERGENCY MEDICAL AND DENTAL CARE:** The parent/guardian gives consent for DCC Summer Camp to obtain all emergency medical and orthodontic care provided by a licensed physician MD or Osteopath DO, or dentist DDS. The school will contact parents in a medical or dental emergency so they may pick the child up for medical services. In a serious medical emergency, the staff will work to ensure the care and safety of the child, we reserve the right to call emergency services, per parents signed agreement.
- (E) PREVENTING THE SPREAD OF ILLNESS:** If we become aware of a contagious illness that has affected one or more children within the program, notification will be made to the parents of all children who may have had contact with the affected child during the contagious period. This does not include minor colds or gastro-intestinal viruses.

- (F) **CHILDREN WHO ARE SICK:** Children who are ill may not attend. They need to be home where they can regain their health and rebuild their resistance to diseases. Please notify through Brightwheel if your child will be absent. If your child becomes ill at the center, you will be notified.
- (G) **ILLNESS ISOLATED CARE:** If your child becomes ill while at the camp, the Camp will provide isolated care for your child. The parent/guardian will be notified by telephone, and shall have the child removed from school **within one hour** of such notice. For purposes of this agreement, “isolated care” means care in an area at the school that affords easy supervision by school staff which is equipped with a cot and/or chair.
- (H) **MEDICATIONS:** If you have indicated on your registration form that your child is required to take prescription medications while at camp, please bring medications in original prescribed containers. Staff will be able to store and lock this medication inside the camp office, and will administer the medications only with a parents’ signed form and doctors’ instruction.

Your child’s health is of major importance. For your protection, Discovery Children’s Center/Summer Camp has adopted the following regulations:

1. NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOW ANY OF THE FOLLOWING SYMPTOMS: red or pink eyes with discharge in or around the eyes, the temperature of 100.0° and above, nausea or vomiting, diarrhea, rashes, headache, signs of listlessness, weakness, drowsiness, flushed skin or chills, difficulty in breathing (respiratory illnesses), runny nose (colored) and/or coughing, strep throat, scabies, head lice or other infestation, impetigo, chicken pox (exclude from school 6 days after onset of rash or until all sores have dried and crusted), mumps (exclude until 9 days after onset of gland swelling, measles (exclude for 6 days after onset of rash, rubella (exclude for 6 days after onset).
  2. If your child has had a fever during the night, he/she will not be permitted at school until a full 24-48 hours after his/her temperature has returned to normal with **no medication**.
  3. If your child is sent home from school with any symptoms listed in (1) above, he/she will not be permitted to return to school the next day.
  4. The director and teacher have the authority to refuse your child’s admittance if they see ANY signs of illness.
  5. A written doctor’s clearance from the doctor’s office will be required before a child will be allowed to return to school if he/she has had or has been suspected of having any communicable/infectious condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication given, and assurance that the child is not contagious to other students.
  6. If for any reason your child is hospitalized, the child **MAY NOT** return to school without a note from their doctor clearing them to return to group care.
- **Hand, Foot and Mouth:** What is it? It is described as tiny blisters in the mouth and on the fingers, palms of hands, buttocks, soles of feet that last a little longer than a week (one, few, or all of these symptoms may be present). May see common cold signs or symptoms with fever, sore throat, runny nose and cough. The troublesome finding is blisters in the mouth, which make it difficult for the child to eat or drink.

A child may return when the fever is gone, the blisters are NOT open, and they no longer have a change in behavior. Children must be able to participate in daily activities.

- **Fifth Disease:** Fifth Disease is a viral infection which often affects red blood cells. Four to twenty (4-20) days after exposure, some children will experience a low-grade fever and tiredness. By the third week, a red rash generally appears on the cheeks, giving a “slapped face” appearance. The rash may then extend to the body and tends to fade and disappear. Some children may have vague signs of illness or no symptoms at all. People with fifth disease appear to be contagious during the week prior to the appearance of the rash. By the time the rash is evident, the person is beyond the contagious period.

**Parents are required to notify the school if their child is exposed to a communicable/infectious disease so that the health needs of the other children at the school can be protected.**

- (I) **MEDICATION: TOPICAL AND ORAL:** Should your child need to be given any type of medication when he/she is in school, the parent must fill out LIC9221 Parent Consent for Administration of Medications and follow the guidelines listed. Do not send any type of medication in the child’s lunch box or backpack. This includes cough drops and vitamin tablets.
1. The child’s parent or guardian must give written permission for the prescription medication to be given to the child with instructions for dosage and times to be administered in accordance with label directions and written instructions of the child’s physician. LIC9221
  2. All medication must be brought in to the child’s classroom; and all documentation must be provided before it is approved to administer to the child on campus.
  3. All prescriptions and non-prescription medication must be in the original container with the printed directions stating the name of the medication and dosage on the container.
  4. All medication must have a doctor’s note explaining how to use it and why they need the medication.
  5. All medications must be given at home first, and they need to be on it for 24-48 hours before returning to care.
  6. Children cannot attend the school on any medication without approval from the Director. This includes but is not limited to Tylenol, Motrin, and allergy medications.
  7. Pedialyte is not an acceptable “food”. A child who is unable to keep down liquids or food is an ill child and needs to be at home.
- (J) **ALLERGIES:** If a child suffers from allergy symptoms, a physician’s confirmation and a list of suspected allergies is requested.
- (K) **BROKEN BONE, SPRAIN, PHYSICAL INJURY:** Notify the office if your child has a broken bone, sprain or other injury that may limit their participation in daily activities.
- (L) **CHILD ABUSE REPORTING:** Under California law, child abuse is a crime. Children need protection because they are vulnerable and often unable to speak for themselves. The California Child Abuse Reporting Law along with other state laws, provides the legal basis for action to protect children and to allow intervention by public agencies if a child is maltreated. ALL STAFF are mandated reporters.

**California law defines child abuse as any of the following:**

- A child is physically injured other than by accidental means;
- A child is subjected to willful cruelty or unjustifiable punishment;
- A child is abused or exploited sexually,
- A parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision neglects a child.

**Any child may be victimized.** Child abuse crosses all socioeconomic, ethnic, cultural, occupational, religious, and age groups. It can occur in the child's home or outside the family. Tragically, it happens most often at home, and usually the child knows the abuser. Generally, the abuser is a caretaker, the abuser can be a parent, stepparent, relative, or a childcare provider.

(M) **PARENT CONCERNS OR GRIEVANCES:** All concerns should be addressed as soon as possible. It is usually best to discuss a concern with the person who can address the situation. In most cases, the staff would be the person who can help in a resolution. In other cases, it may be the camp coordinator. Parents are encouraged to resolve any concerns when they arise.

(N) **MODIFICATION.** Parent/guardian understands and acknowledges that, under California law, the school may modify this agreement whenever circumstances covered in these agreements change, provided that any such modification shall be in writing.

If school rates or fees are changed by the school, the school agrees to provide written notice to the parent/guardian thirty (30) days prior to implementing any change in such rate or fees.

(O) **TERM:** This agreement shall be in effect until the child is withdrawn from the school's program by parent/guardian or unless terminated sooner in accordance with the provisions of this agreement.

## **Discipline Policy and Procedures**

At Discovery Children’s Center Summer Camp, we believe that discipline is necessary for the student’s welfare and for the entire school. Discipline is a means of teaching and instilling a sense of right and wrong in each child. Developing character traits that are consistent with Christian principles is an ongoing objective.

*“Start children off on the way they should go, and even when they are old they will not turn from it.”  
Proverbs 22:6*

### **Discipline Guiding Principles:**

- Encourage joyful obedience and cooperation
- To model Christ-like behavior (Kindness, sharing, love)
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To make decisions based on the safety and well-being of all children.
- To be consistent in exercising discipline without neglecting to consider individual circumstances.

### **Positive Discipline Procedures**

*Note: We do not use corporal or physical punishment in any form (license standards).  
Focus on biblical criteria character building, which is reinforced throughout the day with patience, kindness, helpfulness, sharing, obedience, and caring.*

### **Positive Reinforcement:**

Emphasize good behavior choices a child makes. It keeps their mind concentrating on making right choices, rather than gaining attention from inappropriate behavior. We want to train your child to focus on making good choices that not only benefit them, but also bless those affected by their behavior. Verbal praise, stickers, stamps, celebrations and privileges are all a part of positive reinforcement.

### **Other Discipline Methods:**

Here at DCC/Summer Camp we use reminders, redirection, “the thinking chair”, a consequence that may apply such as removal from activity, and a visit to the office as appropriate discipline to each given situation. Discipline is not affective unless the child understands what they have done wrong, why that behavior is inappropriate, and the best way to handle the situation in the future. Therefore, each teacher will use comfort, communication, and encouragement to help the child understand what is expected, what went wrong, and how that situation could be handled if encountered again.

**Parental Camp Discipline Cooperation:** The focus of our school is to be a partner with parents/guardians in all aspects of their child(ren)’s summer camp experience, care and safety. If an incident occurs that needs attention, teachers will contact the parent to partner together to achieve appropriate behavior to maintain safety and security of the program and children. If there is a second incident or a continual concern the teacher will set up a conference with the parents/guardians. Information and incidents will be placed on the **Brightwheel app** for parents to access as well.

When needed, the director, and /or assistant director, will join the meeting(s) in order to help prepare and communicate the needs and plans to achieve positive classroom behavior and a positive learning environment for all children. This may occur for more serious behavior incidents, as well as, continued misbehavior or lack of cooperation from the child's parents/guardians.

The director/assistant director will communicate with the parents/guardians, if the school deems it cannot meet the needs of the child and/or the school's expectations for the child, or if the situation cannot be mutually achieved to maintain a positive, safe environment for all children. In this event, the child will be withdrawn and all fees shall be made current.

### **Hurting Another Child:**

When a child hurts another child, the teacher takes appropriate prompt action. Hurting others is not allowed. The teacher and/or the director will talk to the parents involved. All communication between parents and staff is held in absolute confidentiality. **Learning to use words instead of hands** takes time, patience, and persistence! It is a learning process for children. At DCC/Summer Camp we want to **encourage friendships and problem-solving skills**. Role-play with your child. Teach your child to say, "You play too rough, I don't like that."; "I want to play too, will you share with me?" Hitting is not a solution. Assertive, confident words work. If your child has not told the teacher about an altercation with another child, be sure to inform the teacher through Brightwheel. Encourage your child to go to the teacher for help. Ultimately, we want the children to express themselves with words, and in the meantime the teacher will help them work towards effective communication with kindness. If a child continues with disruptive and inappropriate behavior after the teacher has worked to guide their choices, they will be sent to the school office. They will then receive direction on what it will take to return to the classroom. A parent will be called if behavior continues to be a concern. **Teachers do not report every little thing to the parents.** However, if there is a recurring behavior problem, parents will be notified. We want to make sure we are both working together for the child's benefit. If a behavior is serious enough to continually disrupt the classroom or endanger other students, after a reasonable developmentally appropriate time and effort, it will be requested that the parents seek other help for the child to remain in our program.

**DISCIPLINARY ACTIONS:** Campers must follow the rules of Summer Camp. Disruptive behavior toward other campers, camper staff, and/or equipment is reason for dismissal. We encourage parents/guardians to discuss concerns with the Summer Camp Coordinator. Stealing, vandalism, fighting, cursing, foul play, disrespectful actions and words, not following directions, etc., will not be tolerated and may be subject to suspension and/or removal from the program.

Parent/Guardian will be held responsible for any cost/damages inflicted upon the facility buildings, outdoor area, and/or private property or equipment. No refunds given to campers who are dismissed from the program.

**Minor Infractions:** This includes verbal arguments, disobeying a leader, disrespect, and going out of bounds.

GUIDANCE STEPS:

- (1) Talk and give a warning/consequences;
- (2) Reduction of free time;
- (3) Immediate sit down with site lead or camp staff

**Major Infractions:** This includes fighting or aggressive behavior toward other children or staff, blatant disobedience, foul language or gestures, racial slurs, going out of bounds, leaving the premises without permission, and use or possession of drugs or alcohol. Consequences may include any one of the following: exclusion from activities, suspension for a day or more, and/or possible removal from the program.

Parents will be notified when infractions occur. Major infractions will require a conference with the Summer Camp Coordinator. A conference for repeated infractions will be arranged with the parent/guardian and the Camp Coordinator. Please be aware NO CHILD can hit a staff for any reason – no matter how young, and will be suspended/removed from the program.

Please keep in mind that these policies are necessary for us to provide a safe environment for your child(ren). Continual disregard for the policies could result in suspension and or removal from the program.

**Serious Infractions:**

- (1) Possession of any firearm, knife, explosive or other dangerous object considered a weapon.
- (2) Intentionally engaging in harassment, threats, or intimidation directed against another child or staff member. (i.e., “I am going to hit you”)
- (3) Stating or implying possession of a weapon, even if upon review, the statement is determined to be unfounded.

There will be an immediate suspension from the program for individuals who, upon review, staff determines have committed a serious infraction listed above. If subsequent violations of (2) or (3) occur, participants could be removed from the program. Committed a serious infraction listed in (1) above will be grounds for immediate removal from the program.

## COMMUNICATIONS:



### **Brightwheel: (Our parent communication system)**

Daily parent communication is essential to a successful partnership. Brightwheel is implemented to allow parents and staff to communicate during the school day/summer camp. Announcements, pictures, and daily activities will be posted to your child(ren)'s Brightwheel account as feasible by each teacher.

Please note, staff will answer Brightwheel messages during business hours, 7:00 a.m. – 6:00 p.m., Monday – Friday.

DCC/Summer Camp uses the app **Brightwheel** for student/camper management. Parents/Guardians will need to create an account through Brightwheel to become connected. Parents/Guardians will use the app to enter a code to sign their child(ren) in and out each day. This is your legal digital signature for the day and must be done upon arrival and departure each day by a parent/guardian or authorized representative. Brightwheel will be the place where we may document events for our younger students. For all students/campers, Brightwheel will be the place teachers can connect with parents and things happening during the school day. Look for photos or notes posted to your Brightwheel account. Additionally, our teachers will use Brightwheel for assessments and observations of the students/campers.

**Emailing Staff:** Emailing Staff directly is not advisable and highly discouraged. Communicate to the staff strictly through Brightwheel.

**Confidentiality:** Information regarding children, families, and staff is private and confidential. We will only discuss your child with you, and we will give each family respect and privacy.

**Change of Address, Email Address and Phone Number:** As soon as possible, please inform the office of changes in your address, phone numbers (home, cell and work), email addresses and authorization for picking up your child(ren). This information is vital for contacting parents/guardians when children become ill at school/camp and in keeping our emergency info up-to-date.

### **Visits/Conferences:**

You are welcome to visit the school/camp at any time with prior arrangement. Please sign up with the office to receive a visitor badge.

You are always welcome to set up a time to talk with the staff. The Camp Coordinator may be asked to join the conference. Telephone conferences may also be arranged with the staff.

## Questions and Concerns:

Questions or concerns about camp procedures, activities, or incidents that may occur during the Summer Camp. Parents are requested to follow the Matthew 18:15-17 principle whenever a problem may arise:

1. If you have a complaint or concern, first and foremost, pray about it. Ask God to help address your concern in such a way that it will result in the betterment of our camp and honor Him.
2. Complaints or concerns should be expressed first to the individual in question. Please set up an appointment to talk to them privately. Never discuss the staff, a child's playmate(s), or the camp negatively in the presence of your child and/or any other children.
3. Ensure that the person you are expressing your concerns knows all the situation details and precisely what you are concerned about and why. Misunderstanding of worries could lead to further problems and needless heartache.
4. Express your concern only to the person who should hear it. Unnecessary worry and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the situation.
5. If you cannot work the situation out between yourself and the person involved, please take the situation to the Camp Coordinator and the school director.

## 2025 Summer Camp Checklist

Campers will need to have their own individual supplies. These supplies will be needed on the first day of camp and are to stay at school for classroom use. Items may need to be replenished throughout the school year. Your child’s teacher will notify you when this occurs. ALL PERSONAL ITEMS SHOULD BE LABELED WITH YOUR CHILD’S NAME. Thank you!

- Watercolor Set
- Classic Colors Broad Line Markers
- 1 box Crayons/Colored Pencils
- 1 – Elmer’s Glue Bottle (Small)
- 1 – Glue Stick
- 1 Ream Copy Paper
- 1 container – Clorox Wipes/container
- 1 box – Kleenex (Tissues)
- 1 small container labeled with child’s name to fit in individual cubbies
- Lunch Box (labeled with name)
- Water Bottle (labeled with name) – No taller than 7 Inches
- 1 – Backpack to transport items home. BACKPACKS ARE TO BE USED TO TAKE ITEMS HOME.

### OPTIONAL: (Camp Wish List for all Programs)

Dot paints Paper plates for Crafts Zip-Loc bags (gallon/sandwich sizes) Sharpie Markers Scotch Tape refills Post It Notepads Colored tissue paper for crafts	Stickers Legos (Big/Small) Pipe Cleaners Playdough Kinetic Sand
--	---

- **Acknowledgement of receipt of this Parent Handbook, along with acknowledgement of financial responsibility is to be signed by the parent/guardian in Brightwheel.**