

Summer Safari

Enrollment Contract
First United Methodist Church Claremore

1. I register my child, _____ for the 2021 Summer Safari Program.
2. I agree to pay a one-time enrollment fee of \$40.00 due at the time of enrollment. This enrollment fee is nonrefundable.
3. I agree to pay Claremore First United Methodist Church the Summer Safari tuition for my child.
 - I will pay for June only. **2 day: \$150** or **3 day: \$225** on or before June 30th
 - I will pay for July only. **2 day: \$200** or **3 day: \$300** on or before June 30th
 - I will pay for both months separately. **2 day: \$150** on or before June 1st and **\$200** on or before June 30th. **Or 3 day: \$225** on or before June 1st and **\$300** on or before June 30th
 - I will pay upfront for both months. **2 day: \$325** or **3 day: \$500** on or before June 1st (This method includes a \$25 discount).
4. I understand that absences, partial days, or an early withdrawal from the program will not be refunded.
5. I understand that tuition payment dates are June 1st and June 30th. There will be a \$10 late fee for any payments received after these dates.
6. I understand that pickup time starts at 1:45pm. If my child is not picked up by 2:00, a \$10 late pickup fee will apply.
7. I understand that the Summer Safari Program reserves the right to dismiss my child at any time for disruptive or inappropriate behavior.
8. I understand that my child cannot attend if he or she has a fever of 100.4 or higher and cannot return until he or she has been fever free for 24 hours.
9. I understand that Summer Safari will not accept my child if my child has symptoms of a contagious disease or illness; and if my child has a contagious disease I will notify the Director and not return my child until all danger has passed with a doctor's note.
10. I understand that my child needs to be dressed appropriately for the weather with close-toed shoes, as several activities will be held outdoors.
11. I understand that I will need to provide my child's lunch while he/or she attends Summer Safari, unless notified otherwise.

Parent's Signature

Date

Summer Safari

Child Information Form

Child Information

Child's Name _____ Gender _____ DOB _____

Home Street Address _____ City _____ State _____

Mailing Address _____ City _____ State _____

Parent or Guardian Name _____ Phone _____ Alt. Phone _____

Place of Employment _____ Business Phone _____ Email _____

Parent or Guardian Name _____ Phone _____ Alt. Phone _____

Place of Employment _____ Business Phone _____ Email _____

Emergency Contact

List individuals to notify, in case of emergency, when the parent or guardian cannot be reached. List in order of preference:

Name	Phone

Health Record

Child's Physician or clinic

Phone

Street Address

City

State

Zip

- I understand that a signed parent/guardian permission is obtained prior to Administration of any medication to any child.

Does your child have any specific needs involving routine care, behavior modification, communication, eating, or sleeping activities? When Yes, describe:

Does your child have any known allergies?

Yes No

When, yes, list:

Does the known allergy require special precautions, actions, Or medications?

Yes No

When yes, describe:

Describe any special precautions for diet, medication, or activity, when applicable:

Are there any other special considerations that would assist this program in providing care to your child? When yes, describe:

Transportation

- I **do not** give permission to transport my child.
- I give permission for my child to be transported by this program under the following circumstances:

Select all that apply:

- When an emergency occurs and I cannot be reached.
- Field Trips.

Pick Up Permission

Individuals who have permission to pick up my child:

Name	Phone

Parent signature

Date

Permission to Photograph

I, _____, give permission for _____ to
(Parent or Guardian name) (Child Care Provider)

photograph my child, _____, for the following purposes:
(Child's Name)

Type of Use:	(Please check one)	
	Grant Permission Decline Permission	
Still Photographs:		
Display in my personal scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Give photographs possibly containing your child to current clients	<input type="checkbox"/>	<input type="checkbox"/>
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients	<input type="checkbox"/>	<input type="checkbox"/>
Display still photos on Church website	<input type="checkbox"/>	<input type="checkbox"/>
Post photos on Church Facebook page	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Videos:		
Give video to current parents	<input type="checkbox"/>	<input type="checkbox"/>
YouTube promotional video	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list):		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

*Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

(Parent or Guardian signature)

(Date)

Permission to Apply Sunscreen to Child

(Name of Child) _____

As the parent of the above child, I recognize that too much sunlight may cause sunburn and increase my child's risk of getting skin cancer someday. Therefore, I give my permission for personnel at: (Child Care Program name) _____
_____ to apply sunscreen of SPF-30 or higher to my child before going outdoors.

I understand the sunscreen may be applied to exposed skin, including but not limited to the face, tops of the ears, nose and bare shoulders, arms, and legs.

I have checked applicable information regarding the type and use of sunscreen for my child:

_____ I do not know of any allergies my child has to sunscreen.

_____ Staff may use the sunscreen of their choice following the directions or recommendations printed on the bottle.

_____ My child is allergic to some sunscreens. Please use only the following brand(s) and type(s) of sunscreen:

_____ For medical or other reasons, please do not apply sunscreen to the following areas of my child's body:

Parent's Full Name (print): _____

Parent's Signature: _____

Date: _____

Safety Policies and Procedures

COVID-19

Stepping Stones Learning Center will always consider the health and safety of our children and of our staff our first priority. We are committed to providing a safe environment for our children. We are continuously monitoring the latest developments in and around our community. As more information becomes available, we are adapting and making changes to our safety measures and protocols. We are also following guidance from the Centers for Disease Control and Prevention (CDC), Department of Human Services (DHS) County Health Department and other government organizations.

In line with safety measures, we are implementing the following protocols and policies in place to prevent the spread of COVID-19:

School Hours

- 9AM to 2PM Monday-Wednesday

Drop Off and Pick Up Policies and Procedures

- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff will use touchless thermometer to take the temperature of the child(ren). Forehead temperature of the child(ren) must be less than 100°F/38°C to be admitted into the school.
- Parents are discouraged to enter the facility.
- Parents should wash their own hands and assist in washing the hands of their children before drop-off, prior to coming for pick up, and when they get home.
- Hand sanitizers will be out of the reach of children, but near all entry doors, classrooms, and other high traffic areas.

Wellness Check for Staff and Children

- Parents must notify the school if a child has taken any fever reducing medications in last 72 hours and must not bring the child to school.
- School will take children and staff's temperature each morning and afternoon by using a non-touch thermometer. If a child or staff has a temperature of 100°F/38°C or higher or exhibits signs of illness, we will follow the facility procedures for isolation from the general room population and notify the parents immediately to pick up the child and the staff member will be sent home immediately.

- If a parent or a member of the same household tests positive for COVID-19 they will be required to provide a proof of clearance from a doctor prior to bringing the child to school, same protocols applies to school staff.
- County Public Health Department, Child Care Licensing Department and Parents will be informed if there any known cases of COVID-19.
- School will follow guidelines given by County Public Health Department and DHS which includes:
 - If a child or staff member tests positive for COVID-19, SSLC will close for 48 hours to deep clean before reopening. The infected child/staff will be required to quarantine for 14 days before returning to school.

Teacher to Child Ratio & Small Group Size

- Same teacher will remain with the child(ren) throughout the day
- Furniture and children's play area will be arranged to provide ample space.
- School will adhere to the DHS teacher child ratios and small group size for prevention, containment, and mitigation measures.

Social and Physical Distancing

- Children will remain in groups as small as possible not to exceed ratio and capacity requirements. We will keep the same children and teacher or staff with each group
- Extend the indoor environment to outdoors, if applicable and weather permitting.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Limit the number of children per table to maintain separation during activities or meal/snack times.
- Masking tape or other materials will be used for children to create separation and have their own space.
- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities
- Educate children about social distancing and give verbal reminders.
- Implement strategies to model and reinforce social and physical distancing and movement as best as possible.

Healthy Hygiene Behavior/Hand Washing

- Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- Children will be lined up for hand washing with soap and water, while keeping a safe distance from one another.
- Faucet will be kept running, so that children do not need to touch the faucet.
- Staff will practice frequent hand washing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds) and use paper towels to dry hands thoroughly.

All Children and Staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage.

Routine Cleaning, Sanitizing, and Disinfecting

- On top of our regular daily cleaning, the school will routinely clean and disinfect frequently touched surfaces and objects throughout the day (e.g., doorknobs, light switches, classroom sink handles, countertops, shared toys).

Personal Protective Equipment (PPE)

Staff will have access to Personal Protective Equipment (PPE), including masks & gloves to prevent the spread of germs. Children are not required to wear masks while at school, but if parents want them to wear a mask, it is the parent's responsibility to provide the school with a clean cloth mask every day. Parent must wash the mask daily.

If parents choose to bring their child with a face mask, and if the child decides not to keep the mask on, staff can only encourage but will not force the child to wear the mask.

Lunchtime

- Parents will be required to provide lunch from home
- The school will continue to provide snack for the children.
- Parents should send water bottles from home. Water will be provided to children in a disposable dixie cup if they do not have one. Water fountains will be unavailable.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.

Napping

Napping pads will be spaced 6 feet apart from each other. They will be arranged with the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing. All pads will be wiped down and disinfected after each use.

Parents are required to bring a crib size bed sheet and blanket. Bedding will be sent home on Thursdays for wash and brought back on Mondays.

Outdoor Play Time

- Outdoor play activity will be staggered to reduce the number of children in the same area.
- Group size will be limited to on class at a time.
- More play time will be given to children, weather permitting.
- Frequently used surfaces will be cleaned as frequently as possible.

On a normal basis, we follow Claremore Public Schools for closures and holidays. If Claremore Public Schools shuts down and goes to a virtual classroom, SSLC will continue to stay open. However, we will follow the guidelines of Claremore First United Methodist Church in that if there are more than 500 ACTIVE cases in Rogers County, SSLC will close until further notice.

The COVID-19 pandemic is a challenging situation. Federal, state, and local orders and guidance may change frequently, therefore our policies and procedures are subject to change accordingly.

Although, the School has placed all commercially reasonable preventative measures to reduce the spread of COVID-19; however, the School cannot guarantee that your child(ren) will not become exposed to or even infected with COVID-19 in the course of their use of the School's childcare services and facilities.

Parent Signature Page

Welcome to Stepping Stones Learning Center. This handbook contains important information regarding our program. Please read and keep it handy. It will answer many questions you may have throughout the school year. Feel free to ask the Center director for clarification of any policies in the handbook.

After reading the handbook, please sign and return this page to the Center.

I acknowledge that I have received a copy of the parent handbook for Stepping Stones Learning Center. I agree to follow all policies outlined within.

Student Name

Teacher Name

Signature of parent/guardian

Date

Signature of parent/guardian

Date

Morning Drop-Off Procedure

- Please enter the parking lot at the north entrance of FUMC, adjacent to the technology center.
- Follow the parking lot around to the Children's Center.
- Please DO NOT park curbside.
- Park in designated parking areas.
- We ask for safety that all children be escorted by holding hands.
- You will walk your child inside to the magnetic double doors where an SSLC Staff member will take their temperature and escort them to their classroom.

Drop off time will be from 9:00-9:15am, please don't be late.

However, if you need to drop your child off late, please come to the front desk behind the magnetic doors and we will escort your child to their room.

Afternoon Pick-Up Procedure

- Doors will open at 1:45pm. Pick up time is from 1:45-2:00pm. If your child is not picked up by 2:00, a \$10 late pickup fee will be applied.
- Please park in designated parking space, not curbside, and come inside to pick up child.
- Adults that a Summer Safari staff member does not recognize for pickup will be asked to show a photo id and will need to sign a student out with an office worker.

If your child will be picked up early, please let a teacher of the front office know ahead of time so we can have them ready. You will need to sign them out when you pick them up.

School Supply List:

Blanket

Pillow

Crib sheet

(XL ziplock bag to keep bedding)

Bag and folder to send home important papers

Diapers/pull-ups**

Wipes**

Change of clothes

Daily lunch

Daily drink cup or bottle

** Children who are not yet potty trained

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1	2	3	4	5
6	7 Vacation Bible School	8 Vacation Bible School	9 Vacation Bible School	10 Vacation Bible School	11 Vacation Bible School	12
13 Week 1: Noah's Ark	14 ☆ First Day of Summer Safari -June Session	15 ☆	16 ☆ Water Day	17	18	19
20 Week 2: Moses & The Red Sea	21 ☆	22 ☆ Ice Cream Sundaes	23 ☆	24	25	26
27 Week 3: Jonah & The Whale	28 ☆	29 ☆ Picnic at the Pond	30 Water Day			

Water Day

On water days, please pack your child's swimsuit, towel and sunscreen.

Ice Cream Sundae

On Ice Cream Day, please bring \$1

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		☆ Picnic at the Pond	☆	1	2	3
4 Week 4: Jesus Baptism	5 ☆ First Day of July Session	6 ☆	7 ☆ Water Day	8	9	10
11 Week 5: Jesus Walks on Water	12 ☆	13 ☆ Ice Cream Day	14	15	16	17
18 Week 6: Jesus Washing Feet	19 ☆	20 ☆ Water Day	21	22	23	24
25 Week 7: Jesus & The Woman at the Well	26	27	28 Last Day of Summer Movie & PJ Day	29	30	31

Water Day

On water days, please pack your child's swimsuit, towel, and sunscreen.

Ice Cream Day

On Ice Cream Day, please bring \$1

Picnic Day

On our picnic day we will eat our lunch out of the pavilion in the back pasture and enjoy the beautiful weather.

Movie & PJ Day

We will watch a movie and pop some popcorn. don't forget to wear PJs too.

