



The Learning Tree
Come grow with us.

Our Mission

The Learning Tree is a privately owned and operated childcare facility dedicated to providing a quality program for children ages 6 weeks to 13 years. We strive to reflect the high standards set by The Academy of Early Childhood programs, a division of The National Association for the Education of Young Children. Our goal is to provide care that parents can trust in an age appropriate and supportive environment. The Learning Tree's management team believes children are unique individuals. Our programs and curriculum are designed to meet the developmental level of each child, encouraging individuality and promoting self-confidence.

The Learning Tree Child Care Centers

South Lyon

22820 Valerie Street
South Lyon, MI 48178
Phone (248) 446 8791
Fax (248) 446 8950

North

33901 Curtis Street
Livonia, MI 48152
Phone (734) 261 1651
Fax (734) 261 2905

South

32955 Plymouth Road
Livonia, MI 48150
Phone (734) 525 6369
Fax (734) 525 6924

Regional Director

Karen Ballard
(248) 890 2255

The Learning Tree



The Learning Tree
Come grow with us.

Summer Day Camp

Where every day is a
Vacation day!



Parent Handbook

www.learningtreechildcare.com

Welcome!

Welcome to The Learning Tree Summer Day Camp Program. This year marks North's 23rd Summer Day Camp Program and South's 3rd. By choosing this program, you have ensured your child a fun-filled summer and quality care. Our popular Summer Day Camp Program is geared toward school-aged children (kindergarten through 13 years). Our day camp is staffed by trained professionals, certified in CPR and first-aid and experienced in working with school-agers. The Learning Tree uses a stringent screening process when hiring staff. This process includes police background checks, health screenings and driving record checks.

Activities

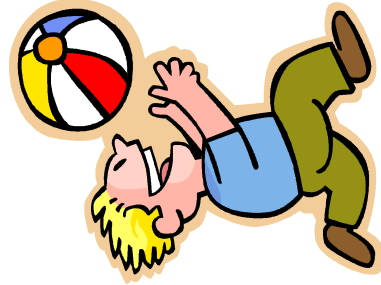
Planning for our Summer Day Camp Program begins in December. During the week, your child will buckle-up in our buses and head out to one of our favorite destinations. Scheduled destinations include; water slides, wave pools, canoeing, hiking, museums, nature parks and a Tiger's baseball game to name a few. On in-days or rain-outs, staff members plan special activities that include everything from crafts to magic lessons. Special guests will be dropping by to entertain and surprise our campers with their unique talents.

Nutrition

Your child will enjoy a tempting variety of well-planned menus for breakfast, lunch and a snack, with an emphasis always placed on nutrition. Campers may even have a barbecue. Parents will be supplied with monthly menus.

Register Today!

This booklet is designed to answer some of the questions you may have about our Summer Day Camp Program. Enrollment is limited, so register now and give your school-ager a summer of memory-making days with friends in a safe and enriching environment.



Discipline Policy

The staff of The Learning Tree would like your child to have a fun and enjoyable summer. Because of the nature of the program and our policy to make sure our campers are always safe, sometimes measures need to be taken to correct unacceptable behavior. Following the rules and showing respect for property and to others is extremely important.

The following are examples of unacceptable behavior that will result in disciplinary action:

- Fighting, pushing, bullying and unsafe water play
- Leaving the group
- Ignoring bus rules
- Inappropriate language, including swearing or teasing
- Showing lack of respect for staff and other campers
- Destruction of property
- Inappropriate behavior on field trips

The following procedure will be instituted when disciplinary infractions occur:

1st Offense: The camper will be given a verbal warning to stop the unacceptable behavior.

2nd Offense: The camper will be asked to take a "time-out" to discuss what occurred with a staff member and to determine what correction can be made to improve the situation.

3rd Offense: The camper will spend the remaining part of the day with a staff member outside the group. At this time, parents are notified by telephone of the camper's unacceptable behavior.

4th Offense: If the aforementioned measures have not resolved the situation or similar behavioral problems occur, the camper will remain at home instead of going on the next field trip. Parents will be informed before this action is taken.

5th Offense: If objectionable behavior continues, the camper will be dismissed from the program. You will be given notice by the Administration.

This disciplinary policy helps to insure the safety of our campers and staff. Please review this policy with your child before day camp begins.

Field Trips

One of the things that keep our campers coming back year after year are the exciting and wonderful field trips planned by the staff. Our experienced staff members have carefully chosen all field trips, with many of our destinations recommended by previous campers. We are always looking for new destinations, so if you know of any field trips we might want to add to our list, please let us know.

Bus Safety

Safety is always foremost in our mind. That is why all of our buses are inspected regularly by our own mechanic and equipped with emergency equipment and cellular phones. Some of our destinations are farther away than others, but staff members always allow plenty of time for rest stops and breaks. It is imperative that your school-age follow our bus rules while on the road. Seat belts must be worn and disruptive behavior or language will not be tolerated. For safety reasons, we do not allow eating in the buses while on the road.

Water Safety

All swimming is done at

facilities with lifeguards on site.

Campers are given bracelets that signify their swimming level. We strive for a ratio of one staff member for every ten campers, which is lower than the ratio required by the State of Michigan.

Field Trip Cancellation

Due to unforeseen circumstances, such as weather, occasionally we are forced to cancel a field trip. Try as we might to reschedule, sometimes it is impossible to do so.

Part Time Campers

As outlined in the Parent Contract, if your camper is part-time, your child may be able to add a day to go on a particular field trip if space allows. Your request for an additional day must be made in writing and approved by the Administration; additional charges will apply.

Parent Participation

Parents are always welcome to join us on field trips. Just let a staff member know that you would like to join your child (*Additional charges may apply*).



Enrollment

Fees

The following is included in your Summer Day Camp tuition:

- Breakfast, lunch and a snack each day
- All off-site activity expenses
- All craft project materials and expenses

Tuition is \$198.00 per week, or \$49.00 per day with a two day minimum.

Program Hours

The Learning Tree is open Monday through Friday, from 7:00 a.m. until 6:30 p.m. Because research has indicated that a child in group care for more than 10 hours per day is at risk for developing stress, we have based our tuition on a maximum of 10 hours of care, in the best interest of your child. If your schedule requires an additional hour of service, a charge of \$5.00 per day, per child, will be added to your tuition rate.

A late charge of \$1.00 per minute, per child, is assessed after 6:30 p.m.

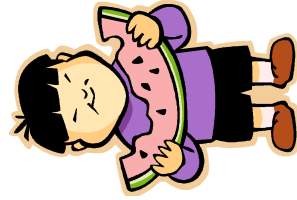
Missed Day Policy

Tuition is based on the number of days you are contracted for, regardless of holidays, vacations, illness and/or absence. There are NO make-up days.

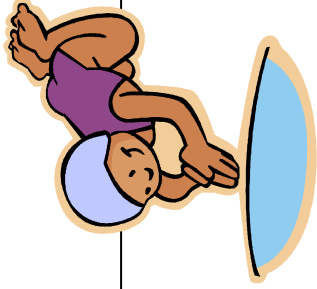
A camper who attends part-time may add a day if space is available. Prior arrangements must be made in writing and approved by the Administration; additional fees will apply

Tuition Payment

Tuition is due on Monday. If it has not been paid by 6:00 p.m. on Wednesday of the week it is due, a \$20 late charge will be added. Two weeks of non-payment will result in dismissal from the camp program.



Registration



To reserve a place for your child in The Learning Tree Summer Day Camp Program, you will need to complete a *Day Camp Registration Form* and submit it with your registration fee. Reservations cannot be held unless your completed registration form includes the \$50.00 registration fee.

We are also required by the State of Michigan to have the following:

- Three completed *Child Information* cards
- A copy of your child's immunization record, along with a health authorization or a State of Michigan Health Appraisal (which includes an immunization record)

You will also need to complete the following:

- *A Camp Questionnaire*
- *A Parent Contract for Day Camp Services*
- *A Swimming Form*
- *A Sunscreen Form*



Equipment List

Each camper will need to bring a sturdy backpack containing the following items: (everyday, regardless of destination)

- Bathing suit (with lining for boys)
- Towel
- Plain white t-shirt (to wear over bathing suit)
- Sunscreen
- Ear plugs (if necessary)
- Paperback book or quiet activity for bus rides
- Kleenex
- Sunglasses
- Insect repellent (non-aerosol)
- Canteen or water bottle
- Light-weight wind breaker or sweatshirt

PLEASE LABEL ALL ITEMS WITH CHILD'S NAME (Including backpack)

Campers should dress comfortably, according to the weather. Keeping jeans and shorts on hand will make it easier for your camper. Tennis shoes and socks must be worn. For safety reasons, sandals are NOT permitted.

Bathing suits and towels need to be brought in daily, even if a water activity is not planned.

Backpacks need to be taken home and cleaned out daily. Please do not send glass containers, aerosol cans, candy, gum or soda.

The Learning Tree cannot be responsible for and missing or damaged items. Please do not send any toys that contain batteries including hand held computer games. If your camper chooses to bring in a toy it must be small enough to fit inside their backpack or cubby.

