

2022 Summer Contract



Revised: 5/20/22

2022 SUMMER CONTRACT

2022 Summer Camp Hours: 8:00a.m.-5:30p.m. (Brandywine & Waldorf Locations)

Summer Before Care (6:30a.m.- 8:00a.m.) : \$15.00 weekly

Summer After Care (5:30p.m. – 6:30p.m.) : \$15.00 weekly

Summer Before & After Care: \$25.00 weekly

(10-hour core time. Extended care fee will be assessed for any child who stays past 10 hours).

Payment Dates/ Late Fee's

All payments are due **by 11:00a.m.** If tuition is paid after 11:00a.m.; a late **fee of \$25 per day** is applied. Children will not be able to stay the camp day until the tuition has been paid.

Payments are due by 11:00a.m. every Friday prior to the beginning of the week or session.

Any prepayments such as registration fees, deposits, activity fee payments or field trip payments are all non-refundable.

NOTE: Activity Fees do not include off-site trips. Once off-site field trips are confirmed for the week any leftover monies from activity fee will be applied and parents will be required to pay the difference.

How to Pay

- Cash
- Certified Funds
- Credit Cards with 5% charge
- Online using Tuition Express

Field Trip Chaperones:

If you plan to chaperone a field trip, please call to confirm at least 3 business days prior so the teachers can properly plan. Chaperones are required to work with a small group of children during the trip, and may be required to pay entry depending on the trip site. Chaperone seating on the bus is on a first-come first-serve basis after all students load the bus. Please be prepared to drive when chaperoning a field trip.

Missed a Trip:

If your child misses a field trip, the child cannot be in the building until their group returns. You may be able to take your child to the trip site, but be sure to inform the center to find out the procedures to follow. There are no refunds if your child missed a trip that they were scheduled to attend. ***Parents must pay for the trips for the full week, even if your child(ren) will not be attending the entire week.**

Supplies needed: Summer Camp T-Shirts for all age/ ALL Children must have face masks. (Unless CDC/ Health Department Guidance changes)

- **Ages 3-5:** Thin sheet and blanket for nap, Swimwear (including swim shoes) on Mondays, one full change of clothes at all times, a water bottle and tennis shoes for Sports Camp on Fridays. Please provide one Lysol Spray and container of Clorox Wipes. All camp shirts need to be labeled. **(FULL SUMMER SUPPLY LIST ON PAGE 9)**

- **Ages 5-14:** Journal/Composition book, pencil and pen, labeled bottled water on sports camp days, and swimwear Mondays and Fridays. Please provide one Lysol Spray and container of Clorox Wipes. All summer program shirts need to be labeled. **A bag is recommended*
****ALL CHILDREN MUST WEAR A CAMP T-SHIRT DAILY***
(FULL SUMMER SUPPLY LIST ON PAGE 9)

Discipline Policy

World View Early Learning Center has a policy on how children are disciplined when we are desiring appropriate behavior. Please make sure that you read over our Discipline Policy and let the director know if you have any questions or concerns.

Out of Control Behavior:

It is at the discretion of the program administrators to determine if a child's behavior is out of control to attend programming or a field trip. Behaviors include, but are not limited to: Loud and out of control temper tantrums, consistently not following directions, consistent attempts to wander away from teacher and group, and/or violent behaviors. If a child exhibits any of these behaviors, the parent will be required to immediately pick the child up and no refunds will be given for scheduled activities or tuition.

Parent Communications:

W.V.E.L.C. has transitioned to a school app called "**ClassDojo**". **What is ClassDojo?**

ClassDojo is an educational technology company. It connects primary school teachers, students and families through communication features, such as a feed for:

- Class Dojo
- Photos
- Calendars
- Menus
- Newsletters
- Evaluations
- Blast text from administration
- Videos from the school day
- Messaging so that parents can communicate with their child's teacher daily
- Reminders
- Verbal Communications....And much more!!

To enhance our communications, we currently use this app (ClassDojo) and we are asking for all parents (**Ages 3 through Teens**) to please download the app.

Camp Shirts:

Camp shirts are worn every day. Please be prepared to purchase a summer camp t-shirt(s) at the time of drop-off if your child does not have one.

Key Fob

1 key fob is given when \$100 registration fee is paid. Additional key fobs are \$50.

Personal Belongings (Kindergarten – TEENS)

Students are 100% responsible for personal belongings.

Sick/Illnesses

World View Early Learning Center reserves the right to determine if a child needs to be picked up due to sickness and/or being possibly contagious. Only well children will be cared for at the center. No child with an elevated temperature will be admitted. **If a child has been out sick with a contagious disease, she/he will not be re-admitted to the center without a written statement from the child's physician certifying** that she/he is no longer contagious. **IN ADDITION, no child is allowed at the Center the day she/he is given a vaccination.** (There must be a 24-hour incubation period)

- **EMERGENCIES** – The Center must always be kept informed of the location and phone number of at least one person and two standbys.
- **MEDICATION** – Medication will only be given to a child with a written note signed by a physician. That also includes over-the-counter medication. **ALL MEDICATION MUST HAVE A PHYSICIAN'S NOTE.** Physician's medication forms are available upon request from the administration office.
- **INJURIES** – Only staff who have their (Medication Administration Certificate) can administer medication. Parents must give their child the *first* dosage at home (prior to arriving at the center). Injuries that occur at the center will be reported immediately. Any minor injuries that occur at the center will be reported to the parents or written on a parent's note, which will be placed in child's daily papers that are picked up at the end of each day.

***NOTE: TUITION IS STILL DUE EVEN IF YOUR CHILD(REN) ARE OUT SICK OR QUARANTINING DUE TO COVID-19 OR ANY OTHER ILLNESS.**

COVID-19/PANDEMIC

Since the COVID-19 (pandemic) is ever-evolving, the latest guidance that we follow from CDC and other officials regarding social distancing, mask mandates, and etc. will be provided as it is made available from the authoritative agencies.

Allergies

It is the responsibility of the parent to notify W.V.E.L.C. of any medical conditions or allergies that may affect your child while they attend camp. Also, it is the responsibility of the parent to make sure that any inhalers, epi-pens, special medications, and any other treatment instrument is at the site at all times and labeled, along with instructions on how to use it. Students must have a "**Medication Administration Authorization Form**" filled out by their health care provider if any medicine needs to be administered.

Pictures/Videos

During the summer programs, we take a lot of pictures and videos of the exciting and amazing things our students are doing. Some of the pictures and videos may be posted on our various websites for parents, visitors and students to view. If you do not wish for your child's pictures to be on our sites, please submit a written request via email as soon as possible.

Cell Phone Policy

Students will not be able to share personal devices or take pictures/videos while at summer camp. Students are not allowed to play music out loud, or get on social media while at our facilities. The first time this policy is broken, it could result in the device being confiscated, subsequent offenses may result in termination of summer program registration and tuition will still be due for registered weeks. Please read over our cell phone policy on Page.

“Screen Time” Policy

The Center has a “Screen Time” policy which relates to children’s use of computers and audio-visual equipment. Please see the Front Office for details.

Parent Concerns

If you have any concerns in regards to your child(ren) please see your child(ren) teacher. If the problem isn’t resolved please notify the Director, Mrs. Tolbert immediately.

Sign-In/Out

Your child must be signed in and out daily by an adult. There are no exceptions to this policy.

Important Things to Remember:

- **NO MICROWAVABLE LUNCHES** are allowed for lunch during camp(away) field trip days. See the list (On ClassDojo) of microwavable items that are not permitted. Parents will be given a survey during the month of **June** regarding Lunch Program Interest.
 - Cut off time is **8:30am**
 - Students need a journal and camp t-shirts every day
 - All teen campers need a Six Flags Season Pass
 - If your child has a season pass, notify the sites manager. You will receive a credit if already paid, or a discounted rate if you haven't.
 - PLEASE LABEL ALL OF YOUR CAMPERS ITEMS!
 - PLEASE SIGN CHILDREN IN/OUT EVERYDAY!
 - **#1. RULE- NO BULLYING IS ALLOWED**
 - **All must follow COVID-19 Prevention Guidelines**

IF YOU ARE DISSATISFIED WITH OUR PROGRAM

If for some reason, you become dissatisfied with our program or have a concern in your child’s classroom, please schedule a meeting with your child’s teacher. If the matter isn’t resolved, please schedule an appointment with Mrs. Angela Tolbert, Director. In most circumstances, frustrations can be resolved. At any time it is determined that the program that we offer is not a fit for your family and/or you are not a fit for World View Early Learning Center, the Director (Mrs. Angela Tolbert) will schedule an Exit Interview with you. We strongly encourage parents not to share your frustrations with other parents. Any negative and/or misunderstood information shared with others (via social media or etc.) will result in your child’s immediate withdrawal from the Center and legal actions may be taken.

Child Discipline

World View Early Learning Center is committed to providing children and families with learning-oriented quality child care in a safe and loving environment. A major part of that obligation is focused on the importance of discipline and its effects on children in our care. The following guidelines comprise World View Christian Center's Child Discipline policy.

1. Encouragement group or individual prayer to rectify behavioral concerns as a preventive measure.
2. No corporal/physical punishment will be used.
3. Set limits so behavior expectations which are developmentally appropriate.
4. Be consistent.
5. Act with confidence, fairness and patience in disciplining.
6. Praise and encourage good behavior recognizing that you serve as a role model for appropriate actions.
7. State suggestions or directions in a positive manner. Give a child a choice only when you intend to accept the choice.
8. Focus on the child's actions rather than personality. Make the child feel worthwhile and liked.
9. Use a kind and firm voice when disciplining. Use words and a tone of voice which will make the child feel confident and reassured.
10. Consequence for misbehavior will be immediate and of short duration and be related to the act
11. Punishment is appropriate only for repeated misbehavior. Acceptable punishments are removing the child from one play area to another, limiting play privileges and using the "Cool Down" area. "Cool Down" area provides the child an opportunity to think about appropriate behavior. It should last no more than 1 minute per age, be in sight of an adult and preferable be located where the child can see other children. Once the "Cool Down" period has been completed, the child should be returned to normal activities.
12. Punishment will not be associated with food, naps or bathroom procedures.
13. Keep acts of misbehavior in perspective. The Center's Assistant Director will involve a child's parent in the disciplinary process only when uncontrollable behavior and/or behavior that is harmful to others persist.
14. The entire staff will be consistent regarding supervision and training children. Discipline of children will be the responsibility of the Center staff members only.
15. Maintain discipline guidelines set forth by your State Licensing Authority.
16. Remember the goal of discipline is helping the child gain self-control through learning appropriate behavior rather than forcing the child to conform to adult's standards.

***Revised: 5/19/22**

W.V.E.L.C.'S CHROMEBOOK AND OTHER ELECTRONIC EQUIPMENT

Since we are constantly enhancing our environment with the most current technologies for the children's education and enjoyment; it is very important that the children take care of the equipment. All of the Chromebooks are new and will be used for the first time during the summer program. Please read over (with your child) the attached "ChromeBook" Policy and see the front office if you have any questions or concerns prior to signing off on the Chromebook Policy.

DISENROLLMENT

When disenrolling your child(ren), you must:

1. Submit a 2-week notice.
 - Failure to submit a 2-week notice will cause your account to be charged the full amount for tuition, and you will forfeit your security deposit and/or key fob reimbursement. Parents who qualified for the key fob reimbursement are parents who register prior to the new reg./ key fob policy which took effect 2019-2020 school year.
2. Return key fob to the front office
3. Pay any balance left on account
 - Failure to pay the balance on account will cause for your child(ren) not to be able to enroll in any full-time or part-time program until balance is paid and legal collection procedures will be initiated.
4. The teacher will gather all belongings that belong to your child by his/her last day.
5. You may provide a praise report regarding your child's early learning environment to be Displayed.

WORLD VIEW SUPER SUMMER PROGRAM

**12700 CRAIN HIGHWAY
BRANDYWINE, MD 20613
Office 301-372-0053**

www.wvelc.com

poedayonna@gmail.com (Brandywine) brtolb2@gmail.com (Waldorf)



Today's Date _____

Field Trips Consent Form

I give my child _____ permission to participate on all Off-Site trips (sport outings, swimming/water play, and weekly thematic trips) for the summer program sponsored by World View Early Learning Center.

If you would like to chaperone on any field trips, please notify the office at least 3 business days before scheduled field trip. All chaperones must pay the entry fee for some of the field trips (see office). Chaperones are responsible for their own transportation to and from the trip.

Parent's Signature

Today's Date

SUMMER PROGRAM SUPPLY LIST

***Camp shirts are required to be worn daily**

- Lysol Spray
- Clorox Wipes
- Anti-bacterial Hand Soap
- Gloves (latex)
- Journal/composition book for daily writing
 - Pencil & Pencil Box or Pouch
- Swim bag for all swim clothing (goggles, full change of clothes, trunks or swim suit, sunblock)
 - Water bottle for sports camp
- Tennis shoes/closed shoes daily (send flip flops and swim wear in a bag)
- Full change of clothes, small blanket/pillow for nap
 - (preschool camp only)
- Six flags season pass (TEENS)

***CHROMEBOOK/IPAD FOR ACADEMIC TIME (OPTIONAL)**

World View Cell Phone Policy



Dear Parents,

It is very challenging supervising each child's cell phone usage in our after care program.

For the safety and well-being of all children at the site, we are asking all children to adhere to our "cell phone" policy effective **January 1, 2018**. The cell phone policy asks that:

- *All cell phones are placed in each child's bookbag or pocket on vibrate
- *No cell phones should be visible
- *No charging cellphones

You may call the office (during an emergency) if you desire to talk with your child or if you would like for your child to read an important text.

WHAT WE WILL DO:

- *Allow children to check their cell phones at certain times of the day (only at the parent's request)
- *Allow children to play games on their phones at scheduled times only. No other child may play with another student or participate in sharing cell phones to play games.

The purpose of this policy is to prevent children from recording other children, taking pictures, viewing inappropriate sites, possibly showing other children sites that their parents haven't approved and etc.

Please talk with your child about World View's new Cell Phone Policy so they will be aware of what's expected.

Sincerely,

Mrs. Angela Tolbert, Director

Parent's Signature

Student's Signature

Today's Date

**Revised 5/20/22*

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12700 CRAIN HIGHWAY
BRANDYWINE, MD 20613
Office 301-372-0053

poedayonna@gmail.com (Brandywine) brtolb2@gmail.com (Waldorf)



Photo/Video Consent Form (Revised 3/22/22)

To All Parents,

Throughout the Summer Program, we love to capture the moments of the exciting fun that we have while the children are engaged in their summer activities. We need each parent's permission to be able to share the pictures and videos of their children on our various websites for families to be able to view. Please sign below if you give World View Early Learning Center permission to post the pictures and videos on the website.

Child's Name: _____

I give World View Early Learning Center permission to post pictures and videos

I **do not** give World View Early Learning Center permission to post any pictures and videos

Parent's Signature: _____ Date: _____

T-Shirt Sizes and Information

Available sizes are:

Youth Small (Y-S) \$10.00

Adult Small (A-S) \$15.00

Youth Medium (Y-M) \$12.00

Adult Medium (A-M) \$16.00

Youth Large (Y-L) \$15.00

Adult Large (A-L) \$16.00

ALL XL SIZES \$18.00

World View Summer Camp Bags (optional): \$20.00

Parents may choose any color shirt that is available.

****SHIRTS MUST BE WORN ON ANY DAY WE LEAVE FROM THE BUILDING!***

T-SHIRT ORDER FORM (1)PER CHILD

Child's Name/Age: _____ Summer Location: Brandywine/Clinton/Waldorf/Temple Hills

Parent's Name: _____ Phone Number: _____

Colors: Quantity **Gray** _____ Quantity **Red** _____ Quantity **Purple** _____ Quantity **Pink** _____

Size: Y-XS Y-S Y-M Y-L A-S A-M A-L A-XL A-2X A-3X

PAID: Y / N Amount Paid: _____

Child's Name/Age: _____ Summer Location: Brandywine/Clinton/Waldorf/Temple Hills

Parent's Name: _____ Phone Number: _____

Colors: Quantity **Gray** _____ Quantity **Red** _____ Quantity **Purple** _____ Quantity **Pink** _____

Size: Y-XS Y-S Y-M Y-L A-S A-M A-L A-XL A-2X A-3X

Child's Name/Age: _____ Summer Location: Brandywine/Clinton/Waldorf/Temple Hills

Parent's Name: _____ Phone Number: _____

Colors: Quantity **Gray** _____ Quantity **Red** _____ Quantity **Purple** _____ Quantity **Pink** _____

Size: Y-XS Y-S Y-M Y-L A-S A-M A-L A-XL A-2X A-3X