



at

Railroad Junction  
Summer Day Camp and  
Vacation/Holiday Care

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Licensed and Registered by the  
NYS Office of Children and Family Services

## **EBCC AT RAILROAD JUNCTION SUMMER CAMP AND VACATION/HOLIDAY POLICIES**

There are two separate programs available. The Summer Camp Program and the Vacation/Holiday Camp Program. Parents may enroll their child in one or both programs for the same registration fee.

### **Mission Statement**

The Expressive Beginnings Summer Day Camp is a unique 10-11 week camp for boys and girls with an emphasis on having fun and learning new things within a safe, clean and positive environment. The staff at EBCC is committed to providing dependable full day care in a well-rounded and balanced program based on a mix of structure and free choice.

Campers should be allowed to choose their own activities during certain periods of each day. The free choice periods enable the children to establish independence and explore the areas of greatest interest to them. The program is designed to meet the following criteria:

1. Making choices
2. Keeping time flexible
3. Trying new things

### **Fieldtrips and Center Guests**

As part of our program, fieldtrips are provided as an integral part of the Vacation/Holiday and Summer Camp Programs. Any trips beyond the immediate area will be taken by a Department of Transportation vehicle (chartered bus or center bus.) Fieldtrip permission is given upon signature of the School Age Parent/Program Agreement Form. Fieldtrips are included in the regular camp tuition rate. Please be aware that fieldtrips are a privilege and not an entitlement of the program.

Children who are found to behave inappropriately will not be allowed to attend on the next fieldtrip. Depending upon availability of staff, parents may be requested to find alternate care on the fieldtrip day with no financial reimbursement for that day of care.

If a parent brings a child late to the center on a fieldtrip day, the center will refuse care for the child since all school age staff will have left with the other children for the trip. Parents may transport their child to the fieldtrip site independently if they so desire. Otherwise it will be the parent's responsibility to make alternate arrangements until the remainder of the group returns from the fieldtrip.

Fieldtrip dates will always be posted for the week. It is the parent and child's responsibility to read this information weekly. Some of the fieldtrips will be on site with a special guest instead of scheduling an off-site trip. **Please have your child(ren) wear his or her summer camp t-shirt when attending fieldtrips.**

### **Breakfast, Snacks and Lunches**

A cold cereal and juice breakfast will be available from 7:00 – 8:00 AM. Lunch is included. If your child chooses to bring a lunch, please drop it off in the main office. It is recommended that parents provide an ice pack. We encourage that you send your child in with a healthy, nutritious and plentiful lunch. Children exert a lot of energy during full days of activity.

Please consider a sandwich, piece of fruit and vegetable sticks and possibly a light dessert. During the school year for Vacation/Holiday Care only: lunches will also be provided. The only beverages which shall be served in the program are fluid milk, 100% juice and/or water.

## HEALTH AND SAFETY

### Bathroom Facilities

Children will of course be permitted to use the bathroom when the need arises, but will also be escorted in groups for designated bathroom times.

### Transportation

Parents are responsible for providing transportation to and from the EBCC at Railroad Junction Summer/Vacation/Holiday Program.

### Behavior Management

The Center agrees to provide and follow clear and consistent rules and misbehavior guidelines. The Center agrees to use techniques for helping children gain self-control and assume responsibility for his/her actions. We will do this by problem solving, including but not limited to: redirection to another activity, rewarding acceptable behavior, encouraging children to talk about feelings and provide examples by speaking and interacting with children in a positive manner. We follow the Webster Central School Districts CARE model for positive behavior management (Cooperation, Accountability, Respect, Excellence).

The children are expected to follow all of the program rules. It is to be understood that the Center has a Zero Tolerance Policy for fighting. The Center follows the CARE Behavior Plan used by the Webster School District. Staff will use infractions as “Teachable Moments” and help the child choose more positive choices. The four parts of this plan are based on Cooperation, Accountability, Respect and Excellence.

The Center agrees to handle situations in which the child’s behavior may be deemed harmful to him/herself or others or cause serious disruption of group interaction immediately by separating the child from the group for a brief “cool down” time. It is the Center’s responsibility to work with each family and assist the family in determining the best placement for the child in the event that Railroad Junction is not the best environment for a child. The Center will call parents as needed for any serious behavioral concerns.

### Railroad Junction Basic Rules

1. Hands and body to myself
2. Speak respectfully to others
3. Follow directions the first time

## PAYMENT POLICIES

### Application Fee

A \$30 non-refundable application fee per child regardless of the number of children enrolling is assessed to those interested only in summer camp and/or vacation/holiday programs. The fee is charged annually (usually prior to the start of summer camp each year.)

### Summer Camp payments must be made in advance and in full if registering for less than 10 days.

Otherwise payments are scheduled weekly by automatic debit. Clients who register just for these programs pay only for the times which they have requested. **All changes to your schedule must be made in writing, two weeks in advance.** Changes made without the required two-week notice will be assessed a \$20 processing fee. Because summer camp fills up quickly, it is important for all before and after school clients to register early. Priority enrollment will be given to current clients.

### **For Vacation/Holiday Clients during the school year**

Those clients who register for the camp program, may also participate in the school year's vacation/holiday camps. Clients must pay in advance with their reservation for each holiday desired and this payment is **NON-REFUNDABLE** if you change your mind and do not need care. If your reservation cannot be accepted for care due to maximum enrollment, we will call you immediately. Otherwise all requests are accepted as they are received.

### **Payments**

If your child is out ill or a holiday falls on one of those days, the attendance fee **REMAINS THE SAME**. There will be no refunds or alterations in the schedule for holiday weeks or in the event of the center closing due to weather or emergency evacuation.

Additional Payment Policies can also be found in the General Parent Handbook.

### **Admission Requirements**

Children will be admitted to the program when the following has been completed:

1. Paid registration fee and first week's tuition (both fees are non-refundable)
2. Completed payment agreement contract
3. Completed payment authorization (for new clients)
4. Completed registration form
5. Completed room information sheet and KI form
6. Completed medical form
7. Emergency evacuation plan sign-off
8. Topical ointment authorization form