

**BATHING SUIT:** Throughout the summer, RAP children frequently participate in water play, either in the backyard or at pools. We ask that the children bring a labeled bathing suit and towel daily, as well as a plastic bag. RAP space is provided for those who wish to leave their labeled and dry suit and towel at the program.

**BEACH:** RAP also visits local beaches. These field trip days will be posted in advance. The children will also need their swim suit and towel for these days.

**SUMMER T-SHIRT:** RAP will provide your child with a RAP t-shirt. This should be labeled and may be kept in the classroom. The t-shirt will be worn on all field trips so that RAP children can be spotted easily by staff.

**TRIPS:** RAP takes regularly scheduled field trips. The staff will carry release forms with them at all times. Parents must completely fill out all RAP forms so that the parent or emergency contact person can be reached. Trips will be taken by walking, chartered bus, or CTA.

**LOST AND FOUND:** Children are responsible for their personal belongings. If breakage or sharing presents a problem, have the child leave the item at home or in a safe location. We have cubbies for all children to keep their belongings. Please mark their belongings. A lost and found area will be maintained.

**BIRTHDAYS:** Parents are encouraged to send a birthday snack for their child to share with RAP friends. Please notify the Director if you plan to do so.

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## INTRODUCTION

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Welcome to the Resurrection School Age Summer Program, otherwise known as “RAP Camp.” Resurrection Lutheran Church has been providing after-school care (RAP) since 1979. RAP originated as a mission of Resurrection Church which intended to provide a safe, playful, stimulating, homelike environment for children.

RAP is a non-profit organization which provides care and supervision for children ages five through twelve. The program is administered by the RAP Director and the Resurrection Church Council. The Parent Handbook is a valid part of the enrollment agreement between RAP and the parents or guardians of children who are enrolled in the program.

RAP is located on the second floor of the church and has access to the church kitchen and the playground in the adjacent church yard. RAP facilities are licensed by the State of Illinois. Admission requirements, staff requirements (i.e. staff certified in First Aid and CPR), safety protocol (i.e. regular fire drills), and attendance procedures are designed to ensure each child's safety.

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## RAP CAMP MISSION

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The purpose of RAP is to provide a consistent and quality child care alternative to parents who have the difficult job of managing family, work and/or school responsibilities.

Our goal is to create a respectful community where children can express themselves and play comfortably, while developing valuable social skills. We aim to provide children with experiences which promote the development of meaningful values and friendship in a safe environment.

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## INJURY

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If your child is injured, the staff will take whatever steps may be necessary to obtain emergency medical care.

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent/guardian.
2. Attempt to contact the emergency contact person per application.
3. If the above cannot be contacted, the following steps will be taken:
  - Administer emergency first aid
  - Call an ambulance
  - Have the child taken to an emergency hospital in the company of a staff member, if possible

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## OTHER INFORMATION

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**CLOTHING:** Children will frequently be outdoors, so they should come to RAP dressed appropriately for the weather. Athletic shoes are requested. As a safety measure against glass, nails, etc. in parks or playgrounds, thong sandals are strongly discouraged. Parents should also send a change of clothes as children often engage in water play.

**CRAFTS:** The art area is one of the important parts of our classroom. Many types of projects can be messy. Children are required to wear smocks for messy projects, but clothes do get dirty. Parent should pack an extra change of clothes in their child's bag for emergencies.

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## DISTRIBUTION OF MEDICATION

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Whenever a child is given prescription medicine, the parent must provide the RAP staff with a completed, signed medication authorization form. This form is available from RAP staff. Prescription medications shall be labeled with the child's name, directions for administering the medication: date, physician's name, prescription number, and drug store or pharmacy.

Over-the-counter medication will **only** be administered by RAP staff upon the approval of the child's physician. Following this approval, the parent must complete and sign the medication authorization form and give directions for administering the medication.

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## ILLNESS

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If a child appears to be ill, complains of illness or has an apparent fever, parents will be contacted by a staff person and will be requested to pick up the child. Any child with a fever or possible contagious condition will be isolated in a supervised area until a parent arrives. Parents are expected to respond promptly or to work out an appropriate plan.

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## PROGRAM DESCRIPTION

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RAP Camp is licensed for children aged five through twelve who are enrolled in school. Five year old children must be enrolled in Kindergarten if they are to be accepted into the program. Once a child reaches the age of thirteen (13), (s)he may finish out the month (s)he turns 13.

RAP Camp will offer a variety of activities, as well as "free time," in order that children may pursue their own interests in a safe and friendly environment. Activities include indoor and outdoor games, arts and crafts, sports, creative writing activities, science activities, music, and drama.

The program encourages children of all backgrounds to attend. RAP Camp welcomes youth of all backgrounds, regardless of sex, race, color, creed, physical handicap, national origin, or ethnic background.

Parents of children with special needs should talk to the Director so that the best possible environment for your child(ren) can be created.

### Daily Schedule:

8:00-10:00	Outside play, neighborhood walks, parks
10:00-12:00	Free play, organized games, art projects
12:00-1:00	Clean up and lunch
1:00-3:00	Field trip/outside play
3:00-4:00	Snack, quiet time, reading
4:00-6:00	Free play, clean up, departure

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## STAFF/CHILD RATIO

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The staff consists of the Director, Group Teachers, and Junior Counselors. All staff members have been hired for their understanding of children and for their overall competence. Children will have adult supervision at all times, as there will be at least one adult to every ten enrolled children.

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## ENROLLMENT PROCEDURES

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Parents wishing to enroll their child(ren) in RAP Camp should contact the RAP office at 773-525-0605 x17.

In order for an enrollment to be complete, the following must be received by **Friday, APRIL 3:**

- Completed Enrollment/Application form for each child.
- \$40.00 **NON-REFUNDABLE** enrollment fee per family/per year.
- \$30.00 **NON-REFUNDABLE** materials fee per child/per year.
- \$250.00 **NON-REFUNDABLE** tuition deposit (to be applied as your first week 's tuition payment).
- Current (within 2 years) medical examination

For families who take advantage of the Special Tuition Reduction Plan [please refer to page 5], please send a completed application, the \$40.00 non-refundable application fee, \$30.00 materials fee and your payment of \$2250.00 by Friday, April 3, 2009.

**Priority enrollment slots are given to children registering for the entire ten-week session.**

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## DISCIPLINE

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Minor discipline problems are handled by the staff with kindness and understanding, but with firmness.

More serious problems will be discussed with the parent. A serious discipline problem is defined as one in which the child is hampering the flow of the program by requiring constant one-to-one attention, is inflicting physical or emotional harm on staff or other children, and/or is otherwise unable to follow rules and guidelines of the program. If behavior problems persist or are severe, a conference will be required including: parents, staff, Director, and the child. If the problem cannot be resolved, the child will be asked to withdraw from the program.

The following list of behaviors may constitute reason for suspension from the program:

- Physical assaults (hitting, kicking, biting, etc.) on staff members or other children
- Possession of weapons or other dangerous articles
- Leaving RAP grounds without permission from RAP staff
- Foul, disrespectful, or abusive language
- Theft
- Any behavior that is deemed physically or emotionally harmful to others

Conflicts that arise between more than one RAP student shall be handled fairly and respectfully by RAP staff members. Parents will be informed of serious incidents, and, if necessary, a conference may be scheduled consisting of the students involved, their parents, a RAP teacher, and the Director. Parents are asked to not discipline children other than their own.

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## SNACK/LUNCH

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Morning and afternoon snacks are provided daily. **Lunch MUST be brought from home.** Every effort is made to serve healthy, vegetarian foods. Parents are strongly encouraged to send nutritious lunches and snacks, as after 5:00 pm, children may eat a snack from home. On occasion, RAP will give out treats/prizes such as candy or chocolate to all of the children.

Staff provides alternative snacks for children who are allergic to any food served. A snack list is posted on the bulletin board in the classroom each week.

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## PARENT INVOLVEMENT

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RAP Camp thrives on contact with parents in an effort to provide the best care possible. Parents are encouraged to talk with the staff while visiting the program, through written notes or by telephone. Parents are welcomed as volunteers and are encouraged to serve as special teachers for enrichment activities such as music, reading, sewing, etc.

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## FEES AND PAYMENT POLICIES

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RAP is a closely budgeted program. Costs are constant, and therefore **a child's tuition is not reduced by absences.** All supplies, snacks, activities, and salaries are supported entirely by tuition fees.

Families with **more than one child enrolled in RAP** automatically receive a **20% reduction in tuition for the second child.** This does not apply if the family is taking advantage of the special tuition reduction.

**REGULAR SUMMER TUITION:** Parents are responsible to pay for the weeks for which they register. Tuition is **\$250.00 per week** (20% discount for the second child). **Tuition is due the Friday preceding each week.**

**PART-TIME SUMMER TUITION:** Part-time enrollment is accepted (less than five days per week) only if space is available. The fee is \$60.00 per day. (20% discount for second child applies)

**SPECIAL TUITION REDUCTION:** Register and pay prior to Friday, April 3, 2009 for the entire ten-week session and receive a discount! Pay only \$2250.00 plus a \$40.00 enrollment application fee and a \$30.00 materials fee. Your application and a check for \$2250.00 must be received by Friday, April 3, 2009 to be eligible (20% discount for second child does not apply.)

**FIELD TRIPS:** Costs of most scheduled field trips are included in tuition. Special trips may sometimes cost extra, but they will not exceed a few dollars. Please check the daily calendar and the bulletin board in the RAP hallway for special trips.

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## PAYMENT SCHEDULE

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1. Tuition payments are due **the Friday preceding each week your child is enrolled.** Tuition must be paid in order for your child to attend. **A late fee of \$20.00 per week will be assessed if payment is not received by the Monday of each week of enrollment.**
2. Exceptions to making your payment on the due date must be in writing and arranged with the Director.
3. Checks should be made payable to **Resurrection After-School Program** or **RAP**. Checks should be mailed/brought to:
 

Karen Fiore, Director  
Resurrection After-School Program  
3309 N. Seminary  
Chicago, IL 60657

Weekly fees remain constant throughout the summer, regardless of absences or holidays during the week.

There is a \$30.00 charge for returned checks.

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## ACCEPTANCE

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Families receive notification of acceptance by Monday, May 4, 2009. RAP families should familiarize themselves with this handbook and its policies. Questions may be directed to the RAP Director.

The Certificate of Health Examination will be mailed to you along with acceptance notification. Although your child may be accepted into the summer program before this form is completed, she/he cannot attend the program until the form is on file in the office.

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## LATE PARENT POLICY

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**CLOSING TIME AND LATE FEES:** Children must be picked up no later than **6:00 pm**. However, after 6:01, the late parent policy detailed below goes into effect. Staff will fill out a "Late Fine Memo" and send it to the office where the fine will automatically be applied to your next month's fee. A "late fine" notice will be given or mailed to you.

**Any time you are expected to be late you must call RAP (773/525-0605 x. 19) to inform the teachers of your estimated time of arrival.**

**First late pick up:** Warning

**Additional late pick up:** When a parent is late to pick up their child for the second time, the parent is expected to call 773-525-0605 x19 to inform a RAP teacher of the estimated time of arrival. **Parents will be charged \$5 for each minute that they are late.**

**PLEASE NOTE:** When an emergency arises and the parent cannot pick up the child by 6:00 pm, the parents **must** notify the staff to make alternate arrangements. If a child is still present at 6:15 pm and the parents have not been in contact with the staff, the staff will try to contact the person designated as the emergency contact person. If the child is still present at 6:30 pm and a plan has not been made, the teacher will make alternate plans for the child and leave a note to notify the late parent.

Parents must make every effort to arrive on time.  
The children and staff have had a long day and  
staff has other obligations.

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## SIGN-IN/SIGN-OUT PROCEDURES

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Parents/guardians must come upstairs to sign their children in and out daily. This means that parents must physically accompany their children in to the classroom in the morning and come up to the classroom when picking them up. The sign-in board will be on the teacher's desk.

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## GOING HOME ALONE

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Sometimes parents feel that their child is responsible enough to walk home alone at a designated time. RAP may allow this pending discussion with parents and a letter on file detailing instructions and release time.

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## RELEASE OF CHILDREN

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RAP will not release a child to anyone other than the designated adults listed on the enrollment form.

### **Please note:**

Change of designated adults must be done in writing.

For a one-time emergency, a call can be made to the RAP staff or Director.

Staff will request proof of identification from anyone new who is picking up your child. Please tell him/her not to be offended.

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## CALENDAR

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Summer School-Age Program is in session for a ten week period beginning Monday, June 15, 2009 and continuing through Friday, August 21, 2009. The program meets Monday through Friday from 8:00 a.m. until 6:00 p.m.

**RAP will be closed Friday, July 3, in observance of Independence Day.**

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## MEDICAL EXAMINATION

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A physical examination with up-to-date immunizations and a TB test with results must be completed by your child's start date at RAP. For returning children with a current medical on file, a physical is due every two (2) years and only one initial TB test is required. The Certificate of Health Examination form must be completed, signed and dated by your doctor. Doctors may not stamp their signatures on the medical report.

If your child is **six or under**, law stipulates that they must be tested for **LEAD** before entering into a child care facility.

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## POLICIES AND PROCEDURES

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Enrollment in RAP constitutes and understanding that you will abide by the policies as follows:

### PARENTS' EXPECTATIONS OF THE PROGRAM

Parents may expect that:

- ❶ Their children are cared for in a safe, supportive, healthy environment.
- ❷ They may speak with staff or visit with the Director about concerns related to their child(ren) or the program.
- ❸ Discipline will be equal, and we will respect all children.
- ❹ A variety of child-centered activities will be available.
- ❺ They will be informed promptly if their child does not arrive at RAP according to his/her enrollment information.

### PROGRAM'S EXPECTATIONS OF THE PARENTS

The Program expects that parents will:

- ❶ Pay fees in a timely manner.
- ❷ Sign their child(ren) in and out daily
- ❸ Contact RAP before 2:00 pm (or before 12:00 on a half day) if their child(ren) will not be attending that day (773-525-0605 x19).
- ❹ Be open to communication from staff regarding their child's behavior and work with staff toward agreeable solutions.
- ❺ Keep all registration information up to date, especially home, work, and other emergency phone numbers, as well as any address changes.

### CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

- ❶ To have a safe, supportive, and consistent environment.
- ❷ To use all the program equipment, materials, and facilities on an equal basis.
- ❸ To receive respectful treatment.
- ❹ To have discipline that is fair and non-punitive.
- ❺ To receive nurturing care from staff members who are actively involved with them.

### PROGRAM'S EXPECTATIONS OF CHILDREN

The program expects that children will:

- ❶ Arrive at RAP promptly.
- ❷ Be responsible for their actions and belongings.
- ❸ Respect staff and other children (physically and emotionally).
- ❹ Respect RAP rules: Respect yourself, Respect each other, and Respect your environment.
- ❺ Remain with RAP staff at all times and notify staff if they need to go to another area.
- ❻ Take care of materials and equipment properly and return them to their place when finished.

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## LATE ARRIVALS AND ABSENCES

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If your child will not be attending RAP because of scheduled appointments, illness, vacation, or other planned absences, please notify the RAP staff at 773-525-0605 x19 in advance. Parents must assume the responsibility of notifying RAP if their child will be arriving late. Staff will wait ten minutes for a late arrival before leaving on scheduled field trips.