



1115 South John Redditt Drive  
Lufkin, Texas 75904  
Phone: (936)632-1720

## **Policies and Procedures**

St. Cyprian's Camp Lion is owned by and operated under the direction of St. Cyprian's Episcopal School. The mission of St. Cyprian's Episcopal School is to be a community of learners where students are challenged to achieve their highest academic, spiritual and physical potentials in a Christian setting. SCES believes in a strong academic presence emphasizing basic academic skills while encouraging each child to work at their maximum skill level and potential. SCES also believes in guiding children in their spiritual growth, facilitating love of learning, and nurturing a healthy respect for themselves and others. We intend to provide this growth within a Christian context where each person, whether student, teacher, administrator, or staff member, is valued as a child of God.

### **Hours of Operation**

Camp Lion hours of operation are 7:30 am - 5:30 pm Monday through Friday.

### **Enrollment Procedures**

The number of children that can be served is subject to availability of staff and facilities. To ensure a space for your child it is best to enroll early. To enroll, you will need to complete and turn in the following forms and fees: Online Registration Form, Current Shot Record, \$40 registration fee and first week's tuition. All forms must be filled out and turned in for your child to be officially enrolled. Camp Lion does not take teams/teammates request. We can only ensure a spot for sessions that are marked reserved on the online registration form and space is still available. We will not hold your child a spot for sessions that are not marked reserved.

## **Fees**

- A \$40 non-refundable registration fee is required to enroll your child in Camp Lion.
- Tuition is due on Wednesdays prior to the session enrolled. A \$5 late fee will be charged for tuition paid after Wednesday.
- A written request is required to add a child for a session of camp and approval will be given by camp director based on availability.
- Parents are responsible for each session reserved on the Online Registration Form.
- A two week written notice is required to be released from financial responsibility of sessions enrolled at camp.
- Any child that is picked up after 5:30 will be charged \$1 per minute.

## **Procedure for Picking Up Children**

The following are the guidelines we use to release children from Camp Lion.

1. At the time of pick up, you must sign your name and put the time that you are taking the child. This helps us keep attendance, as well as, serves as a protection for you and your child.
2. A child may be released at any time to a parent or those persons who are listed on the enrollment application. In case of divorce or separation, we cannot withhold a child from a parent who is listed on the application until we receive a court order giving us authority to do so.
3. To release a child to a person not listed on the application, the parent must:
  - a. Send a note including identifying information about this person.
  - b. Call on the phone and give the descriptive information about this person.
  - c. Any person not listed on the enrollment application must bring their driver's license and have a copy made of it, before the child may be released.

## **Illness and Exclusion Criteria**

We will not admit an ill child for care if one or more of the following exist:

1. The illness prevents the child from participating comfortably in child-care center activities, including outdoor play;
2. The illness results in greater need for care than we can provide without compromising the health, safety, and supervision of the other children in care;
3. The child had one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
  - a. Oral temperature of 100.4 degrees or greater, a rectal temperature of 101.4 degrees or greater, or an armpit temperature of 99.4 degrees or greater; or
  - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, (two or more episodes in 24 hours,) vomiting (one episode in 24 hours,) rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
4. The child has a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child becomes ill while in our care, you will be notified and the child will be isolated until someone is able to take him or her home. We do ask that you respond promptly to make sure that your child receives the care that they may need. If your child has met one of the criteria for illness and exclusion, we will not permit them to return to care for 24 hours after their symptoms are gone, or we have a note from a doctor saying that they are able to attend.

## **Procedures for Dispensing Medication**

1. All medication must be turned in to the office. We do not allow medication to be stored in your child's bag, cubby or locker. We will store medication in our medication box and dispense of it according to direction on label. If you wish to have medicine sent home each day, you must pick it up from the office. No medication will be placed in a child's bag to be sent home. We will keep a record in the first aid room of child's name, medication, dates, dosage, and the staff that administered the medication. We will only administer medication under the following conditions:
  - a. Parent signs an authorization that includes times for medication to be administered and label directions.
  - b. The medication must be in the original container labeled with the child's full name and the date brought to center.
  - c. We will only administer medication according to labeled direction or as amended by a physician.
  - d. We will only administer medication to the child for whom it was intended.
  - e. We will not administer any medication after its expiration date. If medication has not been picked up by parent before expiration date all medication will be disposed of.
  
2. If your child has a recurring medical problem, such as headaches, asthma attacks, or allergic reactions, we will need an authorization signed by a parent or the child's health-care professional allowing our school to administer the medication for up to six months when symptoms occur. Authorization must include symptoms to watch for. Parent will be notified immediately after medication has been administered.

## **Medical Emergencies**

If critical illness or injury requires your child immediate attention of a physician, we will contact emergency medical services or take the child to the nearest emergency room. We will give first-aid and CPR as needed and contact the physician identified on the child's record. Parents will immediately be contacted.

## **Parental Notifications**

1. Medical Emergency - In the case of illness or injury that requires immediate medical attention by a physician, parents will be contacted immediately, by phone or other means necessary.
  
2. Communicable Disease - If a child in our school has been diagnosed with a communicable disease, we will post a parent notice on the parent information board and will send a note home with each child regarding the situation.
  
3. Illness or Injury - If your child becomes ill during care, you will be notified and will need to pick your child up as soon as possible. If there is a minor injury to your child that requires first-aid attention, we will fill out an accident report and review it with parents. We will require parent signature on all accident reports.
  
4. Special Activities - All special activities will be posted at your child's classroom 48 hours before the event.

5. Emergency Preparedness Plan - In the event that an emergency evacuation is needed during camp hours the following procedures will be followed. Staff will walk all children to their designated relocation areas. Designated relocation areas are determined by the evacuation and relocation diagrams located in each room of our facility. In the event that relocation areas are not safe, all children will be walked to St. Cyprian's Episcopal Church at 919 S. John Redditt Dr. in Lufkin. When staff have safely relocated children they will check attendance using class sign in/out sheets. When evacuation is necessary the director or designated person in charge will secure Admission Information Forms for all students. Director will contact the necessary local authorities. In the case of a fire or tornado, parents will be notified immediately regarding their child's safety. If phone lines are down, we will contact you as soon as possible. In the event of hazardous exposure or need to relocate, when all children have been safely relocated, you will be notified and your child can be picked up at our relocation site, which is St. Cyprian's Episcopal Church located at 919 S. John Redditt Dr. in Lufkin.
6. Gang-Free Zone - Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of law and is therefore subject to increased penalty under state law. For more information please consult sections 71.028 and 71.029 of the Texas Penal Code. Notice that our center is a Gang-Free Zone is posted on front entrance doors.
7. Preventing and Responding to Abuse and Neglect - All staff are required to attend Safe Guarding God's Children Training before employment. This training increases the awareness of issues regarding child abuse and neglect, including warning signs, prevention techniques, community organizations that offer support, and intervention protocol for suspected abuse. This class is also available to parents routinely throughout the year. Please see the office staff if you would like to be notified when the next training will be held.
8. Policy Changes –A notice will be placed on the front door if changes are made to our current Policy and Procedures. Parents and staff will receive a copy of the changes via email and/or written notice sent home.

### **Immunization Requirements**

All children are required to have an up-to-date immunization on file on the date of admission. We will not accept children who do not show proof of immunizations required for the child's age. Immunization Requirements are as specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions for Higher Education.

### **Health Statement**

if your child does not attend pre-kindergarten or school away from the SCES Camp Lion, you are required to provide a health statement from your child's physician stating that your child is able to participate in our Camp Lion Program.

## **Discipline and Guidance Practices**

We discipline every child individually and consistently based on their level of understanding. Discipline is directed toward teaching acceptable behavior and self-control. Our staff may use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. The following are forms of positive discipline:

- Using praise and encouragement of good behavior instead of focusing on unacceptable behavior,
- Reminding a child of behavior expectations using clear, positive statements,
- Redirection using positive statements, and
- Using brief separation or time out from group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

All of our staff are prohibited by law to use any harsh, cruel, or unusual treatment of any child, which includes corporal punishment, humiliation, ridicule, yelling, or requiring a child to remain silent or separated from group for inappropriately long periods of time for the child's age.

We ask that parents, dropping off or picking up their children, who need to discipline their children do so outside, and not in the presence of other children. All parents must sign saying that they have received and understand our discipline policy.

## **Code of Behavior**

The intent of the Code of Behavior is to promote Camp Lion as a program that is pleasant, respectful and affectionately remembered by students, parents and staff.

### 1) Student Responsibilities

- a) Honesty
  - i) To speak only the truth.
- b) Courtesy
  - i) To befriend one another.
  - ii) To use polite words.
  - iii) To listen carefully and follow directions.
- c) Respect
  - i) To respect ownership of another's possessions and of the school's materials and facilities.
  - ii) To use school property correctly.
  - iii) To demonstrate fair play and good sportsmanship.
  - iv) To respect the feelings and rights of others.
- d) Obedience and Discipline
  - i) To obey the direction of any member of the camp and school staff.
  - ii) To conduct himself or herself in such a manner as to be a credit to the school.
  - iii) To refrain from fighting or hitting. (No one is ever justified in striking another person, even if provoked.)

### 2) Parent Responsibilities

- a) Accept primary responsibility for discipline.
- b) Support the decisions made during parent/staff discussions.

- 3) Staff Responsibilities
  - a) Clearly define behavioral expectations.
  - b) Strive to handle problems early by using positive reinforcement for good behavior.
  - c) Clearly communicate negative consequences of poor behavior.
  - d) Treat students fairly and maintain consistency in all situations.
  - e) Discuss immediately any behavior problems or suspected behavior problems with parents.
  
- 4) Sequence of Disciplinary Action:
  - a) Verbal warning: Verbal warnings by staff may be given, but are not required. Circumstances may require the teacher to proceed to another section. In any event, no more than three (2) verbal warnings will be given.
  - b) Consequence: Inappropriate behavior will not be allowed. If verbal warnings do not prove effective, the student may face consequences (ex. placed in time-out, suspension of privileges).
  - c) If consequences do not prove effective, parents will be contacted to remove the student from camp for the remainder of the day.
  - d) Dismissal: If inappropriate behavior continues, child will be dismissed from camp for the remainder of the summer.
  
- 5) Tuition after Dismissal: If a child is dismissed from Camp Lion, parents are still responsible for tuition for the current session enrolled.

### **Meals**

Breakfast and afternoon snacks are available each day. Lunches are available as determined by LISD Summer Feeding Program schedule and availability. Students must bring a sack lunch to sessions that this service is unavailable. Students may bring a sack lunch from home on days that this service is available. Availability/Dates of LISD Summer Feeding Program will be posted no later than May 19<sup>th</sup>.

### **Transportation**

Camp Lion does not provide transportation to and from school.

### **Water Activities**

Limited water activities will be provided during the summer for your children. For your child to participate in any type of water activity, you will have to give your consent on the enrollment application.

### **Field Trips**

Camp Lion does not take field trips.

### **Animals**

If an animal is in the classroom as a pet, it will be approved by the Camp Lion Director. All vet records are on file with the school office.

### **Toys & Electronics**

Please do not allow your child to bring any phones, iPads, iPods, electronic devices, video games, movies, toys, trading cards, books, etc. to camp. Camp Lion is not responsible for any loss that may occur from your child bringing anything from home to camp.

### **Parent Visits**

We welcome parents to visit our facility, but we ask that you respect the daily routine and rights of the other children in our care. You are not required to secure prior approval to visit our program to observe your child or our operations as we function daily. We do ask, that upon arrival, that you check in with the front office to receive a visitor's badge.

### **Concerns and Complaints**

If you would like to visit with the Director to review or discuss any questions or concerns regarding the policies or operations of our facility, please call the office to make an appointment. All complaints need to be reported to the Director immediately. We are here to serve you and your child, but must act in the best interest of everyone in our care.

### **Accreditation**

Camp Lion, St. Cyprian's Episcopal School's summer program, is exempt from licensing by Texas Department of Family and Protective Services-Child Care Licensing. Camp Lion is exempt according to Texas Administrative Code Chapter 745.119(1) – Accredited Educational Facility for Grades Pre-Kindergarten and Above

- (A) The educational facility operates primarily for educational purposes;
- (B) The educational facility operates the program;
- (C) All children in the program are at least pre-kindergarten age; and
- (D) The Texas Education Agency (TEA) or the Southern Association of Colleges and Southern Association of Colleges and Schools (SACS) accredits the educational facility; or the Texas Private School Accreditation Commission (TEPSAC) accredits the educational facility.