



VERNON CHILD DEVELOPMENT CENTER

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**S71 W23280 National Avenue
Big Bend, Wisconsin**

VERNON CHILD DEVELOPMENT CENTER

The Child Development Center is an adventure in Christian service offered to the community by the congregation of the First United Presbyterian Church of Vernon. You do not have to be a church member to enroll your child.



Our summer camp program is open to all children who have completed kindergarten through 13 years old.

The Center, established in 1978, is licensed by the State of Wisconsin and is administered by the Session of Vernon Presbyterian Church. We do not permit discrimination because of race, religion, color, age, handicap, sex, or national origin.

Center hours are 6:00 A.M. to 6:00 P.M. Monday through Friday. Tuition includes all meals, field trip admissions, bus transportation and a t-shirt.

Two rooms are used by our summer camp children: a lower level multi-purpose room and an upper level classroom.

Mrs. Priscilla Martens, our Program Director, oversees our summer camp program. Our staff is committed to giving your child an enjoyable and safe summer camp experience.



SUMMER CAMP 2010

Summer camp begins with a kickoff party on Monday, June 14. Our last day is Friday, August 27. Because district school schedules vary, care is available for your child before the start of summer camp and in September. Please contact the office for more information.

Children attend field trips three days each week with days alternating every other week: Tuesday, Thursday and Friday or Monday, Wednesday and Friday. Fridays are scheduled 'beach' days with a trip to Muskego County Park for swimming, games, and a cookout/picnic lunch.

Summer camp field trips are chosen to include a variety of diverse interests and are age-appropriate.

Favorites on this year's schedule include roller skating, zoo and museum trips, movies, water parks, miniature golf, and ice skating.

Special trips scheduled for this summer are the Circus World Museum, Discovery World, the Milwaukee Art Museum, Swiss Turners Gymnastics, and a Brewer Game.

For one week during the summer 'summer campers' join other children from the community for Vacation Bible School.

Times and dates of each field trip will be posted in advance, but may change because of unforeseen circumstances, weather, etc. Please check the bulletin boards in the classrooms for last minute changes.

REGISTRATION FEES

A \$50.00 per child, or \$55.00 for two or more children, registration fee is due on registration and every September 1 thereafter.

CONTRACTS

When you enroll your child you are asked to complete and sign a contract in which you agree to pay for the days your child is scheduled/contracted to attend. **There are no credits for absences.**

Payment is due the first day of attendance each week. Please pay at the office.



Contracts can be **changed or terminated with a seven-day written notice.** Notices should be turned in at the office.

The Center reserves the right to accept or reject applications and to terminate a contract immediately, without notice or advance warning, in situations involving the safety of children and/or staff.

When you sign your contract you are agreeing to all the terms in this brochure. Your signature on the contract also gives your child/children permission to attend all field trips.

Acceptance will be based on a child's demonstrated respect for the building and equipment, for teachers, and for his/her classmates.

2010 SUMMER CAMP FEES

	1 st child	2 nd child*
5 days	\$197.00	\$188.00
4 days	\$178.00	\$178.00
3 days	\$141.00	\$141.00
2 days	\$104.00	\$104.00

*The second child is the older child.

LATE FEES/PAST DUE ACCOUNTS

A \$5.00 per week late fee is assessed all past due accounts until they are brought up to date. Checks returned because of insufficient funds will be subject to an initial fee of \$10.00 per check and a \$5.00 per week late fee thereafter until the account is current.

The Center reserves the right to terminate a contract because of non-payment of fees. Delinquent accounts are forwarded to collection.

LATE PICK UP FEES

The Center closes promptly at 6:00 P.M. If you are late picking up your child, payment is to be made directly to the staff person who stayed to care for your child at the rate of \$8.00 per child per fifteen minutes.

VARIABLE SCHEDULING

We offer a variable scheduling option for families whose work days change from week to week. Again, to assure space availability and adequate staffing, the following guidelines apply:



- Contracted attendance must be a **minimum of two days per week.**
- Schedules need to be turned in at the office in writing by Wednesday morning of the prior week.

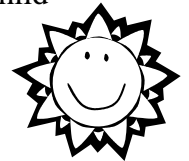
- If we do not receive your schedule on Wednesday, your child will be scheduled for a full week and your account billed accordingly.

Any changes to previously submitted variable schedules with less than a seven-day notice will be billed per the submitted schedule plus the cost of the added or switched days. All changes are subject to a \$5.00 fee per child.

SCHEDULE CHANGES

Occasionally, a family may need to temporarily change days of attendance for their child. We try to accommodate all requests and be available in emergencies. However, in order to assure adequate staffing the following guidelines apply:

- Depending on space availability, families whose children attend less than five days per week may add days with a seven-day written notice. A \$5.00 fee per child (in addition to the daily rate) is charged.
- Also depending on space availability and with a seven-day written notice, days may be switched. A \$5.00 fee is added.
- Any changes to contracted schedules with less than a seven-day notice will be billed at the regular contracted rate plus the cost of added or switched days. All changes are subject to a \$5.00 fee.



VACATIONS

Two weeks' vacation allowance is available each year with the year running from September 1 through August 31. Vacation allowances cannot be carried over into the next year.

Vacation must be taken **one full week at a time**. We are not able to give credit for a single day's vacation or occasional days off. A **written vacation notice** must be turned in at the office seven days prior to the start of your vacation.

REGISTRATION
FOR CURRENTLY ENROLLED CHILDREN

To register for summer camp please return the following to the office by May 14, 2010. Please be sure to sign and date all forms.

We are not able to accept families with past due accounts unless they are brought up to date by Friday, May 14.

- 2010 School-Age Summer Camp Contract
- CACFP enrollment
- Sunscreen and Insect Repellent Authorization
- Emergency Card

Registration forms can be downloaded at
www.vernonpres.org/summer-camp

REGISTRATION
FOR NEW OR RETURNING CHILDREN

To register for summer camp please return the following to the office by May 14, 2010. Please be sure to sign and date all forms.

We are not able to accept families with past due accounts unless they are brought up to date by Friday, May 14.

- 2010 School-Age Summer Camp Contract
- Child Care Enrollment
- Health History and Emergency Care Plan (2 pages)
- CACFP enrollment
- Day Care Immunization Record
- Sunscreen and Insect Repellent Authorization.
- Emergency Card
- Registration Fee - \$50 for one child or \$55 for 2 or more children.

Registration forms can be downloaded at
www.vernonpres.org/summer-camp

Vernon Child Development Center is a Christian-base child development center established as a mission of First United Presbyterian Church of Vernon. We are committed to positively impacting families in our community by providing a safe, nurturing environment where children have unique opportunities to develop to their fullest potential. We provide developmentally appropriate services in a loving, caring environment which emphasizes Christian values. We achieve quality in our programs through developing a competent, professional staff. We make a difference in the lives of the people we serve. Honesty and hard work are essential in all we do.