



After School Adventures at Warren Willis Camp Parent Handbook 2023-2024

Welcome

After School Adventures is a safe, multi-faceted after school ministry, promoting spiritual and academic growth to elementary-aged students. Our camp is 150-acres with lakeside views and an enthusiastic/experienced staff. This action-packed after school program at Warren Willis Camp gives students opportunities to receive academic help from staff as well as participate in various exciting camp activities.

Registration Requirements

The child must be in Kindergarten through 6th grade to be a part of After School Adventures. To fill out an application please visit our website: wwumccc.org and follow the link provided on our ASA page under the Programming tab.

Please note that After School Adventures at the Warren Willis Camp is not a special needs program and may not be suited for individuals with special needs.

There are two enrollment options available based on the needs of your family.

- **Package A** is 5 days a week and the price is \$100 per session per child.
- **Package B*** is 3 days a week (you choose those three days at the start of that semester) and the price is \$75 per session per child.

All prices are subject to change

***Package B requirements:** *Once the three days are chosen they will remain until the end of each semester. If the child is absent due to illness or there is no school on a selected day that day cannot be replaced. In the unique circumstance that you would like to add a day you would need to notify the director 48 hours prior and a \$10.00 charge will be added per day. If you need to change the three days you have selected prior to the end of the semester please notify the director as soon as possible to discuss options.*

Payments should be made every two weeks unless otherwise arranged. Failure to make timely payment, without discussion with our After School Adventures Coordinator, could

mean dismissal from the After School Adventures Program. Please see the attached schedule for payment due dates.

Payment

Invoices will run bi-weekly. Please refer to your After School Adventures events calendar for payment due dates. An email will be sent out the week prior to the payment due date. The Friday before a hard copy will be given out. If we have not received your payment by the Wednesday after the due date you will be notified that morning of a \$5.00 late fee and we will not pick-up your child that day and thus forth until the payment is received.

Hours of Operation

- Monday - Friday: 3 p.m. - 6 p.m.
- Wednesdays: 2 p.m. - 6 p.m.
- School Pick-Up From: Fruitland Park Elementary, First Academy, and Villages Elementary of Lady Lake..

Pick-up

Our elementary schools have designated pick-up zones for after-care vehicles. It is very important to notify us if your child will **NOT** be picked up by us. We cannot leave the school until the school confirms your student's absence, early pick-up, or pick-up change. In order to have an efficient pick-up schedule we need to be notified if your student's pick-up method will change prior to 1:00pm daily.

Day Camp Opportunities

We are also open for Day Camp on most school holidays and breaks. Hours for Day Camps are 7:30 a.m. - 6 p.m. Drop off and pick-up will be at Warren Willis Camp on Day Camp days. Day Camps are an additional cost and are not included in the two-week package cost.

Communication

Parents will be communicated with via two forms. First is email, all invoices, schedule changes and important information will be communicated via email. Second, is the Remind app. Remind is a texting service free of charge to parents. These Remind messages are important, you will be instructed to join this upon entering into the program.

Parent Pick-up

*Dismissal starts at 5:00pm and ends at 6:00pm at the **Warren Willis UM Camp and Conference Center at 4990 Picciola Rd. Fruitland Park, FL**, at building 19.*

I agree to either pick up my child or have one of the persons authorized pick up my child from After School Adventures between 5:00pm and 6:00pm each day. Please notify the director by 1:30pm daily to change parent pick-up location.

Release Form

Each child needs a Release Form for us to reference as they are picked up. Children will only be released to adults listed on their Release Form. Adults will need to present a photo ID, such as a drivers license, to prove their identity.

If you are unable to pick up your child, let us know who will be coming in your place. If this person is not listed on the Release Form, you may call and give verbal confirmation or text through the Remind app. Do not leave this information as a voicemail message. ASA Staff are not in an office to receive calls. Your alternate adult will be required to produce picture identification to protect the safety of your child.

Early Parent Pick-up

After School Adventures places an emphasis on outdoor play. We ask that you please have patience when picking up your children early because we may not be as accessible when outdoors and around camp. When picking up your child, please park your car and have one of the persons authorized to pick up your child enter Building 19 to sign out the child. If you pull into camp and do not see the students please come into Building 19 where you may still check your child out with the available staff member.

Expectations and Discipline Policy

Students will be expected to follow staffs' instructions at all times, to observe the rules and guidelines for each activity, and to respect each other and each others' possessions.

Physical fighting and bullying will not be tolerated. In the event of physical violence the parents will be notified and the child dismissed immediately.

Age appropriate, constructive disciplinary practices are used for all children and will follow the below steps

1. Discussion with the child about appropriate behavior
2. Removal/sitting out of activity for a period of time
3. Consultation with parents or guardians

*If the problem is not resolved by these means, temporary or permanent suspension may be enforced for the well-being of others in the program.

Attendance

Please call us as soon as possible if your child will not be attending our program for any reason. Any day that the child arrives at the program, it is understood that the child will be there until dismissal, unless the parent or guardian arranges otherwise.

Additionally, children should not attend after school programming if that child has not attended school that day due to illness or suspension.

Thank you for the time you have spent learning about our policies.

Our hope is that you will keep a copy of this information and refer back to it as necessary. If you need further information, or simply have a question, feel free to give us a call at 352-787-4345, or e-mail us at Kali@wwumccc.org

We look forward to the opportunity God has given us to build meaningful relationships with both you and your children.