



# McFarlin UMC McFarlin & Friends Summer Camp

2025

## Family Handbook

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## **Welcome to McFarlin UMC McFarlin & Friends Summer Camp**

Our summer program isn't just about keeping kids busy—it's about creating unforgettable memories and experiences for your children! This summer, we're blending fun and learning through our faith-based approach to STREAM education (Science, Technology, Reading, Engineering, Arts, and Mathematics).

At McFarlin & Friends, your child will embark on a summer journey filled with exploration, creativity, and friendship. From hands-on science experiments and imaginative art projects to engaging discussions about faith and values, we're dedicated to providing a safe and nurturing environment where every child can thrive.

We invite you to check out our handbook for all the details about our program. Don't hesitate to reach out with any questions or to secure your child's spot in this exciting summer adventure!

Warm regards,

Madisen Myers  
Director of McFarlin & Friends  
[mmyers@mcfarlinumc.org](mailto:mmyers@mcfarlinumc.org)  
(405) 225-3499

## **Who We Are**

McFarlin & Friends Summer Camp is a ministry within McFarlin United Methodist Church where all are welcome. Changing lives that change the world by providing a safe, nurturing, inclusive, and Christian environment that promotes spiritual, physical, social-emotional, and intellectual growth, and the well-being of each individual child.

## **Expectations**

### Children

- Observe and respect their classroom and summer camp expectations.
- Respect other children and staff in words and actions.
- Respect the building, classrooms, and equipment used.
- Participate in activities appropriately.
- Wear appropriate clothing for the summer.
- Follow the directions of staff members, especially when it comes to the safety of themselves or other children.
- Use appropriate language.
- Leave home toys at home.

### Parent/Guardian

- Observe all rules & policies of the program.
- Respect pick-up times as well as the class schedule.
- Label all your child's belongings before your child arrives at our program.
- Communicate any changes:
  - Schedule
  - Pick-up person
  - Child's needs
  - Days in attendance (vacations, illness, etc.)
- Pay Summer Camp tuition by the due date.
- Read all communications from the Summer Camp to be informed of camp activities, closings, or changes in schedule/routines.
- Provide all necessary paperwork and documentation.
- Work with the Director and staff to help children reach developmental goals in a respectful way.
- Be sure children are in good health to attend the program each day.
- Communicate respectfully with all staff, children, and other families within the program.

### Teacher/Staff

- Create a safe and positive environment for children.
- Create and engage in activities and play with children.
- Provide structured and unstructured activities for children each day.

- Encourage each child's individuality and creativity.
- Model Christ-like behavior.
- Share observations of children with the Director and the child's family (when applicable).
- Assess health before the start of the day, and do not come in when sick.
- Show respect to children, other staff members, and families through actions, attitudes, and words.

## Director

- Involved in daily operations.
- Creates staff schedule and class schedule.
- Provide a welcoming environment.
- Know each child and family.
- Mediate and resolve conflicts.
- Listen and incorporate family feedback.
- Respect children, families, and staff in words and in actions.
- Equip staff in their roles and responsibilities by providing resources and training.
- Notify parents/guardians of emergencies and changes in policies.
- Report suspected abuse to proper authorities.
- Organize and help implement a faith-based inclusive curriculum.
- Model appropriate language and behavior.
- Plan and implement engaging activities for the children.

## **Enrollment & Tuition**

Enrollment: Summer Camp enrollment takes place online with a non-refundable enrollment fee of \$200 per child. Your child/ren will be placed in classes matching their grade groups.

Tuition: \$950 per session

Once your child is placed, they will have a reserved space and we will staff accordingly. Therefore, you will be required to pay full tuition whether or not your child attends. All future tuition invoices will be emailed before the end of each session. Session 1, tuition is due June 2<sup>nd</sup>. Session 2, tuition is due July 7<sup>th</sup>. A late fee of \$10.00 will apply on June 10<sup>th</sup> and July 16<sup>th</sup> if tuition is not paid by said date. Failure to pay tuition may result in the removal of your child from the program. A \$25.00 fee will apply to all returned payments.

**Withdrawal from the program** requires a 14 days' notice to the Director. If 14 days' notice is not provided families will be expected to pay the following two weeks' Tuition.

## **Daily Information**

### Hours of Operation

Full Day Care: 7:00 A.M. – 5:30 P.M.

Session 1: June 2<sup>nd</sup> – July 2<sup>nd</sup>

Session 2: July 7<sup>th</sup> – August 6<sup>th</sup>

### Pick-up Procedures

Pick-up begins at 4:45 PM in Fenn Hall, which you can access through the Northeast sliding glass doors. Only individuals on the child/ren pick-up list will be permitted to pick up. Please communicate pick-up changes to the Director

Late pick-ups need to be communicated with the Director. Late pick-up fee after 5:35 p.m. is \$3.00 per minute; after 5:45 p.m. is \$5.00 per minute.

### Transportation

McFarlin & Friends will attend two off-site trips a week requiring Transportation. Each family is required to sign a transportation permission form and go over transportation safety with their child/ren.

-Children remain calm, buckled, and seated while on the bus.

-We use level 1 voices while on the bus.

-We remain facing forward while on the bus.

-If required, we remain in a booster for each bus ride.

### What to bring each day

- Change of clothes just in case an accident occurs.
- Water Bottle
- Lunch
- Sunscreen
- Change of shoes (water days)

### Daily Schedule

7-8 Drop-off at the playground

8-4:45 Classrooms follow their specific schedules

4:45-5:30 Fenn Hall Pick-Up

### Curriculum

We will implement a faith-based inclusive curriculum within our program, offering STREAM activities throughout the afternoon for the children to be fully immersed in each day. Weekly themes will be in each month's Newsletter and posted by the classrooms.

## Weather Policy

If the heat index exceeds 98°F or drops below 37°F, children will engage in indoor activities.

## Illness & Medication Policy

To keep children and staff healthy, please keep your child home if he or she is experiencing symptoms of contagious illnesses or any of the following.

- Fever, over 100\*
- Vomiting or diarrhea
- Eye Infection
- Rash (not allergy related)
- Head lice

Parents will be notified if a child arrives to us ill and have 45 minutes to pick up. Children must remain symptom-free for 24hrs to return to the program.

**Medications:** If your child needs any type of medication during operation hours, a **Medication Permission Form** will be required with written instructions and the parent's signature. Medication should be in its original container with the child's first, and last name, and dosage amount. We do not share medications with other children.

## Injuries

All injuries will be recorded in an Incident Report and provided to you at pick-up. Whenever an incident occurs, the parents/guardians must sign the form for our records. A copy of the report can be emailed to you at your request.

For injuries to the face or head, a parent/guardian will be notified by phone call or text message depending on the severity.

## Communication

You are welcome to reach out to the program Director at any point of the day through email, and by phone 7:00 am -5:30 pm Monday-Friday. Please keep in mind that if you are reaching out after hours, the Director will get back to you during business hours.

We will use the **Remind App** for easier mass communication with the families. We will use **Seesaw** for direct classroom communication.

## **Emergency Preparedness**

Serious Injuries: Notify parents/guardians, DHS, and emergency personnel.

Serious Illnesses: Notify parents/guardians, DHS, and emergency personnel.

Poison Exposure: Contact the poison control hotline, parents/guardians, and DHS.

Outbreaks of Communicable Diseases: Notify the health department, DHS, and parents/guardians.

Fire: We have fire drills each month to ensure that each staff person and child are familiar with our emergency routes and procedures in an emergency. All classes will exit classrooms as quickly as possible. The meeting location is the South lawn Gazebo area. Children who need special accommodation will be transported accordingly. In the event of a real fire, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Tornado: In the event of severe weather while we are in session, each classroom has an emergency plan. These routes are posted in each classroom. Children will be relocated to Fenn Hall Restrooms. Emergency kits are stocked in these rooms. Children who need special accommodation will be transported accordingly. We have monthly drills to practice these procedures to ensure everyone is aware and ready during the severe weather season. In the event of a real tornado, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Floods: We will stay on our floor (3<sup>rd</sup> floor) and notify parents/guardians. In the event of a real flood, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Man-Made Disasters: (chemical and industrial accidents) Notify parents/guardians, DHS, and follow evacuation protocols.

Human Threats: Notify on-site & emergency personnel, designate safe locations, encourage children to remain calm and quiet; secure building entrances, and prevent entrance of unauthorized personnel. After the event DHS will be notified.

Lost or Abducted Children: Notify parents/guardians, emergency personnel, and DHS.

Utility Disruption: Notify parents/guardians, DHS, and close the facility if necessary.

Structural Damage: Notify parents/guardians, DHS, and close the facility if necessary.

Evacuation: Notify parents/guardians, and emergency personnel, DHS, and relocate if necessary.

Relocation: Staff will transport children by foot to First Christian Church or First Presbyterian Church. Accounting for Children to make sure all children are present; staff will count the children and check names on the attendance sheets. Disabilities If there is a child with disabilities, a staff member will help them get to the proper location. We will notify parents/guardians and DHS.



## **Social Media/Web**

Photos and/or videos of your children will not be used by McFarlin Memorial United Methodist Church for the purpose of identification, education, or promotion in both internal/external publications including Facebook and the website without your consent. Parents/guardians may only take pictures of their own children while in the Summer Camp.

## **Security & Video Footage**

Our building stays locked throughout the day. Each family receives a family specific door entry code. If entering the building out of pick-up hours, you must check in at reception at the Southeast entrance of the building. Every individual who enters the building is monitored by our video cameras posted all over the building. Any non-staff or non-parent/guardian must check in at the reception desk before fully entering the building.

Cameras are located in the center and monitored within the office by the center personnel. In order to respect the privacy of all children, parents, and staff in our center, our cameras are for internal purposes only. Video footage is not available for review unless related to an incident and requested by the appropriate authorities, and then shall only be made available for viewing by such appropriate authorities.

## **Discipline & Bullying**

In our Summer Camp, it is our belief that when children feel safe and are engaged socially, emotionally, and intellectually, behaviors are less likely to occur. If discipline is necessary, Summer Camp staff primarily uses redirection, take a break, and “safe space”. If inappropriate or unsafe behavior occurs, we will follow the below steps to help the child:

- Verbally re-direct the child to appropriate behaviors
- Verbally correct behavior, offer an opportunity to problem solve.
- Verbally correct behavior, offer appropriate choices (safe space, alternate activity, etc.)
- Direct the child to “take a break” for cooling off time followed by a one-on-one conversation about appropriate choices and behaviors.
- Contact parent/guardian.
- Provide written documentation, if necessary.
- The Director will intervene with the child, if necessary.
- Consultation with family/staff/Director on the phone or in person if necessary.

Depending on the severity of the situation: unsafe, disruptive, inappropriate, or recurrent behaviors directed towards other children, staff, or property could result in suspension, temporary, or permanent dismissal from the program.

## **Physical Roughness**

Physical roughness is defined as, but not limited to:

- Hitting, slapping, or swatting
- Kicking
- Shoving
- Biting
- Wrestling or roughhousing

Our staff will make every effort to keep all children safe. In the event that your child is physically rough with another child or staff member, the program director and staff will make every effort to develop a plan with you, the parent/guardian, to correct this behavior. In the instance that the behavior continues, the following procedure will be enforced:

1. The program Director will speak with him/her, communicating to the child that this behavior/action is inappropriate and unsafe for the program. A behavior report will be filled out and you will be notified so that you can communicate with your child at home.
2. If the behavior is repeated, you will be notified by phone and asked to pick up your child immediately and take a suspension from the program (the rest of the week).
3. If a child has 3 behavior reports due to physical roughness, they will be dismissed from the program for the remainder of the year. This could impact their ability to attend McFarlin & Friends in the future.