

Summer K.E.E.P. 2018



Financial Policies

These policies are specific to our summer program. In the event there is a conflict between this document and K.E.E.P.'s agency-wide policies, this document will supersede them.

- No refunds will be issued
- Payment is due prior to, or upon arrival
- Late pick-up charges will be due and payable prior to your next scheduled K.E.E.P. day, or within 7 days, whichever comes first

2018 Summer K.E.E.P. Rates

\$25 Registration Fee per child

\$40 per day, \$35 per day for each additional child

Extended Care available from 6:30am-6:30pm for an additional \$5 per day.

Please call our office anytime Monday through Friday from 8:30-4:30 with questions regarding 2018 Summer K.E.E.P..



Please contact us at:

973-383-2213

telephone

973-383-5915

fax

www.keepkids.org



July 9th - August 31st
For Children Ages 5-13

7:00 AM - 6:00 PM



"Where kids are our business and parents have peace of mind"



Summer K.E.E.P. means...

- Exciting Weekly Themes and Activities
- Day Trips
- Arts & Crafts
- Fun & Games
- Special Activities and Presentations

From the minute the camp day starts until the minute it ends, children are kept safe, active, and entertained. Whether it's playing games and sports on the field or conducting science experiments and doing arts & crafts, every child has a chance to uncover hidden talents and participate with new friends in fun-filled activities.

The following pages will illustrate for you some of our activities, our policies, and a bit of what to expect in our Summer program!

Welcome!



- Formally the SC YWCA, we first incorporated in 1917 and are one of the county's oldest non-profits.



We Operate

- 10 Before-school programs
- 13 After-school programs
- 1 Summer program
- 1 Infant program
- 1 Toddler program
- 1 Pre-school program
- 1 Administrative site
- Snow Day Care, Holiday Care, and Vacation KEEP

- Our state-of-the-art facility enables even more flexibility in serving the unmet needs of our county
- L'il KEEPers serves infants, toddlers, pre-schoolers in full and part-time care!
- Trained, certified, nurturing, professional staff





K.E.E.P., Inc. Offers

- Friendship
- Themed Activities
- Sports & Fitness
- Fun & Games
- Science Experiments
- STEM activities
- Arts & Crafts

Help by purchasing, donating, volunteering, contributing, printing, distributing, mailing, e-mailing, learning, participating, caring, sharing, and so much more!

There are formal opportunities throughout the year and we need your participation! You can help by purchasing Yankee Candles, raffle tickets, buying gift cards through our Scrip program, golfing in our golf outing or joining us for a delicious meal at our annual Kamikaze Cook-Off!

In these tough economic times we all need to work together to help keep prices down so that we can continue to offer quality, affordable childcare to all!



AND DURING THE YEAR...

- Before and After-School Care
- Holiday, Vacation, and SNOW DAY Care!
- L'il KEEPers (6 weeks to 6 years old)
- Flexible Scheduling
- Low Rates



What to Bring...

Children should be prepared for a full day away from home and should dress for a variety of activities including indoor, outdoor, active, and quiet. Snacks and juice will be provided in the morning and afternoon. Please be sure to apply sun block before bringing children to camp in the morning!

- Lunch and a drink (NO PEANUTS or PEANUT/NUT PRODUCTS)
- T-shirt
- Lightweight jacket
- Comfortable play clothes
- Sun block
- Insect repellent
- Summer reading books
- Sneakers



Do NOT Bring...

- Valuables
- Electronic devices of any kind including but not limited to cellphones, iPods or Game Boys
- Candy, soda, or coffee products
- Peanut, tree nuts or peanut oil products
- Weapons of any kind
- Fireworks
- Illegal or illicit substances including, but not limited to, alcohol or cigarettes



Drop Off / Pick Up Procedures



Your child's safety is our highest priority. To ensure his/her safety, we ask that you follow these simple procedures:

- When dropping off children, please sign in at designated area.
- Children should be dropped off between 7:00 AM and 9:00 AM.
- Upon pick up, please sign your child out at designated area.
- Children will **NOT** be released to anyone without proper identification. Please be prepared to identify yourself upon pick up via a valid NJ Driver's license or other valid photo ID. **This includes parents!**
- Approved persons for pick up must be **18 years of age or older** and on the pick up list provided to us by you! All adults will be asked for identification when picking up children. Unauthorized adults will be turned away and a parent will be called by our staff at our earliest convenience.
- We encourage parents to add additional emergency contacts to pick up their children when necessary. These names must be submitted **in writing** to our administrative office. You may submit an unlimited number of names to the administration.
- All communication must be with the administrative personnel. On site communication with the supervisors will not be recognized. This includes alternative emergency/ pick up contacts.

All children must be picked up by **6:00 PM**. There will be a late pick up fee if your child is picked up after 6:00 PM (unless registered for extended day services)

5-15 minutes: \$10; 16-30 minutes: \$25
31-45 minutes: \$40; 46-60 minutes: \$60

61 minutes or later will reflect a fee of \$60 and the authorities will be called



Children Are Expected To...

- Respect themselves and their peers including feelings, bodies, belongings, and needs
- Respect authority figures
- Always remain with a counselor or group

Minor infractions of these rules will be dealt with by our staff and will be documented for the purpose of informing parents. Repeated

infractions or situations which endanger the welfare of your child, other campers, or staff will be addressed by the K.E.E.P. administration. Such behavior could result in restriction of individual children from activities in some manner, including suspension or expulsion, if necessary, without refund. We ask that you support our efforts. Sometimes parents have specific concerns regarding their child's behavior, or are working in the home and school to modify some behaviors. We are happy to support these efforts wherever possible, and welcome discussion.

K.E.E.P. has a **ZERO** tolerance policy regarding VIOLENCE of any kind. Violation of this policy will result in suspension or expulsion contingent on level and/or frequency of the abuse.

Registration Procedures...

The following **MUST** be in our possession prior to the first day of attendance (if applicable):

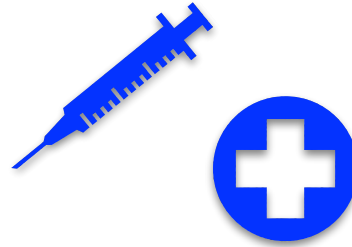
- Full payment for chosen dates per child
- Fully completed and SIGNED registration form



Medication (Prescription & Non-prescription)...

All medications must be handled by the parent or guardian. Children are not allowed to carry medications.

- Prescription and non-prescription medication shall be administered only after receipt of written authorization from the child's parent or guardian.
- Prescription and non-prescription medication must be stored in the original prescription container.



In Case of Emergency...

All Supervising Staff are trained and certified in first aid CPR and emergency management. All staff will have minor first aid training. In the event a child is injured, the following procedure will be followed:

- The child will be treated for injury.
- An ambulance will be called for transport to the nearest emergency care facility, if warranted.
- The child's parent/guardian or emergency contacts will be called.

Please make sure that your telephone numbers are updated and that someone is available at all times to take our call.

PLEASE NOTE: K.E.E.P., Inc. cannot provide accident insurance for the children. All medical fees incurred while participating in this program are the sole responsibility of the child's family.

