

**BELTWAY**  
**SUMMER**  
**CLUB**

**PARENT HANDBOOK**

**SUMMER CLUB: (325) 692-6966**

**FDX # (325) 692-9688**

**SC-DIRECTORS@BELTWAY.ORG**

## **SUMMER CLUB MISSION STATEMENT:**

Summer Club provides a loving Christ centered camp-hype atmosphere. We seek to inspire all young people, from completed Kindergarten —8<sup>th</sup> grade, to realize their full potential by teaching them to make mature and responsible decisions in life by utilizing Biblical truth, creative arts and many various fun activities.

## **HOURS OF OPERATION:**

The hours of operation are from 7:30am to 6:00pm. Students may not be dropped off any earlier than 7:30am. Students may be dropped off or picked up anytime during our hours of operation.

## **REGISTRATION PROCESS:**

1. Online registration forms, complete with a \$50.00 registration fee, must be received before attending Summer Club to secure your spot.
2. Immunization record or Notarized affidavit form of exemption by first day of Club.
3. **We DO NOT accept Pre-Kindergarten. Kindergarten must have been completed.** A Kindergarten proof of enrollment document must be shown as proof of completion the first day of Summer Club.

**Registration Fees are non-refundable.**

## **IMMUNIZATION RECORD/EXEMPTION FORM**

Summer Club requires proof of current immunizations, as required by the State Health Department, OR a notarized affidavit form of exemption to be on file with us in order for your student to be enrolled. Exemption affidavit form must be submitted within 90 days from the date it is notarized and is valid for two years from date of notarization.

For registration to be complete, please make sure our office has a copy of your student's immunization record OR notarized affidavit form of exemption. A convenient way to get your records in a timely manner is through your school's website/nurse's office. You may email, fax (325. 692.9688 Attention: Summer Club) or bring a copy before or on the first day of Summer Club.

## **KINDERGARTEN PROOF OF ENROLLMENT**

If you are registering a student who is currently in kindergarten, proof of current kindergarten enrollment will be required to attend. We accept report cards, proof of enrollment forms or any other official school documents that show proof of current kindergarten enrollment. If your student is enrolled as a current Kids' Club kindergartener, no proof is required. You may email, fax (325. 692.9688 Attention: Summer Club) or bring a copy before or on the first day of Summer Club.

## **SEVERE ALLERGIES/MEDICAL CONDITIONS:**

We want to serve your student to the best of our ability. In order to do this please clearly indicate details on the registration form and follow up and inform a Director of specific instructions of any severe allergies, special needs/challenges, or medical conditions. If any condition or allergy develops, please notify a Director immediately.

## **FACILITY TOURS:**

We are happy to set up a time to allow you to walk around the facility and view the areas your student will be using throughout the summer. For the safety of our students and according to policy, we will require you to contact a Director to set up a time that works best for all. We are not able to provide a tour without an appointment.

## **PARENT/GUARDIAN CHECK IN/CHECK OUT POLICY:**

Each student will sign in upon arrive at our Greeter's Desk. The parent or guardians must pick-up inside at the Greeter's desk. Kids' Club will not send a student outside unsupervised for safety reasons.

To ensure our safety policies are being met a photo I.D. will be required upon pick up.

In addition, the individual picking a student up must sign the student out with a tablet and personal pin that is provided through the Procure program.

Individuals that you authorize to pick up your student may be added or removed from a student's pick up list at any time through a form located at our Greeter's Desk.

Our office must be notified in advance of any new unauthorized individuals picking up your student. Older siblings are allowed to pick up younger siblings if they are in high school and are listed as an authorized pick up. They will also need a form of I.D. (School I.D. or Driver's License).

Legal documentation must be provided to deny/remove a legal parent or guardian from pick up. Beltway Kids' Club will not get involved in custody disputes.

**Please note:** If parents/guardians will be out of town and students will continue to be in attendance, please coordinate with our greeter for necessary paperwork for emergency contacts during that time.

## **LATE PICK-UP FEES & PROCEDURES:**

Summer Club closes at 6:00p. A late fee of \$5 will be added every minute beginning at 6:00p. Please do not be late. This policy may be altered depending on frequency of late pick up. In case of emergency please call (325)-692-6966.

## **MEDIA/PHOTO PERMISSION:**

Summer Club will often take pictures during our programs activities and events. On occasion, we will film or photograph students for the website, social media or promotional material. Your student's picture may be used as stated in the disclaimer signed during registration. Please indicate your preference on your form during registration.

## **MEDICINE:**

If your student will be receiving medication at Summer Club, a Medicine Authorization form must be filled out by the parent before the student will be given the medication. This form may be picked up at the greeter's desk. Medicine must be in the ORIGINAL container with instructions. We are unable to handle medications that require refrigeration.



## WELLNESS POLICY:

At the discretion of a Director if a student becomes ill while in our care, you will be notified and will be required to pick up your student within 30 minutes. If you cannot pick up your student, then you will be required to find an alternative person to pick up within that time frame.

Please do not send your student if:

- Temperature is 99.6 or higher within 24 hours.
- The illness results in greater need for care than staff can provide without compromising the health, safety, and supervision of the other students.
- Symptoms and signs of possible severe illness, diarrhea or vomiting in the last 24 hours.
- Recovering from any contagious illness your student may return after taking antibiotics for 24 hours or upon written approval of your student's physician.
- Has lice and has not been treated.

## SUMMER CLUB SESSIONS:

Our program consists of three sessions: Session 1 (June), Session 2 (July), and Session 3 (August). You may select the sessions upon registration that work best for your family's needs. Once your spot is confirmed for the selected sessions, daily attendance is not required, and you can use your spot as needed. We do not prorate dues based on attendance.

## DAILY DROP-INS:

If your student will only be attending sporadically and not requiring a full-time spot, registration will still be required to secure a drop-in spot due to limited availability. We must have a registration form with all parent/student information and signed disclaimer before the first day of planned attendance to allow a student to drop-in. A \$50 non-refundable registration fee is still required. The daily drop-in rate is \$25 per day, per student. This is to be paid the day of the drop in.

## SESSION PAYMENT DUE DATES:

Session dues are to be paid the Monday before each session begins. Session dues may be paid at the greeter's desk through cash, check, or card. Payments may also be made online through your account at [myprocare.com](https://myprocare.com). If payment is not received on the designated due date, you will be charged a **late fee**. Monthly emails will be sent out as a reminder. The primary parent/guardian listed on the registration form is responsible for paying dues on the designated due dates.

## ELECTRONIC PAYMENT WITHDRAWAL:

If you would like to sign up to have your monthly dues automatically withdrawn from your bank account or credit card, you must fill out an automatic withdrawal form located at the greeter's desk. **This must be done before the draft is scheduled on the payment due date.**

## RETURNED CHECKS/BANK DRAFTS:

A returned check or bank draft for insufficient funds will be regarded as a non-payment. A returned fee of \$25.00 will be added to your account.



## **LATE PAYMENT FEE:**

A \$25 late fee will be charged to your account if payment is not received by the payment due dates of each session. **If payment is not received within two weeks after the payment due date your student will be unenrolled. The full dues charge will remain on your account as an outstanding balance until payment is settled.**

## **PAST DUES OWED:**

If your family has a remaining balance on your account from either Kids' Club @ the Park or a previous Summer Club, your student may not be registered/attend until all previous balances are paid.

## **ACCOUNT CREDITS:**

If your family has a credit on your account from either Kids' Club @ the Park or a previous Summer Club, it will remain on your ledger for future use. You will not be notified of credits remaining on your account. Refunds for overpayment may only be issued within the month that either program has concluded. You may access your account ledger at any time at [www.myprocare.com](http://www.myprocare.com).

## **SUMMER CLUB WITHDRAWAL POLICY:**

A parent may withdraw a student from the program at any time. You must fill out the form located on our website ([beltway.org/summerclub](http://beltway.org/summerclub)). **A verbal, email, or phone notice will not be accepted.** This must be completed before the payment due date of the session(s) you wish to withdraw or dues for your spot must be paid. There are no reimbursements for withdrawals made during the current session.

## **PARENT COMMUNICATION:**

We communicate all Summer Club information regarding, holidays, monthly payments, field trips and activities through email. Important information will be sent to the emails provided on the registration form. Please check your email weekly for updates!

## **DAILY SCHEDULE:**

Listed below is a regular day at Summer Club:

- Morning Time
- Snack Time (9:30)
- Activity Rotations
- **Lunch Time (11:30)**
- Kids' Church, Special Activities or Summer Club Live (12:00)
- Activity Rotations
- Snack Time (3:00)
- End of the Day Activities

## **WHAT TO BRING EACH DAY:**

- Closed toe shoes
- Lunch (No flavored drinks. **Water only!**)



## **LUNCH (11:30):**

Each student will need to bring a lunch every day. Your student's lunch **will not** be able to be microwaved or refrigerated. **Only water is allowed!** No flavored drinks please.

## **SNACKS:**

A snack will be provided twice a day, both in the morning and afternoon, to all students. **Please note on your registration form any food allergies that your student has.** From there we will work out the snack schedule with your family to coordinate what snacks are allowed for your student. Families may pack and bring their own snack if that is preferred.

## **DRESS CODE:**

Summer Club follows school dress code. All tank tops must cover the shoulders and shorts must be at least fingertip length. **Please wear closed toe shoes for best protection and durability.**

## **PHONES AND ELECTRONIC DEVICES**

Summer Club has a no phone/electronic device policy. If a student is on a phone or electronic device (smart watch, gaming device, etc.) they will be asked to put it away. If it continues to be a problem, it will be taken up and can be picked up when the student leaves.

## **COMMUNICATION WITH YOUR STUDENT:**

Due to our no phone policy, we will help your student make calls using our Summer Club phones. If you need to inform your student of something, please call the Summer Club number (325-692-6966) and we will get the information to them or arrange for them to take the call.

## **PERSONAL BELONGINGS AND SUMMER CLUB PROPERTY:**

Summer Club is not responsible for lost or stolen items. Toys, games, wallets, blankets, and any other personal belongings are to be left at home. If your student purposefully destroys or damages Summer Club property and/or equipment, the parent/guardian will be responsible to pay for the damage.

## **SUMMER CLUB CABINS:**

Each student will be placed in a cabin with approximately 30 students of the same grade. Cabins are an opportunity to give each student a core group to be a part of throughout the summer and help create a family-like atmosphere. Each cabin will be together for cabin ministry lessons, cabin team time, lunch and snack times. All other times during the day student will be with those of the same grade. **If your student knows of a friend attending Summer Club in their same grade, you may let the Directors know through email and we will do our best to place them in the same cabin.** There is no guarantee that your student will be placed with a specific student. Giving us multiple friends will help us place your student with their friends. **Deadline is end of May!** Please submit requests to [sc-directors@beltway.org](mailto:sc-directors@beltway.org)

## **FIELD TRIPS:**

Every student is required to attend their scheduled field trip unless you (parent/guardian) inform the greeter's desk otherwise. Below are a few highlighted trips we will attend. Field trips are covered in your cost of dues; however, some locations provide opportunity for your student to bring money for snacks. Field trip locations are subject to change and will be updated each year. Due to weather or unforeseen circumstances, field trips may be cancelled and unable to reschedule. You will receive a calendar of information for each session with information regarding field trips and other special events. Wylie ISD provides transportation to all locations. We will leave for field trips promptly by the time listed on the event calendar. Parents and siblings not enrolled in Summer Club are not permitted to attend field trips for safety.

**\*\*If you need to pick up or drop off your student during a field trip, please notify the greeter's desk and we will help make arrangements. (Please have an ID available when picking up from a field trip.)\*\***

## **SPECIAL EVENTS:**

Weekly we will host special events on campus. Depending on the time of drop off or pick up, your student may not have participated in special event yet. Please be aware of the calendar times of each special event so that your student can participate. Most special events will not require you to bring anything extra; however, some may require a change of clothes. Please refer to the calendar for details.

## **MINISTRY:**

Summer Club is a faith-based program where students participate in Biblical teachings, prayer, and worship. We do this through different weekly activities. Kids' Church or RIOT stands for Righteous Inside Out Transformation where the focus will be on how Jesus wants to change us from the inside out. Life Groups are a time where students have a small group opportunity to talk about the lesson more in depth and understand the different ways it might apply to their life. There will also be a focus and emphasis on memorizing a Bible verse each week.

## **BIRTHDAYS:**

Most students enjoy celebrating special events with their friends. Parents may send treats to share with the class. Please make arrangements with Directors several days in advance so we can make plans and also get you an accurate head count. Please consider our peanut allergy students when purchasing treats.

## **DISCIPLINE POLICY:**

All Summer Club staff members are trained to use a heart-based discipline approach, developed by Dr. Scott Turansky and Joanne Miller, RN, BSN, ultimately striving for a positive outcome. Our goal is to get to the root of the issue asking these following questions:

1. What did you do wrong?
  - Helps the student understand the problem and create ownership for their own choices.
2. Why was that wrong?
  - Helps the student think rightly about the situation and give vision to help get to the root of the heart issue.
3. What are you going to do next time?
  - This will provide opportunity to coach, teach, and help each student learn how to think through the situation.
4. End with affirmation and encourage the student to try again.
  - We want to empower your student to feel confident that they can make changes or amends and



## **DISCIPLINE POLICY CONTINUED:**

Throughout the discipline process we want to encourage self-esteem, self-control, and self-direction. As stated above, we use the Heart-Based discipline process along with positive reinforcement to encourage appropriate behavior. We communicate expectations daily by redirecting behavior, using positive statements, and encouraging breaks as needed to help students regulate. We will never use corporal punishment or negative discipline that may hurt or humiliate your student. Your student will be pulled aside to have these conversations.

Our goal is to partner with you, as the parent, to overcome repetitive behavioral obstacles together as a team. We will take care of minor discipline problems within our staff without contacting parents. We do ask when issues have been communicated that you, please help reiterate with your student the desired behavior for consistency.

## **ABUSE AND NEGLECT:**

It is our legal obligation to report any suspected abuse or neglect to the Texas Department of Family & Protective Services or a law enforcement agency.

## **SUMMER CLUB DISCLAIMER:**

Below is a copy of the disclaimer you signed upon registration:

- I understand that Summer Club is NOT a licensed day care facility and is not regulated by the Texas Department of Family and Protective Services.
- I understand Summer Club will need proof of immunizations, as required by the State Health Department OR a notarized affidavit form of exemption.
- I give employees of Summer Club permission to administer emergency first aid to my student.
- It is agreed that Summer Club is not responsible for personal property that is lost, stolen, or broken.
- I understand that Summer Club is a faith-based program where my student may participate in biblical teachings, prayer and worship.
- I understand that in order for my student to attend Summer Club I must pay any previous balance accrued from either Kids' Club or Summer Club programs.
- I understand that monthly dues are to be paid on the assigned due dates and cannot be prorated as I am securing my student's spot upon payment. Nonpayment could result in forfeiture of my student's spot.
- I understand that I must submit a Withdrawal Form before the beginning of a session in order to properly withdraw from Summer Club and avoid further charges.
- I understand that my student will attend weekly field trips off campus unless I notify Summer Club.
- I understand that Summer Club periodically takes pictures of events and could potentially post photos of my student on the Beltway official website, or other online Summer Club promotions.
- I have read and understand the details of the Parent Handbook located on the Summer Club website.
- I do further agree and represent that (my student(s) being registered) is qualified, in good health, and in proper physical condition to safely use all facilities available located at 4009 Beltway South, Abilene, TX 79606 and owned by Beltway Park Church sometimes referred to as THE CHURCH.  
I release and hold harmless THE CHURCH, its employees and appointed volunteers for any loss or damage to property, physical injury or death.
- I grant THE CHURCH and its employees and appointed volunteers the authority in granting permission for emergency treatment/hospitalization (including anesthesia) if believed necessary for (my student(s) being registered) in the event of his or her injury and as result of any activity on THE CHURCH premise.



**BELTWAY**  
**SUMMER**  
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**STUDENT CODE  
OF  
CONDUCT**

## **EXPECTATIONS FOR STUDENT CONDUCT:**

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner
- Exercise self-discipline
- Obey all Summer Club rules
  - Be Kind and Respectful
  - Listen and Obey the 1<sup>st</sup> time
  - Have a Good Attitude
  - Encourage Others
  - Have Fun
- Respect the property of others, including Beltway property and facilities
- Cooperate with and assist Summer Club staff in maintaining safety, order, and discipline
- Adhere to the requirements of the Code of Conduct

## **GENERAL CONDUCT VIOLATIONS**

The categories of conduct below are prohibited at Summer Club, on or off campus.

### **DISREGARD FOR AUTHORITY**

Students shall not:

- Fail to comply with directives given by Summer Club staff
- Leave Summer Club grounds or field trips without permission.
- Refuse to accept discipline or consequence assigned by the Summer Club staff

### **MISTREATMENT OF OTHERS**

Students shall not:

- Use profanity or vulgar language or make obscene gestures
- Fight or scuffle
- Threaten another student or Summer Club staff
- Engage in bullying, cyber bullying, harassment or making hit lists
- Engage in inappropriate or indecent exposure of private body parts
- Engage in physically inappropriate behavior towards another student or Summer Club staff
- Coerce an individual to act through the use of threat or force.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person including a student or Summer Club staff.

### **PROPERTY OFFENSE**

Students shall not:

- Damage or vandalize property owned by others
- Deface or damage Summer Club property
- Steal from another student, Summer Club staff or Summer Club property

## **POSSESSION OF PROHIBITED ITEMS**

Students shall not possess:

- Matches or lighter
- Razor, box cutter, chain or any other object used in a way that threatens or inflicts bodily injury to another person
- Pocket knife
- A fire arm
- A “look alike” weapon that is intended to be used as a weapon or could be reasonably perceived as a weapon
- Fireworks of any kind
- Any articles not generally considered to be weapons, including school supplies, when determined that danger exists.

## **SAFETY MISBEHAVIORS**

Students shall not:

- Run away or try to escape the building and leave the Summer Club premises.
- Run from Summer Club staff or refuse to stay with their designated group.
- Be a harm to self or others
- Throw objects that can cause bodily injury or property damage.
- Engage in any conduct that that might be believed will disrupt Summer Club events or encourage violence.
- Make false accusations or perpetrate hoaxes regarding Summer Club safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, Summer Club staff, or Summer Club property.
- Discharge of a fire extinguisher or fire alarm without a valid cause.

## **DISCIPLINE STEPS**

Discipline and consequences will be used to help improve student conduct and encourage them to be responsible for their actions and help them have a successful day. Disciplinary action will be based on seriousness of offense and the age level of the student. Also including the frequency of misbehavior, the student’s attitude, and the affect of the misconduct on the Summer Club environment. As previously stated, our goal in any disciplinary situation is to get to the root of the issue using Heart Based Discipline. Throughout the discipline process we want to encourage self-esteem, self-control, and self-direction.

Some examples may include:

- Verbal correction and redirection
- Talking through the Heart Based Discipline steps and behavior coaching
- Mediation & Apologies
- Taking a Break
- Increased supervision
- Parent Phone Call
- Parent Meetings
- Other strategies and consequences as determined by Beltway Park Leadership

For some of the above-mentioned behavior problems we will take the following steps:

1. If your student's behavior cannot be controlled at Summer Club or is a safety risk to him/herself, the other students and/or staff, then your student will be removed from his/her group. This will be documented.
2. If the student is removed from their group multiple times, in the same day, then the parent will be contacted via phone to have a conversation with a Director regarding the concerning behavior problems. This too, will be documented.
3. If there is no change in the student's behavior, then the parent will be contacted via phone to come pick up the student for the rest of the day.
4. If these behavior patterns continue, further discussions with Beltway Park Church Leadership and parents will be required to decide what next steps are best for the student.

## **REMOVAL FROM THE BUS/FIELD TRIPS**

Summer Club Directors will manage disciplinary action and decide if transportation or Field Trip privileges are revoked.

## **SUSPENSION AND UNENROLLMENT**

Failure to comply with any of the policies and procedures mentioned above may result in suspension or unenrollment from the program. Beltway Summer Club reserves the right to suspend or unenroll a student for any reason. We will try everything in our power to correct or modify inappropriate behaviors. However, our number one priority is the safety of our students and Summer Club staff. If we see that a student and/or parents are not complying or working with us to fix a problem or potential problem, then different measures will have to be taken. We will document behaviors, conversations, etc. to keep track of and/or have documentation of unacceptable behaviors for future reference.

Suspension and unenrollment will be decided on a case-by-case basis and reasons for suspension/unenrollment may not be mentioned above. It is our desire for every student to have the best experience at Summer Club. Suspension and unenrollment will be a last resort but may be necessary to ensure the overall safety at Summer Club.

**BELTWAY**  
**SUMMER**  
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**THANK YOU FOR LETTING YOUR STUDENT  
BE A PART OF OUR PROGRAM!**

**WE LOOK FORWARD TO SERVING YOU  
AND YOUR FAMILY!**