

Inspire Me Summer Camp

Service • Excellence • Responsibility



Parent Handbook

Dear Parents,

As the Director of the Inspire Me Summer Camp, I would like to extend a warm welcome to you and your child. We are thrilled to have your child join us for what promises to be an unforgettable summer experience.

At Inspire Me, we are dedicated to providing a safe and fun environment where children can learn, build confidence, and make new friends. We believe that summer camp is a time for learning new skills, challenging limits, and building relationships and we are committed to creating an experience that will inspire and challenge your child in all the right ways.

I want to take a moment to thank you for choosing Inspire Me as your child's summer camp destination. We know that there are many options available, and we feel honored that you have entrusted us with your child's care and enrichment.

We have put together a dynamic program that includes a wide variety of activities and experiences, all designed to help your child thrive. From art and music to science, cooking, and water play, there is something for everyone at Inspire Me.

Our experienced staff members are passionate about working with children, and they are dedicated to providing an engaging and nurturing environment where your child can build lifelong friendships and experience new things. We have taken every precaution to ensure that your child's experience with us is both safe and enjoyable.

Once again, thank you for choosing Inspire Me as your child's summer camp destination. We look forward to getting to know your child and helping them create lasting memories and friendships.

Sincerely,
Tashya Adamcik
Camp Director, Inspire Me Summer Camp

Inspire Me Summer Camp Philosophy

At our program, we believe that summer camp is more than just a fun summer activity for your children. It's an opportunity for them to learn, engage in new experiences, and create lifelong memories.

We believe that inclusivity is key to creating a successful summer camp experience. Our camp is a welcoming and inclusive environment where every child is valued for who they are, regardless of their background, abilities, or interests.

We also believe that adventure is an important part of the summer camp experience. Our camp provides opportunities for children to try new activities, challenge themselves, and discover their passions.

Program Goals

- ❖ To provide a positive camp environment for campers to develop and maintain strong friendships.
- ❖ To promote social and emotional development by helping children develop social skills, such as sharing, cooperation, empathy, and communication.
- ❖ To foster emotional intelligence and self-regulation by teaching children how to express their feelings constructively.
- ❖ To develop self-discipline and self-motivation; awareness of abilities and increased self-control, self-confidence, and self-esteem.
- ❖ To provide positive and supportive staff who are enthusiastic, patient, and genuinely care about each camper's well-being and positive camp experience.
- ❖ To develop and encourage positive personal growth and respect for others, property, environment, supplies, and equipment.
- ❖ To foster a sense of belonging through group activities, camp traditions, and opportunities for leadership development.
- ❖ To develop a better understanding of group dynamics, group interactions, and teamwork
- ❖ To develop and refine recreational, artistic, and creative skills; enjoy and reflect upon personal achievements.
- ❖ To provide personalized attention where staff get to know each camper individually and nurture their needs and interests
- ❖ To have safe experiences with limits and supervision
- ❖ To accept, respect, be responsive and understanding of individuals of varied ethnic and cultural backgrounds, habits, and environments.
- ❖ To encourage campers to try new things, face challenges, and push themselves outside of their comfort zones to build their confidence
- ❖ To support physical development by promoting fine and gross motor skills through indoor and outdoor activities, allowing children to enhance their coordination, balance, and overall physical health.

Summer Camp Program Policies and Procedures

Camp runs from June 30th to August 27th. (NO CAMP on Friday, July 4th).

Weekly Themes

Themes will be presented each week to add fun to all activities, education, games, crafts, activities, and more! By the end of the program, your child will have participated in many new experiences and made many new friends!

Literacy & Mathematics

Inspire Me will keep students reading throughout the summer! Students from ages 5 – 15 years old will have a weekly tutoring session in Reading and Mathematics. They will practice skills that prepare them for the upcoming school year.

Food and Nutrition

Please send a water bottle with your child that can be refilled throughout the day. All campers must bring a lunch to camp every day unless otherwise notified. Inspire Me is a nut-free facility. Food items containing nuts are not permitted. Please pack a healthy lunch for your child and do not send perishable food items or food items that need to be reheated. For the safety of your child and the rest of the campers, No Glass Bottles Are Permitted!! Make sure to mark all belongings with your child's name. A morning snack and afternoon snack will be provided by Inspire Me to all campers.

Rainy Days

This program runs rain or shine. Inspire Me provides a safe location for rain days. We have no control over the weather, there will be no refunds for days when there is severe weather and camp must be canceled.

Extreme Temperatures

When there is an excessive heat warning camp will be held inside the Inspire Me building for the camp day.

Drop Off and Pick Up

Our assigned pick-up and drop-off area is located at the orange door near our playground. This area is designated for drop-off and pick-up so that we can safely transition your child to and from camp. All parents and/or approved persons must sign in and out of camp each day through the Lillio app (invitations to the app will be sent one week before camp beginning). Tablets will also be available at Inspire Me for parents to use for signing in and signing out. Children will only be released to those individuals whose names appear on the registration form. There will be no exceptions to this rule!

Camp begins at 8:30 AM (unless you have enrolled in early arrival). Camp ends at 5:30 PM (3:00 PM if you have selected a half-day schedule for your child). There is a \$2.00 per minute/per child late charge for parents who fail to pick up their child by the scheduled time listed on the registration form. You must pay this fee on the day of the late pick-up. If the late fee is not paid, your child will not be permitted to attend the program until the fee is paid. The camp teacher will wait 10 minutes before calling the parents. Afterwards, a fee will be applied.

Financial Responsibilities

All camp tuition fees for the first week of camp must be paid in full by Friday, May 2nd, No Exceptions! No cash payments will be taken at the camp on the first day. There are no refunds given for no shows if you choose to withdraw your child or your child is suspended from the program. Parents must give two weeks notice via email in order to withdraw from the program.

-We accept cash, check, credit card, ApplePay, Zelle or payment directly through the Lillio App.

-All payments made after the 25th of the month will be charged a \$50 late fee

-Please Note: July's tuition must be paid in full by no later than Friday, May 2nd to reserve your child's spot. August tuition is due on July 18th, 2025.

-A \$35 service fee will be charged for all returned checks.

-Lack of payment may result in your child being dismissed

-If circumstances prevent you from making on time payments, or if you need to make special arrangements (changes in due date, switching to bi-weekly payments, etc.) please contact the director as soon as possible to avoid having your child dismissed.

- If you have scheduled vacations, multiple sick days, or extended absences there will be no refunds or discounted rates given for those missed days.

Summer Camp Notifications

We will be using the Lillio application as the main communication between parents and camp teachers. Please make sure you have notifications turned on for Lillio so you can receive updates about Inspire Me and your child throughout the day.

Personal Property (5 – 15 years old)

Children will be responsible for their personal belongings. We are not responsible for the loss or damage of any personally owned items. No personal items such as Cell Phones, Tablets, Electronic Handheld games, etc. may be brought to camp unless directed by their camp teacher. If your child brings an unapproved item to camp, it will be taken away and stored until dismissal time.

Shorts, shirts, hats, or any other article of clothing that may in any way convey the wrong message (Smoking, drinking, drugs, religion, sex, or any other inappropriate characters or logos) will not be permitted by campers or counselors. No pets or animals may be brought to the summer program.

Health/Emergency Accident

All participants are required to have their own health and hospitalization insurance. Inspire Me will not be responsible for medical expenses due to any injury or illness incurred by a child enrolled in our program.

Any child exhibiting signs of illness will be isolated until he or she leaves the premises. Parents will be notified and, if deemed necessary by staff, will be asked to pick up their child immediately. Situations involving care beyond basic first aid may require your child to be transported by EMS to the hospital emergency room. A staff member will accompany your child until the parents or their designee assumes responsibility.

Summer Camp staff are required to review the registration forms of all children within the first 24 hours of your child's arrival at camp. Particular attention will be paid to allergies, diet restrictions and any other pertinent health conditions. Please keep staff updated and verify any new health conditions while your child attends camp. Staff members will not dispense medications, nor will participants be permitted to take medications during the program with exceptions being made on a case-by-case basis.

Medical Procedures and Emergencies

The Camp Director and Camp teachers are trained in First Aid and CPR. In case of a minor injury or illness, the staff member notifies the Camp Director and assistance is sent. Incident report forms will be filled out by the staff member present at the time of the incident and a copy will be given to the parent once it is signed.

In case of emergency, 9-1-1 is called, and then the parents and the Supervisor are notified. The child is released to the parents or taken to the hospital, depending on the situation. If by calling the numbers provided on the registration forms the parents couldn't be located, the emergency contact will be called.

A staff member will accompany the child to the emergency room at the hospital and take the child's registration form if a parent cannot be located. The incident report is recorded, and a copy is given to the parent. If the parent arrives at the program site prior to the ambulance departure, the responsibility of accompanying the child to the hospital will be relinquished to the parent.

Communicable Diseases

Please notify the Camp Director in the case of communicable diseases. (Chicken Pox, Lice, Ringworm, etc.) spread to your child. We will notify all parents if deemed necessary. All children will be observed as they enter the program for signs of communicable diseases. The staff is trained in the recognition of signs of communicable diseases. The following precautions will be taken for children suspected of having a communicable disease.

- Staff will notify the parent of the child's condition.
- A child with any of the following conditions will be immediately isolated and discharged to his/her parent.
 - Diarrhea
 - Severe coughing causing the child to become red in the face or to make a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis
 - A temperature of 100.4 degrees in combination with any other sign of illness
 - Untreated infected skin patches
 - Stiff neck

A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for additional symptoms listed in the above section and will be discharged from the program by the decision of the camp teacher and parent should these symptoms become obvious.

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or other parasitic infections

A child isolated due to suspected communicable disease will be:

- Cared for in an area away from other children.
- Within sight and hearing of a staff member at all times
- Observed for worsening condition.
- Discharged to parent upon decision of Summer Camp Staff

Child Abuse

All staff have gone through a thorough hiring process, including a background check. All staff has been trained to identify child abuse. All staff members associated with the summer camp program are Mandated Reporters of child abuse.

Non-discriminatory clause

Inspire Me Summer Camp is committed to providing a safe and inclusive environment for all children regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, or disability. We do not discriminate against any child on the basis of these factors in our admissions policies, programming, or staffing.

We strive to foster an environment where children can learn, engage, and make new friends, and we believe that diversity is essential to achieving this goal. We welcome all children to our summer camp and celebrate the unique talents, backgrounds, and perspectives that each child brings.

At Inspire Me, we believe that every child has the potential to be great, and we are committed to creating a culture of respect and inclusivity that enables all children to thrive. We believe that by fostering an environment where diversity is celebrated, we can help our campers develop a deeper appreciation and understanding of the world around them. We are committed to working with families to ensure that every child has a positive and meaningful summer camp experience at Inspire Me.

Behavior Policy

At Inspire Me Academy, we strive to provide a safe and nurturing environment for all children in our care. We believe that positive behavior is essential for the development and success of each child. We expect our children to treat others with kindness, respect, and empathy. We also believe in holding our children accountable for their actions while maintaining an open line of communication with parents.

Guidelines for Positive Behavior:

- We encourage children to communicate their needs and feelings in an appropriate manner
- We use positive reinforcement and praise to encourage and reinforce good behavior
- We offer children choices whenever possible to help them develop their decision-making skills
- We use redirection and gentle reminders to address inappropriate behaviors
- We maintain consistency in our expectations and consequences

Discipline Procedures:

- For minor offenses, we will use redirection, verbal reminders, and positive reinforcement
- For more severe offenses, we will use taking break procedures, removing the child from the situation or activity for a short period of time
- In the event of continued or repeated unacceptable behavior, we will contact the parent or guardian to discuss a plan for addressing the behavior

Guidelines for Good Behavior:

- Be kind and respectful to teachers, classmates, and visitors.
- Use appropriate language and tone of voice.
- Follow classroom rules and directions.
- Be responsible for belongings and the belongings of others.
- Use toys, equipment, and materials appropriately and safely.

Parent Involvement:

We encourage parents to be involved in promoting good behavior by providing suggestions or reinforcing good behavior at home and requesting their feedback on how their child is behaving at school. Regular communication between parents and teachers is essential to ensure that we work together to support the child's growth and development.

Positive Reinforcement:

We believe in encouraging good behavior through positive reinforcement. Children who follow the guidelines for good behavior will be acknowledged and rewarded in the following ways:

- Praise and verbal encouragement.
- Stickers or other small rewards.
- Extra playtime.

Behavior Modification Plans:

If a child requires additional support in managing their behavior, we will work with parents to develop a behavior modification plan. This plan will outline specific strategies for addressing the child's behavior and achieving positive outcomes.

BEHAVIOR POLICY FOR SAFETY OR DANGEROUS BEHAVIORS

IN THE EVENT OF UNSAFE BEHAVIOR:

1. STAFF WILL IMMEDIATELY KEEP YOUR CHILD AND OTHER CHILDREN SAFE FROM HARM.
2. CONTACT THE PARENT/CARETAKER IMMEDIATELY TO PICK UP THE CHILD FROM THE PROGRAM.
3. WRITE AN INCIDENT REPORT OF THE INCIDENT OF CONCERN.
4. SCHEDULE MEETING WITH STAFF AND CARETAKERS TO START A BEHAVIORAL PLAN OR REVIEW PREVIOUSLY PREPARED BEHAVIOR PLAN.
5. STAFF PROFESSIONAL BEHAVIORAL ANALYST CAN BE OFFERED FOR ASSESSMENTS AND RECOMMENDATIONS.
6. REVIEW THE PLAN AND REVISE AS NEEDED.
7. IMPLEMENT A NEW PLAN IF DEEMED NECESSARY.
8. ALLOW A REASONABLE PERIOD OF TIME TO ALLOW THE SAFETY PLAN TO TEACH ALTERNATIVE BEHAVIORS.
9. SCHEDULE FOLLOW-UP MEETINGS TO ASSESS EFFECTIVENESS AND ANY ONGOING BEHAVIORAL CONCERNS.
10. IN THE EVENT THE DANGEROUS BEHAVIORS CONTINUE DIRECTOR WILL OFFER RECOMMENDATIONS FOR A NEW PLACEMENT DUE TO THE INABILITY OF THE PROGRAM TO MEET PRESENTING BEHAVIORAL NEEDS.

Behavioral Definitions:

Mild behaviors: Yelling while playing, crying normally, refusing to participate, walking away, and pouting. No one is getting harmed or in danger. Age appropriate behaviors.

Moderate behaviors: Verbally threatening others, screaming or disrespectful language towards adults and peers, refusing to play or engage with others, touching items belonging to others, refusing to clean up their area, and incidents of nonphysical bullying, regular disruption of class or staff.

Severe behaviors: running away from the safety of adults, putting hands on others such as punching, slapping, scratching, hitting, spitting on others, biting, eye poking, hair pulling, head butting, pushing, kicking, and physically attacking others. Severe bullying threatens or causing harm to others. Extreme and extended tantrum behaviors include falling on the floor, refusing to move when transitioning, and destroying property, lasting for long periods of time and often leading to disruption of the schedule and classroom. Any form of harm to others.

Anti-Bullying Policy:

We are committed to providing a safe and inclusive environment free from bullying and harassment. We have a zero-tolerance policy towards bullying, and any bullying incidents will be dealt with promptly and effectively.

We believe that every child has the right to a happy and fulfilling childhood, and we will do everything in our power to ensure that every child in our care feels safe, supported, and valued.

Please sign below to accept the safety/anti-bullying policy.

Parent/Guardian _____

Childs name _____

Parent Signature _____

Date: _____

Camp Safety Rules

- Safety First.
- Follow directions.
- Be respectful to other campers and staff at all times.
- Stay with an assigned staff at all times.
- Respect Camp Property other people's belongings and camp equipment.
- Use all equipment properly.
- Ask for help when you need it or with problems.
- Provide help when others are in need.
- No inappropriate or unnecessary physical behavior towards any camper or staff member.
- Biting, fighting, hitting, kicking, pinching and pushing will not be tolerated.
- Use kind words.
- Treat people the way you want to be treated.
- Remain quiet when others are speaking.
- Ask first before going to the bathroom or leaving your area
- A positive attitude makes a great day!

Important Notes

- Please contact Inspire Me office via email at inspiremelearning@gmail.com with any problems or concerns or the camp director for urgent concern at 484-904-5918.
- Camp opens at 8:30A.M. do not arrive earlier, as you will not be able to drop your child off without signing them in.
- You must pick your child up by the designated time on your registration form. If you are going to be late please call the Camp Teacher and let them know. There will still be a late fee, however we can let your child know so they don't worry.
- Any special instructions must be discussed with the Summer Camp Staff
- Art related projects will be done weekly.
- Special activities will be taught to the children teaching them cooperative games and activities that will require teamwork and communication.
- If your child regularly attends camp and will not be attending due to scheduled vacations, please inform the Director.
- This program will be run outdoors. Please apply sun block to your children before you drop them off. Please send additional sun block that can be applied by your child throughout the day.
- We will dispense a weekly newsletter at the end of every week to keep you aware of our week's activities!
- Parents MUST sign their children in and out EVERYDAY! If your child is not signed into the program by the parent, the child is considered absent for the day.
- If someone other than a parent is permitted to pick up the child from camp, then you MUST write a note to notify your child's camp teacher or camp director or who will be picking them up. We will check for identification!
- The Camp Director, Head Summer Camp Coach, and Summer Camp teachers will be trying their best to make sure that your child has a GREAT SUMMER!!

Thank you for your cooperation and support.

The Inspire Me 2023 Summer Camp Handbook Agreement must be completed before the first day of summer camp (July 1st, 2024).

I, _____ have received, read and understand all of the information presented to me and my child in Inspire Me 2023 Summer Camp Handbook.

Child's Name (Print): _____

Parent's Name (Print): _____

Parent's Signature: _____ Date: _____