

Summer Camp

2026

Parent Packet

1. Paperwork

The following paperwork needs to be on file for your student to participate in this Summer Camp:

- Child Information Sheet
- Physical (current/last required by the school district)
- Immunizations
- Emergency Information -Updated
- Kids Club Liability Waivers
- EFT Form - Updated
- Health Requirements, Discipline Policy, DCFS Rules Summary
- Consent Form
- Financial Agreement
- Copy of Certified Birth Certificate
- USDA Food Program Application-Updated

2. Security Entrance

- A. The building is locked down in the morning, and during the day. There will be a staff member at the front desk to let you in the front door.

3. Attendance

- A. Attendance Policy Students should arrive no later than 9:00 a.m. each day. We build our lunch count and daily schedule from these numbers. If your student is going to be absent or late, please call the office at (309)693-5757 or email daycaredirector@clubsatrivercity.com
- B. Disenrollment requires a (2) week's written notice to be discontinued. Please email your notice to daycaredirector@clubsatrivercity.com. If no two-week notice is received, you will be billed for the two-week notice.

4. Meals

- A. We can make special accommodations for students with allergies and religious restrictions only with a note from a Physician.
- B. We are unable to make accommodations for "picky eaters" or based on food dislikes.
- C. If you would like to bring your own lunch from home, please see us.
- D. USDA Food Program: River City partners with the USDA Food Program. We serve nutritious, well-rounded meals, like a public-school setting. Each student is offered a full serving of each food group, with seconds offered if they are available.
- E. If children choose to bring lunch, no peanuts or nuts of any kind are allowed.
- F. We will provide pizza on Fridays for the children.

5. Bullying & Disruptive Behavior

- A. There will be no tolerance of disrespect, physical aggression, bullying or any other harmful behaviors.
 - First occurrence: students will be spoken to about the situation.
 - Second occurrence: parents will be contacted, meeting scheduled if necessary.
 - Third occurrence: termination of care.
- B. The child will be sent home for the day if the behavior puts other children, the staff, or themselves in danger. It is our number one priority to keep ALL children safe.

Camp Information

Dates

Summer Camp officially starts on May 26th and runs through August 7th. Our hours of operation are 7:00 AM to 5:00 PM. Summer camp ends at 5:00 PM. If a child is picked up after 5:00, there will be a late pick-up fee of \$10, plus an additional \$1 per minute per child.

What to Bring

- | | | |
|----------------|---------------------|--------------------|
| ✓ Swimsuit | ✓ Sunscreen | ✓ Insect repellant |
| ✓ Water bottle | ✓ Extra Clothes | ✓ Tennis Shoes |
| ✓ Beach towel | ✓ Goggles(optional) | ✓ Hat (optional) |

Do Not Bring

These items will be confiscated and returned to the parents at pick-up. Kids Club Academy is not responsible for lost or stolen items.

- | | | |
|------------------------|-----------------|-----------------------|
| ✓ Money | ✓ Make-up | ✓ Cell Phones |
| ✓ Toys | ✓ Trading Cards | ✓ iPod/iPad |
| ✓ Portable video games | ✓ Candy/gum | ✓ Music or headphones |

Swimming

We will swim outside daily from 10:30 AM – 11:30 AM. We ask you to bring your child in their swimsuit every day, with clothes over the top. After they swim, they will change from their swimsuit to their normal clothes. If weather is bad the kids will swim in the indoor pool. This allows us to spend less time in the locker rooms changing, and more time enjoying the pool. Please make sure to pack a full set of clothing to change into after swimming.

Swim Lessons

Optional swimming lessons are available for children once a week. These lessons will take place from 11:30-12n. There will be two 4-week sessions, starting June 1st, 2026. We will have a break the week of June 29, 2025, then continue the second 4 weeks on July 6th, 2025. The cost of these sessions will be \$80 dollars per session.

Sunscreen

Every student is required to have sunscreen at summer camp every day. Students are not allowed to share sunscreen. Please place a bottle or can of sunscreen in your student's cubby with their name on the first day of camp. We will let you know when/if they are running out.

Field Trips

Field trips are scheduled each week. Field Trips are subject to change.

The field trip Schedule will be released later, as it is too early to book them.

Participation

All children are expected to participate in ALL activities. Please keep your child home if they are not up to participating in all scheduled activities. If your child's class is scheduled for a field trip and your child is not participating, we will be unable to care for him/her at camp that day. All extra staff will be on the field trip.

Attire

All children will participate in activities that require running, or other gross motor skills. It is important that the children are dressed appropriately and comfortably. Closed toed shoes are required. This is a DCFS regulation! If a child is wearing sandals, crocs or flip flops, they will be asked to sit out of the activity. If dresses or skirts are worn, we ask you to wear shorts underneath.

Tuition

We charge a one-time, non-refundable registration fee of \$25 per child. The weekly rate is \$270 a week, including field trips. The daily rate is \$65 per day. We offer two part-time scheduling options: Monday, Wednesday, Friday or Tuesday and Thursday. We are unable to accommodate any other part-time schedules. Payment is due on Friday at drop off for the upcoming week's tuition. If payment is not made, you will not be able to drop off your child. Automatic withdrawal is preferred. This would be run the Friday before. We accept debit/credit cards as well as checking accounts. We can accept cash, however, do not prefer it. You will be responsible for payment that week regardless of whether the child attends or not. You will be billed for the days/weeks marked. We cannot accommodate last-minute changes, as we accept enrollment based on your sign-ups.

Summer Camp 2026 Questionnaire

Parent/Guardian Name(s): _____

Phone Number(s) 1st to call _____

2nd to call _____

3rd to call _____

Student's Name: _____ Birthdate: _____

Grade Entering: _____

Does your child have any allergies? _____

If yes, please explain: _____

Does your child have any food restrictions? _____

If yes, please explain: _____

***If you answered yes to either of these questions, please provide a note from a doctor (this is a DCFS regulation) so we can provide a food substitute.

Does your child have any medical conditions we need to know about? _____

If yes, please explain: _____

Will your child need to have any medication administered while at camp?

If yes, please explain: _____

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday

Is there any further information that we need to know to provide care for your child this summer?

Emergency Information

Child's name		
Date Enrolled	Date of Birth	Gender

Contact Information

Mother/Guardian	Date of Birth
Address, City, Zip	*Cell Phone
	*Cell Phone Carrier
	Alternate Phone
Place of Employment	Work Phone
*Email address	

Father/Guardian	Date of Birth
Address, City, Zip	*Cell Phone
	*Cell Phone Carrier
	Alternate Phone
Place of Employment	Work Phone
*Email address	

****MUST provide cell phone numbers with texting capability and email address so River City Preschool can send an alert to all families at once.**

Authorized Pick-ups and Emergency Contacts (additional contacts on back)

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Medical Information

Physician's Name	Phone
Address	
Hospital of Choice	
Insurance Company & Policy #	
In the case of an emergency, I give permission to River City Preschool and the Clubs at River City to obtain medical care for my child.	

Parent Signature

Date

Director Signature

Date

Contingency List of Contacts-Authorized to Pick Up Occasionally

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

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Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Name	Relationship
Cell Phone	Alternate Phone

Discipline Policy

1. Staff will set up the classroom and routines to help promote positive interactions.
2. Staff will set clear limits and consequences that children understand.
3. Children will be given a chance to work out their own conflicts before an adult step in, unless children are physically aggressive or in any danger.
4. For children under two, firm statements about behavior and redirection are the only acceptable discipline techniques.
5. For children over two, redirection should always be tried first. If a child's behavior escalates and removal from the group is warranted, it shall be no more than one minute per their age.
6. The following are strictly prohibited by any adult in the childcare setting:
 - a. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to introduce physical pain or fear.
 - b. Threatened or actual withdrawal of food, rest, or use of the bathroom
 - c. Abusive, or profane language
 - d. Any form of public or private humiliation, including threats of physical punishment
 - e. Any form of emotional abuse, including shaming, rejection, terrorizing, or isolating a child
 - f. Discipline for toilet accidents
7. If a child's behavior becomes disruptive, an individual behavior plan will be set up between the staff, director, and parent.
8. If a child's behavior becomes a danger to the staff and/ or children, the director will begin a transition out of the program using a comprehensive behavior plan.
9. Parents are not to use corporal punishment on their own children while on the property.

Parent Signature

Date

Director's Signature

Date

Health Requirements

To maintain a healthy and safe environment for children and staff, a child may need to be excluded from the program for the following reasons:

1. Illness which prevents the child from participating comfortably in the program activities.
2. Illness, which calls for greater care than the staff can provide without compromising the health and safety of the other children.
3. Unusual lethargy, persistent crying, difficulty breathing, or other signs of possible illness.
4. Fever above 100.5 degrees, must be fever free for 24 hours without a fever reducer.
5. Diarrhea: if the child has more than one episode, they will be sent home. Must be symptom free for 24 hours to return to school.
6. Vomiting: must be symptom free for 24 hours to return to school.
7. Mouth sores are associated with a child's inability to control his/her saliva.
8. Head lice must be nit and egg free.
9. Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated.
10. Impetigo, until 24 hours after treatment has been initiated.
11. Strep throat, 24 hours after treatment has been initiated and until the child has been without fever for 24 hours.
12. Chicken Pox, until at least 6 days after the onset of rash, as well as rash has dried or scabbed over.
13. Any other communicable disease that may pose a health risk to staff or children.

If your child is sent home from River City Preschool for any of these reasons, they are required to stay home for at least the entire next day, be symptom free, and /or have a doctor's note stating that they are non-contagious.

Please ensure that all your contact and emergency numbers are up to date. Also, once you have been contacted, please have your child picked up from the center within an hour.

Parent Signature

Date

Director Signature

Date

Registration fee

A \$25 per child non-refundable registration fee and (1) week of tuition are due with admission forms.

This fee will reserve your child's place in the program. Registration fees and security deposits are not refundable for any reason.

If you terminate your enrollment and then wish to re-enroll in a new school year, you will be assessed a registration fee. Should a family wish to take an extended vacation of 3 weeks or longer, the \$50 per child registration fee must be paid before the vacation occurs to hold the child(ren)'s spot. Should disenrollment occur because of a documented medical reason, the re-enrollment fee then shall be waived. Re-enrollment is based on classroom and bus availability.

Weekly Tuition

Tuition is based on the schedule below and does not fluctuate by the week. If your child is absent, full tuition is still due, as we are holding your spot. Full tuition is due on weeks in which a state/federal observed holiday or school holiday falls (ex. Labor Day). It may be necessary to close the facility due to unforeseen circumstances (ex. snow day, power outages). Full tuition is required in these instances as well.

Childcare Connection is a \$20 copay tuition difference for one child, \$30 for two or more children. There will be an additional \$15 per field trip charge.

2026 Holiday Schedule

Monday, May 25th

Friday, July 3rd

Memorial Day

Independence Day

River City reserves the right to observe a holiday either the day before or the day after should the holiday fall on a weekend.

Schedules & Attendance

Part-time schedules are based on availability. Part-time schedules will be filled only if there is availability in the classroom. Full week schedules will be given priority. If we have a family who needs full-time, you will be given a 2-week' notice.

NOTE: Children may not be under River City Preschool care for more than 10 hours/day. An additional charge of \$10 will apply for each occurrence.

Payment Options

Payment is due no later than each Friday for the upcoming week.

Payment must be made by credit/debit card or bank account Electronic Funds Transfer. Current EFT information must be on file before your child will be allowed to attend RCP. You may choose to pay weekly or monthly in advance. Should the frequency of payment need to be changed, a (2) week advance notice must be given.

Late payment fees/EFT/NSF Check Fees

Any EFT that is returned unpaid or that is declined will be assessed a \$15 return fee. Please remember, it is your responsibility to keep credit card or debit card information current with our office. Any check which is returned unpaid from the bank will be assessed a \$15 returned check fee.

If payment is not received by Friday, a \$15 per week late fee will be assessed. If payment is not received by Friday at 5:30 p.m., your child will not be allowed to return until the current week and the following week is paid in full. If your child disenrolls due to non-payment, another registration fee will be charged upon re-enrollment.

Collections

In the event your account is past due, you will be turned over to a small claims court. You will be responsible for the uncollected tuition as well as all collection fees.

Gym Membership/Lesson Benefits

If your student is enrolled at River City Preschool full time, you are eligible to receive ½ off athletic club membership at the Clubs at River City. Please see River City Preschool Director for authorization form. Students also receive discounts on lesson programming.

Late Pick-up fees

River City Preschool closes at 5:00 p.m. If you arrive at the center past 5:00 pm to pick up your child, you will be charged \$1.00 per minute, per child late fee, with a minimum fee of \$5.00. *Please notify the center if you will be late so we do not call emergency contacts. If you are late, the center will make every attempt to contact the parents and/or the emergency contacts. Please make sure contact numbers are always up to date. Every five minutes,

we will call all contact numbers. If there is no response after 30 minutes, we then will have to contact DCFS. The parent being late is not the responsibility of the child. As such, staff will continue to care for the child, and the situation will not be discussed with the child.

Additional Fees

From time-to-time children will participate in field trips. Parents will be responsible for the extra fee associated with these trips.

Discontinuing Care

If you wish to discontinue your care, we require a 2-week written notice. Disenrollment forms are available in the office. If no written notice is given, you will be responsible for 2 weeks of tuition. Failure to pay will result in being turned over to small claims court.

Weekly Tuition Fees

	Name	Room	Fee	
Child #1				
Child #2				
Child #3				
Child #4				
Registration Fee				
Bus Fee				
			Total:	

To be completed by party responsible for financial arrangements

Name (printed)
Address
Phone

I have read, understand, and will adhere to this financial agreement and agree to the terms set forth herein.

Signature	Date
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Consent To Daycare Providers

Emergency Medical Care

This authorizes River City Preschool to secure EMERGENCY medical care for my/our children when I/we cannot be immediately reached at the time of emergency. I/we will be responsible for the emergency medical charges upon receipt of the statement.

Please list the preferred doctor/clinic/hospital. _____

First Aid and CPR

I/we give permission to the staff at The Clubs at River City/River City Preschool to administer first aid and/or CPR if needed. I understand that in an emergency, staff will make every attempt to contact individuals on the emergency form provided. I give permission to The Clubs at River City/River City Preschool to make the decision to contact emergency services if necessary.

Administer Prescription Medicine

I/we authorize River City Preschool to administer prescribed medicine to my/our child as specified in the prescription's directions for administration. I understand before any prescription medication can be administered a doctor's note must be provided to River City Preschool.

Swimming

I/we consent to my/our child using the swimming pool of Clubs at River City. I understand my child will take a swimming test. At which time a decision be made whether a safety flotation device will be required for my child to wear, based on their swimming ability. Lifeguards will be staffed according to all DCFS regulations.

Trips, Excursions, and Public Facilities

I/we authorize River City Preschool to take my/our child/children on walking trips, special excursions, and public park facilities. I/we also authorize the child to ride as a passenger in the vehicle owned or leased by River City Preschool. I/we understand all such trips are under supervision of River City staff and the health and safety precautions are taken in compliance with DCFS standards for licensure.

Photo Permission (Please Initial)

_____ I give permission for my child's photo to be taken and used within the daycare center.

_____ I give permission for my child's photo to be taken and used within the athletic club.

_____ I give permission for my child's photo to be taken and used in advertising/social media.

_____ I **DO NOT** give permission for my child's photo

I understand that there will not be a payment for my child's participation with the photos.

Parent/Guardian Signature

Date