



Summer Programs 2018 Student / Parent Handbook

HOURS

Summer Day Camp's Main Activities: 9:00 a.m. – 5:00 p.m.
Extended Care: 7:30 a.m. – 9:00 a.m. and 5:00 p.m. – 6:30 p.m.
Summer School: 8:30 a.m. – 12:00 p.m.

MORNING SIGN-IN LOCATIONS

Day Camp:

7:30 a.m. – 8:00 a.m. Room A23
8:00 a.m. – 9:00 a.m. Outside, near the playground (located on Stonewood Lane)
9:00 a.m. – 5:00 p.m. Team Rooms in Building A, or field trip locations.

Summer School:

8:25 a.m. – Summer School students signed in to extended care are walked to their classrooms. Any students not signed into extended care are dropped off at their classroom.

SIGN-OUT LOCATIONS

Day Camp:

5:00 p.m. – 6:30 p.m. Outside, near the playground (located on Stonewood Lane)

Summer School:

12:00 p.m. – Students are picked up from summer school classroom. Any student not picked up at 12:00 will be taken to the Business office to await pick up. Late fees apply.

CANCELLATION POLICY:

Any cancellations to your day camp reservation must be made 14 days prior to the week of camp you are cancelling. Modifications to your registration may be made at any time. There is no credit for absences.

For Academic Summer School, there is no prorating for vacations or absences. No refunds will be given past June 1, 2018. An exception to this would be for a student who attends less than one week of summer school and must withdraw because of a family emergency (explanation of the emergency is required in writing). Students may be withdrawn from the programs for lack of payment.

TEAM ROOMS

Day Camp:

Summer School:

Kindergarten: A19	Kindergarten: A20
First: A23	First: A3
Second: A9	Second: A4
Third: A10	Third: A5
Fourth: A11	Fourth: A15
Fifth: A12	Fifth: A17
Middle School: Building A, below office.	M.S. Science: B5
	M.S. Language: C5
	M.S. Math: B3

Day Camp Parents: Please note that if your student is not in their assigned room, their location will be written on their team white board. **Assigned rooms may change depending on the size of each class.**

MOVIES

On Wednesdays, all grades will have the opportunity to watch a G-rated feature film as a reward for good behavior. Middle school students may watch a PG-rated film. If you would like to know the movie in advance, please ask your student’s team leader by Monday of each week. We are always willing to take movie recommendations if you have any concerns with the movie choices.

DRESS CODE

- ◆ Pants and shorts should be worn appropriately and in good repair. They are not to be baggy or tight fitting in style.
- ◆ Pajama type bottoms, tight fitting yoga-style pants and sweat pants are not allowed.
- ◆ Shorts must be at least fingertip length.
- ◆ Shirts must be modest in style. Tight-fitting shirts or shirts showing cleavage are not allowed.
- ◆ Sleeveless shirts are acceptable, but tank tops, spaghetti straps, and shirts not covering the midriff area are not.
- ◆ Writing or symbols appearing on the garment are to be appropriate and represent the ideals and values of MCS.
- ◆ Shoes must be worn in accordance with the safety needs of the activity.
- ◆ Flip-flops or open-toed shoes are not allowed at any time, unless during a water activity or pool outing.

- ◆ Swim attire should be modest. No speedos or two-piece bathing suits. Nothing should be too loose or too tight. Swim attire is only to be worn for water activities.
- ◆ Sometimes activities can get messy. We recommend that you send your student with a change of clothes to keep in their team room, or wear clothing that can get dirty.
- ◆ If your camper goes to the pool every week, we recommend that they bring their swim items every Monday and leave them in their team room just in case plans change.
- ◆ Day camp shirts must be worn on Wednesday field trips.
- ◆ We encourage students to wear hats outdoors. However, hats and other head coverings may not be worn indoors and during flag salute.

LUNCH OPTIONS:

Hot lunch is available for purchase only for summer day camp students or you may send your student with a cold lunch. If your camper purchases a hot lunch, your account will be billed. See the MCS website for menu entrees. Please be aware that due to severe allergies, our Day Camp is a nut-free zone. (Please see attached nut-free agreement.) Due to field trips, hot lunch is not available on Wednesdays. Please send your camper with a labeled bagged lunch on Wednesdays, unless otherwise specified.

MEDICAL ISSUES:

Students who become ill will be sent to the Day Camp Office or Front Office and cared for by a staff member until a parent or parent's designee arrives. Parents must have someone available who can pick up the student within 60 minutes. Students must be fever free for 24 hours, without the help of medication, prior to their return to Milpitas Christian School.

Regularly updated emergency information must be on file for every student so that parents or other responsible persons may be contacted in case of accident or illness. MCS considers all over-the-counter health products (including but not limited to pain relievers, allergy medications, and cough drops) and prescriptions as medication. **Students are not allowed to have medication in their possession at any time. A Medication Authorization Form** completed in advance by a physician must accompany any medication administered at school. Medication will not be administered to students without a form on file. This form can be found on the last page of this handbook or retrieved from the Business Office. All medications must be in the original container with the directions as prescribed by a physician.

Additional infectious disease policies may be enforced. MCS will follow the recommendations of the County Health Department and the CDC in cases of major outbreaks.

WEDNESDAY FIELD TRIPS:

Field trips for ALL grades take place on Wednesdays. Field trips are optional, at an additional cost to summer school students. Your camper must wear their 2018 camp shirt on field trip days. If they forget their camp shirt at home, another shirt can be purchased in our Business Office for \$10. No shirt, no trip. Plan on arriving at least 15 minutes before your bus is scheduled to leave. Due to field trips, hot lunch is not available on Wednesdays. Please send your camper with a labeled, bagged lunch on Wednesdays, unless otherwise specified.

Upon returning from most field trips, campers will move to the library to watch a G-rated movie.

POOL 4 OUTINGS

Grades 3, 4, and 5 summer campers participate in visiting our neighborhood pool once a week. Campers are supervised by MCS team leaders and trained lifeguards, who are employed by Pool 4. On your student's pool-day we ask that you send them with flip-flops, sunscreen, proper swim attire, a hair tie (for long hair), and a towel. Teams walk to the pool at 1:00 p.m. and return at 4:30 p.m. During their time at the pool, there are two break times when students may rest, play shuffleboard or ping-pong, play on the playground, and more.

Grades 6 through 9 will be brought to Aqua Adventure or another water venue on Friday afternoons. They will leave at 1:00 p.m. and return at 4:30 p.m.

Pool Schedule:

Tuesdays: 3rd grade

Thursdays: 4th grade

Fridays: 5th grade and Middle School (Aqua Adventure)

CAMPER SAFETY MEASURES:

1. You must sign-in and sign-out your student on the team clipboard. Failure to do so will result in a contract reminder. The first two will be reminders, anytime afterwards will result in a \$5 fine.
2. We must have an Emergency Form on file for your student. Any adult that is allowed to pick up your student **must** be listed on the form. If you need to make any additions or changes, you must visit the Business Office.
3. An emergency- identification wristband will be issued to your student when they leave campus for our Wednesday field trips.
4. All staff members are certified in First Aid and CPR.
5. A parent or guardian must be available by phone in case of an emergency.

GENERAL RULES:

1. Respect team leaders, teachers, and other students. Please keep hands, arms, legs and feet to yourself. This ensures the safety of others and respects their personal space.
2. Treat the team room like a classroom. It is everyone's responsibility to take good care of all equipment and supplies such as toys, games, books, markers, furniture, etc.
3. Please do not share food of any kind. Several students do have allergies to certain foods. (You may bring in birthday treats to share with the team with the approval of the Day Camp Director or classroom teacher.)
4. Every student should have the opportunity to participate in any playground game, no exclusions. If they do not know the rules or how to play, teach them or ask a team leader to help.
5. Inappropriate behavior such as bullying, using obscene language, fighting, stealing and/or endangering the well-being of another student or staff member will not be tolerated and may result in suspension or termination from the MCS Summer programs.
6. Follow the dress code at all times. The dress code can be found on page two of the handbook.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

◆ **Advisory Notes**

Notices of unsatisfactory behavior are issued by team leaders, teachers, or administrators. Such notices must be signed by parents and returned. Repeated notices may result in further consequences as described below.

◆ **Behavior Contract**

A behavior contract may be issued for repeated unsatisfactory behavior, multiple advisory notes, or for severe infractions as described under “Severe Disciplinary Action” below. Such a contract is equivalent to behavioral probation and will describe the conditions under which the student may remain in our program. Such a contract is active until the end of the current summer, unless terminated by the consent of the administration, parents, and student, or unless otherwise decided by the administration.

◆ **Expulsion/Withdrawal from Summer Day Camp**

The final consequence of any behavior contract is withdrawal from Summer Programs. When all prior disciplinary actions fail, a Summer Programs contract will be terminated immediately.

◆ **Permission to Search and Question**

MCS administrators, teachers, and team leaders reserve the right to search personal belongings on reasonable suspicion of unauthorized substances, devices, or weapons of any kind, or to question students concerning any incident.

An administrator or designated supervisor will be present during a search. MCS is required to cooperate with local law enforcement agencies and the Department of Social Services in questioning of students involved in serious discipline events or suspicion of child abuse.

SEVERE DISCIPLINARY ACTIONS

Some offenses may be cause for automatic suspension and possible immediate expulsion without prior disciplinary actions. Police may be called at the discretion of the administration. These offenses may include:

- ◆ Possession of drugs, non-prescription medications, or tobacco products
- ◆ Possession of weapons of any kind
- ◆ Threats or acts of intimidation that cause a fearful or hostile environment
- ◆ Any form of harassment, including but not limited to, the description in the “Harassment Policy”
- ◆ Activities that might result in injury to self or others
- ◆ Blatant disobedience or disrespect for adult authority
- ◆ Possession of pornography
- ◆ Breaking city, state, or federal law

RESPECTING INDIVIDUAL DIFFERENCES

At MCS, everyone is to be treated with respect. The staff is committed to maintaining relationships in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17).

Disrespect includes making fun of others' differences or hurting their feelings. The student whose feelings have been hurt may not enjoy coming to Summer Program any longer. At MCS, we want to be sure that everyone who is part of our program is unafraid to be here and has a chance to do their very best. If a staff member or student says or does something disrespectful that cannot be resolved between the parties involved, discuss this matter with the Summer Day Camp Director or Summer School Director. Seeking help when something disrespectful happens ensures that our program remains a positive place of respect and it strengthens our common bond of God's love.

BULLYING AND CYBER-BULLYING

MCS takes the safety of its students very seriously. Students have the right to feel safe and secure while in and out of school. Bullying and/or cyber-bullying may be punishable by suspension, or termination of contract. Both bullying and cyber-bullying are intentional, hurtful acts, words or other behavior such as, but not limited to name-calling, threatening, hurtful letters or e-mail, or other social media. Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt on campus. Therefore, MCS will take the appropriate steps necessary to stop the act and restore a safe environment for our students.

Current Anti bullying Curriculum for Grades 3-8

Step 1: Identify the Issue

- ◆ **Teasing:** Playfully making fun of a friend. It is done in fun and stops if someone feels hurt.
- ◆ **Taunting:** Repeatedly making fun of someone with the intent of hurting or ridiculing him or her.
- ◆ **Conflict:** A difference of opinion or disagreement that all involved parties want to solve.
- ◆ **Being mean:** Actions that intend to harm but are not repeated
- ◆ **Bullying:** Using an imbalance of power to repeatedly and intentionally harm someone.

Step 2: Resolve the Conflict

Conflict resolution strategies:

- Active listening - make eye contact, ask questions, convey understanding of what has been said
- Look at the situation from the other person's perspective
- Compromise - find the middle ground or agree to accept less than you wanted
- Peer mediation – find another student to act as a moderator

Victim-response strategies:

- Don't react
- Be assertive
- Strengthen friendships with others
- Talk to an adult

Step 3: Be an ACTIVE bystander!

When you see bullying happening you can:

- Refuse to take part in the bullying

- Support the bullying victim by offering comfort
- Speak privately to the bully, if you feel safe
- Stand up for and speak out on behalf of the victim

HARASSMENT POLICY

MCS is committed to maintaining an environment in which all individuals treat each other with dignity, honor, respect and gentleness. MCS will not tolerate any form of intimidation, exploitation or harassment, including sexual harassment, which creates a hostile or offensive climate. This policy includes interaction between an employee and a student, or between students.

Physical/Emotional Harassment

Harassment may include, but is not limited to, the following behavior/overt acts and/or circumstances that have the purpose or effect of causing injury, discomfort, fear, or emotional suffering to the victim:

- ◆ Verbal/non-verbal, physical/written harassment, bullying, hazing, or other victimization
- ◆ Repeated remarks of a demeaning nature
- ◆ Implied or explicit threats concerning one's grades, achievements, or property
- ◆ Demeaning jokes, stories, or activities directed at the student
- ◆ Racial slurs

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. Examples of student-to-student sexual harassment:

- ◆ Unwanted sexual advances or propositions
- ◆ Making or threatening reprisals after a negative response to sexual advances
- ◆ Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive material
- ◆ Making or using derogatory comments, epithets, slurs, or jokes
- ◆ Abuse of a sexual nature including comments about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations

Examples of employee to student sexual harassment:

All of the above listed in the student-to-student harassment section, and the following:

- ◆ Offering benefits in exchange for sexual favors
- ◆ Employee's conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment
- ◆ Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student

COMMUNICATION

Biblical Model of Communication

Our policy for communication is based on the biblical principle of Matthew 18:15: “And if your brother sins, go and reprove him in private...” Other persons who may need to be brought into any discussion, could be asked to come in for a meeting should they be able to assist in resolving an issue. As in every home or company, clear understanding and progress are a result of open, concerned communication. We desire to have open minds and hearts to any parental concern. The Bible, as well as our experience, has taught us that the following guidelines are beneficial for the student, the staff, and the program. We appreciate your cooperation.

Most questions and concerns are to be taken directly to the staff person involved. Such concerns might include:

- ◆ Discipline or social problems concerning one’s own student
- ◆ Special health problems or emotional upsets
- ◆ Progress of students in the curriculum
 - Classroom programs, projects, or events.

Recommendation to parents:

It is expected that parents will refrain from discussing the following matters with other parents or in the presence of any students.

- ◆ Behavior of any student other than your own
- ◆ Behavior of your student in comparison to other students
- ◆ Behavior or parenting skills of other parents
- ◆ Complaints or concerns about staff
- ◆ Comparison of staff members
- ◆ Academic progress of students

This often leads to hurt feelings, negative attitudes, “labeling” of students, and loss of community.

PARENT BEHAVIOR

We recognize that parents and team leaders are role models of behavior to our students. It is expected that parents and staff members will demonstrate polite and respectful behavior at all times.

Parents who use obscenities, or speak in a demanding, loud, insulting, or demeaning manner to a staff member will be asked to leave the campus, may be banned from campus, and will jeopardize their student’s Summer Programs contract.

CONCLUSION

The above policy complies with the scriptural exhortations of Matthew 18. Other people, who may need to be involved in any discussion, could be asked to come in for a meeting, if they might assist in resolving an issue concerning them.

“Remind your people of this, and give them a solemn warning in God’s presence not to fight over words. It does no good, but only ruins the people who listen. Keep away from profane and foolish discussions that only drive people farther away from God. But keep away from foolish and ignorant arguments; you know that they end up in quarrels. The Lord’s servant must

not quarrel. He must be kind toward all, a good and patient teacher who is gentle as he corrects his opponents.” II Timothy 2:14, 16, 23, 24, 25

PHOTOGRAPHY CONSENT

From time to time MCS will photograph or videotape students and student activities, which are included in school publications and promotional materials, including the website and social media. According to the registration documents you have signed, general parental consent is given for your child(ren) to be photographed or videotaped by the school in the course of school activities. Consent is also given for MCS to use any photographs or videotapes in publications or promotional materials.

PERSONAL PROPERTY

MCS discourages student possession of cell phones. If students must have them, cell phones must be turned off and stowed in backpacks during Summer Program activities and use must be limited to emergencies. Inappropriate use of cell phones or possession of any other electronic equipment will result in the immediate confiscation of the article by a staff member. A parent will be required to reclaim the confiscated item. The school is not responsible for lost, damaged, or stolen equipment. Students may not give or receive money for personal items on school property.

SUMMER DAY CAMP CONTACT INFORMATION

Summer Camp Director:

John Lane
(408) 945-6530 Ext. 11301
Jlane@milpitaschristian.org
Room A23 - Extension 15123
Middle School Team Room – Ext. 11304

Summer School Director:

Noelle McDonald
(408) 945-6530 Ext. 11204
Nmcdonald@milpitaschristian.org



Summer Day Camp 2018

Dear Parents and Guardians,

This letter is to inform you that Milpitas Christian School's Summer Day Camp is a nut-free zone. It is important that there is a strict avoidance of nuts/peanuts in order to prevent a life-threatening allergic reaction for those students who have an allergy. To reduce the chance of this occurring, we are asking that you please do not send any peanut or nut containing products to school with your student. We appreciate your support of these procedures. Please complete and return this form so we are certain you have received this information. Please contact me if you have any questions.

Respectfully,

John Lane
Summer Day Camp Director
(408) 945-6530 ex. 11301
Jlane@mcsi.org

✂

I have read and understand the Milpitas Christian School's Summer Day Camp 2018 nut-free camp procedures. I agree to do my part in keeping the Milpitas Christian School campus and my student's camp room peanut and nut-free.

Student's Name: _____ Grade: _____

Parent's Signature: _____ Date: _____

Milpitas Christian School School Medication Authorization Form

Student: _____ Date of Birth: _____
Teacher _____

Signature of both physician and parent/guardian are required. This form must be renewed with any change in medication or in the event the *date to stop medication* has passed and medication is still needed.

California Ed Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school or maintain or improve the potential for education and learning. **BE ADVISED:** Milpitas Christian School does not employ a school nurse.

Medication must be in the container in which it was purchased with a pharmacy label attached. No medication (including over-the-counter medication and supplements) will be given at school without a current prescription or authorization from a California licensed physician.

To be completed by the physician (one medication per form):

Name/strength of medication: _____

Reason for administration/diagnosis: _____

Dosage: _____ How often? _____

Time to be given at school: _____ Route: _____

Special instructions (i.e. storage, side effects): _____

Date to stop medication: _____

Printed Name of Licensed Physician

Signature of Licensed Physician

Address

Phone

Date

License #

To be completed by parent/guardian before giving form to doctor:

I request that designated school personnel assist my student in taking this prescribed medication (including prescribed over-the-counter medication). I agree to, and do hereby hold the school and its employees harmless for any and all claims, demands, causes of action, liability or loss of any sort, because of or arising out of acts or omissions with respect to this medication. I understand that my student may not have nor take medication at school unless all requirements are met. I hereby give consent for designated school personnel to communicate with my student's physician and counsel school personnel as needed with regard to this medication. I will immediately notify the school if there are any changes in medications my student is taking at school.

Parent/Guardian Signature

Date

Phone (emergency)

This form expires one year from this date.