



Parent Handbook 2018-2019

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About Us

New Hope Camp After School and Intersession programs are for children in kindergarten through fifth grade. At New Hope Camp children are given the chance to play, explore and discover. In our program, we spend the majority of our time outside immersed in the natural environment of camp. Our daily activities include but are not limited to swimming (Memorial Day to Labor Day), nature walks, outdoor games, canoeing, building forts, and creating works of art.

Our Goal

Our goal is to provide the highest quality child centered programming, while strengthening the child's connection to the natural world through daily play and discovery. At New Hope Camp, children will engage in unstructured active free play to develop healthy bodies, creative minds, emotional stability, and strong social skills. A natural curiosity for the environment and ongoing exploration of the world around them are all possible on our beautiful private 165 acre campus. New Hope Camp is a place for kids to get a chance to be kids.

Our Ratio

Our camper to counselor ratio is 1:10. We aim to keep it lower, but it will not exceed that. This helps our counselors have more one on one time with our campers. Campers are divided into two age groups, kindergarten through second grade and third through fifth grade. Each group has two teachers. There is also always a fifth staff member on campus. This configuration gives us more flexibility, closer observation and supervision, and an opportunity to form closer relationships between campers and counselors.

Registration

Enrollment is open to all children in kindergarten through fifth grade. Please go to <https://newhopeccc.campbrainregistration.com/> to register online. You are required to complete an online medical form at time of registration. Please note that children must be current on all vaccinations. An immunization form will be required prior to the first day of attendance. Any questions about this process should be directed to the Registrar at 919-942-4716.

Transportation is provided from Hillsborough Elementary School, The Expedition School, Cameron Park, Central Elementary, Pathways Elementary and Eno River Academy. Children who attend New Hope Elementary will be transported by an Orange County School bus.

Parent Involvement

Parents are welcome any time at New Hope Camp. We encourage you to take a time out and come play with your child. If you have a special talent to share with our campers, please let us know. We would love to have you come and share.

Communication

Parent Communication

Parents are responsible for reading and understanding the policies in the Parent Handbook. If you have any questions about the information in the Parent Handbook please contact the Program Director. New Hope Camp reserves the right to add, change, amend, or delete policies at will. Parents will be notified of any changes to the Handbook. The Parent Handbook is updated annually.

Disclosure of Information

New Hope Camp shall not disclose information concerning an individual child or the child's parent(s) or guardian(s) to persons other than New Hope Camp staff or government officials acting in the course of their duties, unless the parent(s) or guardian(s) grant written permission for the disclosure, or unless disclosure is necessary in an emergency situation.

Parent/School Communication

Parents are strongly encouraged to speak with their campers counselor and/or the Program Director at any time. If you have any questions, concerns, ideas, or suggestions for your child, you should first address your child's counselor. Please send all messages to counselors in written form or speak with the counselor directly. If you have a concern that has not been resolved or adequately addressed by your child's counselor, please contact the Program Director. For any questions or concerns regarding facilities, operations, payment or policies, address the Program Director.

Parents are responsible for making sure New Hope Camp has a valid email address and phone numbers for their family.

If your child is unable to come to school (due to a planned or unplanned absence), please call, text or email the Program Director to let them know your child will be absent.

Inclement Weather

Please know that when we make the decision to close New Hope Camp After School and Intersession programs we are balancing multiple factors of safety and staffing. This decision is not made lightly. We consider road conditions to ensure staff arrive at work and home safely. We understand the responsibility to our working families while also balancing our staff's safety.

1. As a general rule, if Orange County Schools (OCS) are dismissed early or closed New Hope Camp will be closed.

There are times, however, when New Hope Camp does NOT follow the public schools' inclement weather policy. In this case, New Hope Camp may decide to reopen its doors sooner than OCS. Families are encouraged to make their own driving decisions in adverse weather conditions.

2. The decision to close New Hope Camp for the day will be made as soon as possible. Closures will be posted on Facebook, and families will be notified by e-mail no later than 5 pm.

If widespread power outages occur, getting closure information out regarding New Hope Camp may be difficult. Under those conditions, in all likelihood, New Hope Camp will be closed.

3. If inclement weather begins suddenly while campers are on campus, the After School Director will make a decision regarding canceling the remainder of the day and will notify families to pick up children accordingly. In this case, families or their emergency contact must return to New Hope Camp to pick up their children.

Personal Belongings

Please label, with your child's name, all items that your child brings to New Hope Camp, such as coats, bags, containers, cups, comfort items, etc. We have multiple children and many cups and school items look the same. Labeling helps to circumvent conflict around these items and ensures that the correct items go home with the appropriate child.

Please do not pack items of sentimental or monetary value. In the event these items are misplaced, New Hope Camp staff can not guarantee the safe return of these belongings.

Clothing and Skin Protection

Please dress your child in weather appropriate clothing that you do not mind getting soiled and that is easy for your child to play in. We will spend the majority of every day outside regardless of weather.

Food

One healthy snack will be provided daily for After School. Two snacks will be provided for all day care, such as Intersession or Teacher Workday camps. If your child has a food allergy, please be sure to complete the online medical form. So we can make a plan for accommodations.

Discipline

Camp rules are designed to enhance the happiness and safety of all campers. Campers who exhibit negative behavior cause our staff's attention to be diverted to dealing with the individual camper, instead of focusing on the fun, care and well-being of the entire group. Inappropriate behavior can include but is not limited to, repeated non-cooperation, biting, vandalism, or repeated bad language.

There are certain instances which will be determined as grounds for immediate dismissal. These include but are not limited to choking, fighting or violent behavior, running away from camp, stealing, possession or use of drugs/controlled substances/alcohol/weapons, or any action that could threaten or pose a direct threat to the physical or emotional safety of the camper, other campers, or staff.

The Program Director will contact parents to discuss any ongoing behavioral problems. If a camper consistently demonstrates inappropriate behavior he/she will be sent home from camp at the discretion of the Executive Director and/or Program Director. Early dismissal from camp will not warrant the refund of fees.

Outdoor Play Safety

The following rules were created to ensure safety of our campers and respect for our natural environment. Please reinforce these rules with your children, and abide by them when you are at New Hope Camp during after school, camp, special events, or even after hours.

1. Restroom are located inside buildings throughout the camp if you need to use the bathroom.

2. Sticks may not be used as guns or to poke others. No running with sticks.
3. Leave it as your found it, or better. We have a beautiful 165 acre campus that is home to many groups and local flora and fauna. Please leave New Hope Camp clean, natural and safe for future guests.

Health & Safety Procedures

Health forms are to be completed as part of the registration process. Immunizations are required.

Medication

If your child takes a prescription medication of any kind, you must notify the After School Director and have completed a Medical Authorization Form. Over the counter medication will be dispensed if you have given authorization. Children are not permitted to have medication in their possession to take on their own. All medication should be given to the Director. The exception to this is epipens and inhalers which will be kept with children at all times.

Policy on Sick Children

Children should be kept at home if:

1. They have been exposed to contagious diseases
2. They have had a fever within 24 hours preceding the day at camp
3. They have experienced vomiting or diarrhea within 24 hours preceding the day at camp
4. They clearly do not feel well (lethargy, glazed eyes, etc)
5. There is discharge from the eye(s)
6. They demonstrate symptoms of illness including but not limited to fever above 100 degrees; conjunctivitis (pink eye) or "cold in the eye"; flu; unusual rash; severe cough; rapid breathing or labored breathing; severe cold; vomiting; yellowish skin or eyes; diarrhea; head lice; intestinal parasites; or contagious illness of any sort which results in child being too ill to participate in daily activities.

In case of contraction of contagious disease or infestation (e.g. lice, intestinal worms):

1. Immediately notify the After School Director. Your child's identity will be protected. This can be done either via email or by phone
2. Once the child has contracted the disease or parasites, keep the child at home for the maximum number of days required. The child should return to camp only when the contagion is gone and a physician deems them well enough to return to school.
3. Return your child to camp when she or he has been naturally free of fever, vomiting, and/or diarrhea for 24 hours.
4. At the discretion of the lead counselor or After School Director, a child may be deemed too sick to remain at camp. Parents will be contacted and are expected to pick up the child within 20 minutes. If the parents cannot be contacted, the emergency contact will be called and expected to pick up the child as soon as possible.

Emergency Procedures for an Injured Child

Staff are trained in CPR and First Aid. If an emergency arises, staff will administer first aid care, call the parent, and if necessary, call emergency medical personnel.

Should a child need to be transported to an emergency room, a staff member will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event in which neither parent can be reached, the child's physician will be contacted.

It is essential for parents to provide information on where they can be reached, physician's name and phone number, and updated emergency contacts.

An accident report with detailed information will be completed. The accident report will be kept in the camp records, and a copy will be given to the parent.

Attendance

If your child will not be on the bus, please notify the After School Director by noon of that day regarding any changes at 919-321-7820 or newhopecampafterschool@gmail.com

Pickup

Pick-up time is no later than 6:00 PM. Since staff members have their own duties and schedules, it is essential that all children be picked up on time. Children notice when their parent or caregiver is late. It creates anxiety and stress for them.

Please call the After School Director at 919-321-7820 if you find that you are going to be unavoidably late. We recommend that parents program the after school phone number in their cell phones. **6:05 p.m. and after is considered late pick-up.**

Families are given one warning – either verbally or in an email – when they are late. Any other subsequent late pickups incur a \$10.00 late fee when pick-up occurs between 6:05 and 6:15. **Any pick-up made after 6:15 p.m. is a dollar a minute.** Fees will be posted on your account and charged the following business day.

Third-Party Pickup: If your child is going home with someone other than the usual person please notify your teacher and the After School Director. The office needs to have a written note of who is authorized to pick-up your child even if it's just for one day. The written note (or email) should include the date, the child's name, the name of the person picking up the child and the

parents/guardians signature. Photo ID may be required for persons not familiar to the staff. Employees are instructed NOT to release a child unless this protocol has been followed.

Fees

Registration Fee

A non-refundable \$50 registration fee is due at the time of application for enrollment. This fee is for all students regardless of when your child is enrolled during the year or fulltime/parttime status. This fee is used by counselors for specific needs and craft supplies.

Tuition

Tuition is based on the fee schedule for the current school year and is due on the 25th of every month for the month following. For example September tuition is due August 25th. Tuition received after the 1st of the month will be considered late. Payment is always 1 month in advance. Payments can be made on-line, credit card (Visa & Mastercard), automatically drafted, or by check (please make checks payable to New Hope Camp and Conference Center).

Full Time Students:

Over the course of the academic year there are 36 weeks of full school days. The current annual cost is \$2,115 per child. Based on which school your student attends will determine how your fee schedule will be set up:

- **Hillsborough Elementary:** 12 month billing cycle. \$176.25 per month. First Payment due **June 25, 2018**.
- **The Expedition School & Eno River Academy:** 10 month billing cycle. \$211.50 per month. First payment due **July 25, 2018**.
- **Traditional Schools:** 9 month billing cycle. \$235 per month. First payment due **August 25, 2018**.

Part Time Students:

There are a limited number of part time spaces available during the 2018-2019 academic year for students who ride the New Hope Camp and Conference Center bus.

There are only two options:

-Monday-Wednesday-Friday

-Tuesday-Thursday

Part time fees are charged at a rate of \$15 per day. **Charges are based on days enrolled and not days attended.**

- **Changes made four weeks in advance will try to be accommodated subject to availability on buses.**
- **Students who do not use New Hope Camp and Conference Center transportation can create their own schedule. Please contact the office regarding days requested.**

Teacher Workday/ Early Release/ Snow Day Camps/Intersession

Teacher Workdays: \$40

Early Release Days: \$15 (for part time students only)

Snow Day: \$40

Intersession: \$175/ week or \$40 a day

Late Payment

A late payment fee of \$15 is due for all tuition payments made after the 1st of the month and should be added to the monthly tuition check or payment. If payment has not been received by the 10th of the month, your child will be suspended from the program until your account is up to date.

Families unable to pay monthly tuition or adhere to payment plans may be requested by the After School Director in writing or by e-mail to withdraw enrollment of all children when the monthly tuition fee and late payment fee are not received by the 10th of the month. At that time, the enrollment space will be offered to the first family on a waiting list or marketed to the public. The family requested to withdraw enrollment may reapply for enrollment following satisfactory resolution of their financial account.

Continued Enrollment

Monthly tuition must be paid to secure a child's continued enrollment during a school year, regardless of sickness, prolonged leave of absence, suspension, or vacation/holiday.

Financial hardship

Any family unable to pay tuition by the 1st of the month that the fee is due should contact the After School Director as soon as possible to make payment arrangements. The After School Director will consider requests for payment plans from any families experiencing unforeseen financial hardships.

Returned Checks

A fee of \$25.00 will be charged for all returned checks. The return check fee will be due with the tuition fee of the month following e-mail notification by the After School Director that a check has been returned to the camp. New Hope Camp also must be reimbursed for all charges, including the return check fee.

Withdrawal

In order to withdraw a child from the After School Program, two weeks' written notice is required. If the two weeks' written notice is not given, the family will be charged for two weeks of tuition beginning after notice is given or the child ceases to attend.

Calendar

The afterschool program is closed on the following days for the 2018-2019 school year:

- September 3- Labor Day
- November 21, 22 & 23- Thanksgiving
- December 24- January 1- Christmas & New Years
- April 19- Good Friday
- May 27- Memorial Day

After School care runs:

- HES- July 16, 2018 to June 11, 2019
- TES- August 1, 2018 to June 11, 2019
- ERA- August 9, 2018 to May 24, 2019
- OCS- August 27, 2018 to June 11, 2019