



# Summer Camp

**Parent Handbook  
2024**

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Revised: 4/10/24

**Gingerbread House Learning Center  
2417 Fourth Street  
Rosenberg, TX 77471  
(281) 232-9583**

**(2024)**

**Welcome** to the Gingerbread Summer Camp.

We started the Gingerbread Summer Camp programs in the Summer of 2009 as a bridge between our After-School programs and the summer break in the school district. We look forward to working with you and your family in providing your child with an enjoyable summer camp experience.

There are five goals that we have established for this program:

1. Provide an atmosphere where independence and choices are encouraged while understanding the meaning of reasonable limits and expectations.
2. Provide a variety of activities by creating age appropriate learning stations including sports, art, crafts, music, dance and STEM projects and much more.
3. Provide camp leaders that understand child development, and offer enthusiasm for learning.
4. Keep open communication with the parents and the camp.
5. Create an atmosphere where every child feels special.

Please take the time to read this parent handbook.

If you have a question or concerns, please call me at (281) 232-9583 or (281) 960-1712.



Where Children Learn and Grow

Respectfully,

Susie Van Gossen, Director  
**Gingerbread House Learning Center**

Kelly Novicke, Director of Operations  
**Gingerbread House Learning Center**

# Parent Handbook

## (2024)

To establish a well-organized Summer program, the following information is being made available to all participants. Please keep this Handbook for future reference.

### **ENROLLMENT REQUIREMENTS**

A registration packet must be completed to enroll a student in the Summer Camp program. Once the packet is complete, the registration fee and first week's tuition are due at the time you submit the paperwork for processing. The State acknowledges that immunizations, TB, hearing, and vision screening documentation are kept on file at the public school. However, you must still sign the acknowledgment page. You must **re-register** your child to attend the Summer program each year.

### **HOURS OF OPERATION**

We will be open from 6:00 A.M. to 6:00 P.M. Monday thru Friday, **May 28<sup>th</sup> to August 9<sup>th</sup>**. We will be closed **July 4<sup>th</sup>, & 5<sup>th</sup> and Aug 2<sup>nd</sup>**.

### **LATE PICK-UP POLICY**

**Late pick-up is assessed beginning at 6:01 p.m.** You must pay the late charge of **\$40.00** for every 10 minutes thereafter on the day you are late. If you do not pay at that time, payment is due the following day. An additional fee of **\$20.00** will be added to your account if it is not paid.

**If you are late in picking up your child/children more than twice, your child care will be suspended for (1) week. This is a charged week.**

**Late fees will be strictly enforced regardless of the reason for being late. Please make arrangements for alternate pick-ups for days when you might be running late.**

### **SIGN OUT PROCEDURES**

Any person picking up a child from the Summer Program must present a photo ID and be on the child's list of approved adults to pick up. They will be required to write the date, time, and sign the child's sign out sheet. Please do not call and change the names. This must be done in writing and changed on the enrollment sheet ahead of time.

Please notify us if your child will be absent on a particular day.

## **CUSTODY POLICY**

NON-CUSTODIAL PARENT: A parent has the right to pick up his/her children at any time. The only exception is a court order stating that they do not have that right. If there is a restraining order, it must specify the name of the child. If the order pertains only to a spouse, this does not cover the child. If we do not have a copy of the legal documents, we cannot enforce a parent's personal request.

In cases of sole custody, we will not allow social visits of the non-custodial parent, or personal phone calls to the child while the child is in our care. These visits should be arranged during the time the child is at home.

## **TUITION**

Tuition is due according to the schedule located on the last page of the parent handbook. Tuition is considered late if received after Tuesday of the payment due date and a \$40.00 late payment fee will be assessed to your account. If your child is absent on any given day or week, you will be charged the full rate. There are no daily rates. (Refer to Absence Policy)

## **CANCELLATION POLICY**

If you decide to cancel the summer program, you must give a 2 week written notice prior to the next payment due date. Otherwise you will be billed and responsible for paying for the next two week period. This must be paid prior to the last day of service to avoid any late penalties.

## **All Tuition And Registration Fees Are Non-Refundable**

## **LATE PAYMENT**

Payments are due on a Monday. You will be given a (1) day grace period to make your payment. If payment is not received by Tuesday at 6:00 pm, you will be assessed a \$40.00 late payment fee. Your child will not be allowed to return to the camp until the tuition and late fees are paid.

## **RETURNED BANK DRAFTS & DECLINED CREDIT CARDS**

Tuition may be paid in cash, by bank draft, or credit card payment. If we receive a returned bank draft or a declined credit card payment your account will be assessed a \$40.00 returned/declined payment fee. After the 2<sup>nd</sup> returned draft or declined credit card, all future payments will be by cash only. It is your responsibility to get a receipt from a staff member.

## **CAMPER RESPONSIBILITIES**

Campers should wear shorts, t-shirts, socks and shoes. Sandals, boots and crocs are not allowed. Campers will need to bring a sack lunch, snack and water bottle on field trip days. Campers must have a written release form from their parents before they can bring any electronic devices, including phones to the summer camp.

## **CAMP HOLIDAYS**

The Camp will be closed on July 4<sup>th</sup> and 5<sup>th</sup> as well as August 2.

## **WEATHER EMERGENCIES/CLOSURES**

In case of an emergency, (ie. storms, flooding, chemical spills, loss of electricity, water etc..) the Summer Camp will be closed if there is an immediate risk to the campers. If we must evacuate the building, without prior notice, the Gingerbread House Day Care will relocate to the Rosenberg Police Department, 2120 4<sup>th</sup> Street, Rosenberg, TX 77471, (832) 595-3700 the Gingerbread Kids Academy will relocate to Fire Station #3, 6226 August Green Dr., Richmond, TX 77465, (832) 595-3600.

If we must close the Camp due to circumstances beyond our control for more than 3 days, you will be charged one/half the regular rate for that week. A copy of our Disaster Preparedness Plan is available for review upon request. If there is severe weather, we advise that you call the center before leaving in the morning to confirm if we are open.

## **PARENT NOTIFICATION**

All parent notifications will be attached to your child's sign-out sheet. Please take the notes and read them for upcoming events, changes in room assignment, and other relative information.

## **MEDICATIONS**

We require a written authorization from the parent/guardian of each child along with directions for administering the medication from the doctor. We are not a trained medical facility and thereby exercise the right to administer only medication for common childhood illnesses as authorized by a physician. Breathing treatments can only be given once per day.

## **MEDICAL EMERGENCY / ILLNESS / INJURY**

Any child with a fever, vomiting, and/or diarrhea MAY NOT ATTEND Camp for the health and safety of the other children. If your child becomes ill during our care, you will be called to pick up your child.

Staff are not permitted to administer any medication. If your child is absent due to illness for more than 2 days, a doctor's release must be obtained stating they may return to camp program..

Injuries not requiring medical assistance will be noted on an incident report. You will receive a report at the end of the day. If medical assistance is required, you will be contacted immediately. Please keep your phone numbers updated, as well as the emergency contacts.

If there is a **MEDICAL EMERGENCY** with your child, we will provide the necessary care and treatment while contacting emergency personnel. We will then attempt to contact the parents, first, and then the emergency contact person on your list. We will explain the situation and medical emergency. At that time we will arrange to meet at the designated medical facility and if medical personnel are on site, you will be given the opportunity to talk to them. A staff personnel will remain with your child until you arrive and will be available to the parent as long as necessary.

### **ABSENCES**

Any time a student is gone for more than 1 week without payment, the student is dropped from the enrollment list and the vacancy may be filled. To re-enroll, an opening will have to be available, and a new registration fee paid.

### **DISCIPLINE**

If a conflict occurs during the Summer Camp Program, the situation will be handled through conflict resolution meetings with the campers involved. If this does not solve the conflict, the parents will be called, and we will have a parent conference. Verbal abuse toward other Campers, Camp Leaders, or other Camp Personnel will be handled immediately, and a written warning will be given to the parents. The second offense will constitute suspension from the program for 3 days. The third offense for Verbal abuse will be expulsion from the program.

Any physical contact that may cause bodily injury to other Campers, Camp Leaders, Parents, or Camp Personnel will be grounds for immediate suspension from the Camp Program for 5 days. This determination will be made by the On-Site Manager, and the Director of the Summer Camp programs. A parent conference will be mandatory before your child may return. The second offense will constitute immediate expulsion from the program. **Campers and parents will be required to sign a Field Trip Participation Contract.**

If any **parent** becomes physically or verbally abusive towards other campers, parents, or camp leaders, they will be asked to leave the campus and their child will be expelled from the program.

### **CAMP SETTING**

The camp will be set up for multiple activities throughout the day. Our outdoor activities will include baseball, volleyball, basketball and water activities weather permitting. Indoors we will have arts, crafts, music, dance, wood shop, library, games, STEM projects and movies. Field Trips will occur weekly if campers are meeting behavioral expectations. Parents will not be allowed to drop off or pick up from the field trip location.

### **TV – MOVIES**

Movies or classic TV shows may be shown at different times. The movies are generally marked G, however, some children’s movies have PG ratings. The PG movies are reviewed by the director before they are shown.

### **ELECTRONIC GAMES & DEVICES**

We will designate certain days and times that the campers may bring their personal video games or other electronic game devices. Childcare Licensing limits the amount of screen time a child may have while in our care. The Gingerbread Summer Camp Programs are not responsible for any lost, damaged, or stolen electronic devices brought to the camp by your child. Each item must be marked with your child’s name on it and parents must sign a release of liability form for each device.

### **STAFF TRAINING**

All staff receive a minimum of 30 hours of child development training within a year of their employment. This training is renewed every year. . The staff are also certified in CPR and First Aid and they must pass are also state background check and an FBI background check.

### **PARENT COMMENTS, QUESTIONS, OR SUGGESTIONS**

If you have any questions, concerns, etc... you may call the program Director, Ms. Kelly at the Gingerbread House Day Care, (281) 232-9583 or Ms. Feron, the Director at Gingerbread Kids Academy, (281) 239-2110 during business hours.



## **INSTRUCTIONS**

**UPON COMPLETION OF READING THIS HANDBOOK, PLEASE SIGN THE ACKNOWLEDGMENT THAT YOU HAVE RECEIVED A COPY AND WERE GIVEN THE OPPORTUNITY TO ADDRESS ANY QUESTIONS YOU MAY HAVE.**

### **Notice:**

The Gingerbread Summer Camp is a No Smoking, No Alcohol, No Drugs, No Cell Phone Usage on the Summer Camp Property, and a Gang Free Zone. HB 2086.

Consumer Product Safety – You may access the CPSC Recall at [www.cpsc.gov](http://www.cpsc.gov). HB 95

Children Under 8 yrs. of age and less than 4'9" must be in a child safety or booster seat HB 61

Does Not Discriminate Against Race, Denominational Preference, Color, Sex, or National Origin

## 2024 PAYMENT SCHEDULE – IN 2WEEK INCREMENTS

DATE DUE	WEEKS PAID	1 CHILD	2 CHILDREN	3 CHILDREN	STUDENT HOLIDAY
<b>May 13th</b>	May 27-May 31	\$185	\$370	\$555	Closed May 27th
<b>May 28<sup>th</sup> "Tuesday"</b>	Jun 3-7 & June 10-14	\$370	\$740	\$1,110	NA
<b>June 10</b>	June 17-21 & June 24-28	\$370	\$740	\$1,110	NA
<b>June 24</b>	July 1-5 & July 8-12	\$370	\$740	\$1,110	Closed July 4 <sup>th</sup> & 5 <sup>th</sup>
<b>July 8th</b>	July 15-19 & July 22-26	\$370	\$740	\$1,110	NA
<b>July 22nd</b>	July 29 - Aug 2 & Aug 5-9	\$370	\$740	\$1,110	Closed Aug 2 <sup>nd</sup> Last Day of Camp Aug. 9th

