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LAURI ANN WEST  
COMMUNITY CENTER

# PARENT HANDBOOK 2023 SUMMER CAMPS



## **I. GENERAL INFORMATION**

**Vision of the Lauri Ann West Community Center:**  
**We unite and inspire community.**

**Mission of the Lauri Ann West Community Center:**  
**The Lauri Ann West Community Center builds connections, expands horizons and impacts lives by providing a safe place for all to learn, play and grow.**

Lauri Ann West Community Center enriches lives and strengthens the community by providing a vibrant and welcoming place for community engagement. The Center delivers dynamic high quality cultural, educational, and recreational classes, camps, workshops, and memorable special events. The friendly atmosphere, innovative programming, and brand new facilities provide an enticing community gathering place.

### **Organization History**

Founded in 1982 by a group of dedicated citizens who sought to keep the former elementary school open as a community resource, the Center serves the six municipalities that comprise the Fox Chapel Area School District-Aspinwall, Blawnox, Fox Chapel, Indiana Township, O'Hara, and Sharpsburg, as well as the surrounding areas.

### **Location and Contact Information**

The Center is located at 1220 Powers Run Road, Pittsburgh, PA, 15238. Our phone number is (412) 828-8566 and an email address for any questions is [questions@lauriannwestcc.org](mailto:questions@lauriannwestcc.org).

### **Program Instructors & Staff**

The Center seeks to hire outstanding instructors with expertise in their field of interest as well as experience working with and a passion for teaching children. Our instructors also bring an educational background in elementary education, communication and art. All staff members are required to have current Pennsylvania State Criminal History and Child Abuse clearances, FBI background checks, Fire Safety and Emergency Protocol, along with bachelor's degree or comparable experience in fields related to their areas of instruction.

### **Assistants & Volunteers**

The Center may enlist the aid of local high school or college students as volunteer assistants or interns in the program. In these instances, the volunteers will be carefully screened and supervised at all times by current instructors and staff. All Assistants and volunteers must have Criminal and Child Abuse clearances. Anyone over the age of 18 will also need FBI clearances.

### **Relationship with Fox Chapel Area School District**

The Center is a private, not-for-profit (501c3) corporation, which is funded by memberships, donations, class fees and some public monies. The Center After School Program is not financially supported by Fox Chapel Area School District. We do work in partnership with school staff and maintain a positive working relationship with principals, PTOs and the Superintendent of Schools.

## II. POLICIES & PROCEDURES

### Behavior Policies

Children are expected to comply with all rules and regulations set forth by our Instructors. Discipline will be handled by Program Instructors when necessary. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible.

A parent is required to sign a copy of the **Behavior Management Policy** for each child at the time of enrollment. A parent is also required to sign the **Behavior Incident Report** at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Incident Report does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

### Bullying Policy

The Lauri Ann West Community Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our program works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the community.

### Refunds

**Cancellations made 14 days or more prior to the start of camp will receive a 100% refund minus the \$20 administration fee. Cancellations made within 13 days prior to camp will not receive a refund.** Full refunds will be given to those who follow the cancellation policy or if a camp is canceled due to low enrollment or unforeseen circumstances. An **\$20 administration fee** will be assessed on refunds.

### Changes

If you have registered for a week and need to change to another, a **\$20 fee** will be added to the change. A spot in another week is not guaranteed. A change must be made 3 days prior to the start of the camp you are leaving or wishing to register for.

### Illness

**No child will be admitted to the program sick.** Parents will be notified and will be expected to pick their child up as soon as possible. We may require a child's doctor to provide a note to return. We adhere to all CDC guidelines for common illnesses and situations such as pink eye, lice, the flu, COVID19 etc. If a child is shown to be running a fever or is symptomatic they will be separated from the group and watched after until a parent arrives for pick up.

### Dispensation of Medication and Allergies

In order to dispense prescription medication, the following is required:

- Medication authorization form signed by parent/guardian.
- Medication must be in the original bottle, with labels, including the child's name, medication dosage, times to be administered, etc.
- No child may self-administer prescription or non-prescription medication without written authorization from parent/guardian.
- The Center may keep an EpiPen on hand.

**Note:** The Center does not provide or dispense any over the counter medications (Tylenol, Ibuprofen, etc.)

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## **Medical Emergencies**

In case of a medical emergency, we will attempt to contact parents but will not delay in calling 911. If a parent is unable to reach the Center quickly, a staff member will accompany the child to the hospital in the ambulance, and parents will be asked to meet at the hospital. The child's complete file, which includes parental consent for emergency treatment, will be taken to the hospital with the child. The staff member will remain at the hospital with the child until the parent arrives. Staff members are not permitted to transport a child in their own cars; an ambulance is the only form of transportation which will be used for an emergency.

Please keep us informed of changes in home, work, and email addresses, as well as cell, home, and work phone numbers. We must also be kept up to date on your child's medical conditions. Please report changes in writing to the Center.

## **Other Emergencies**

The Center has a detailed Emergency Protocol and in the event of a true Emergency (i.e. fire, natural disaster). If procedures require us to leave the site, we evacuate to O'Hara Elementary School. Parents may request a copy of the plan or view the copy that is posted in the rooms.

## **Special Needs**

The Center will make reasonable attempts to accommodate the special needs of each child. Parents should notify the Program Manager of any special needs (physical, emotional, or other condition) which may affect the full participation of their child in the program prior to enrollment.

## **Daily Drop Off / Departure**

Children can be dropped off at **8:30AM for 2022 Full-Day Camps (Not specialty camps)**. All children will be signed in at the Programming Hallway Door (to the left of the main entrance). Children must be picked up no later than **4:30 pm each day**. Parents/guardians are required to come to the Programming Hall Door to sign their child out each day. Children will only be released to adults on file on the Emergency Release Form. **Parents must walk their child to and from the Program entrance/exit. We will not walk or release children to a vehicle.**

**A \$10 Late fee per five minutes** will be charged for any late pick-up past **4:30pm. (Example: Pick-up at 5pm will result in \$60 late charge)**

All children must be signed up for the week's upcoming camp by the **5 days before camp starts**.

## **Special Pick-ups or Releases**

Parents must notify the Center in writing if an individual other than those listed on the emergency contact form will be picking up their child. The Center **staff will request photo identification of these individuals**.

## **Notice of Non-Discrimination in Services**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available at Lauri Ann West's determination. These methods include, but are not limited to, equipment redesign, the provision of aids, the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

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## **Insurance**

All children enrolled in the Program must have health insurance.

## **III. ACTIVITIES**

### **Daily Schedule**

Projects and activities for the program are planned and implemented by the Instructors and reviewed by the Program Manager. New themes and ideas are introduced weekly and are frequently inspired by interests and ideas of the Camp Lauri Ann West students. **Plans are considered an outline and may be modified at the discretion of the Instructors to accommodate the interests of the children, or in response to COVID19 Protocols.**

### **Dress**

Children should be dressed appropriately for the day's weather. Parents are encouraged to send an extra set of clothing that can be kept at Lauri Ann West and used as a change of clothes when children get wet or dirty, along with appropriate play shoes. **Tennis shoes are required in the gymnasium.** Please provide an oversized tee-shirt for students to wear during messy crafting projects.

### **Lunch**

Lunch should be packed. We are a peanut free facility but we strongly suggest not packing peanut / tree nut products.

**Please be sure to send your child with a water bottle each day. We have a refill station.**

### **Sunscreen**

Please apply sunscreen each day before camp. LAWCC instructors will not help with applying sunscreen.

### **COVID 19 Protocols**

Children will wash hands with soap and water upon arrival, in between projects, before and after lunch, and at pick up. Additional hand washing may be applied as needed. Sanitizer will be used in addition to handwashing.

Class size maximum of 12 children.

Classrooms will be thoroughly disinfected each night.

Children are always instructed to keep their hands to themselves. Please reinforce the importance of this measure at home. Teachers will monitor moderate distancing throughout the day.

The Lauri Ann West Community Center Summer Camps Program will follow all State / CDC guidelines for safely opening and operating a Summer Camp. This may cause the program to be altered or amended to accommodate these changes.

## **IV. CODE OF CONDUCT**

The Lauri Ann West Community Center is committed to providing a safe, inclusive, and successful summer camp. By using responsibility education, our staff can assist children with becoming responsible for their actions and behavior.

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## **General Behavior Expectations**

1. Keep hands, feet and unkind words to yourself.
2. Ask permission before leaving the room for any reason.
3. Using appropriate language, gestures, and tone of voice.
4. Following directions on the first request.
5. Respect yourself, other children, staff, parents, and guests/visitors.

## **Unacceptable Behavior**

1. Refusing to follow the behavior expectations and guidelines.
2. Endangering the health and safety of yourself, other children, or staff.
3. Engaging in physical violence, bullying/teasing, or sexual misconduct toward another person.
4. Damaging or defacing LAWCC property.

## **Possible Consequences for Unacceptable Behavior**

1. Verbal Warning.
2. Reminder of expectations.
3. Sent to the hall for a private conversation with a teacher or administrator.
4. Sent to the office for a time out.
5. Email/phone call home.
6. Early-release from the program.

## **\*Severity Clause\***

Any student displaying harmful or destructive behavior will be immediately referred to the office. The Lauri Ann West Community Center reserves the right to suspend a child for an unlimited amount of time or dismiss the child from the program

Failure to follow this code will result in disciplinary action. A temporary suspension lasting from one to three days, depending on the severity of the student infraction, may be administered. Each behavior incident will be written up by the instructor and signed by the parent, in acknowledgement of the infraction. If your child receives 3 major behavioral reports or 6 minor behavioral reports, then a conference is required within 48 hours and your child CANNOT attend the program until after that conference is held. This conference may result in suspension or removal from the program.

No refunds will be given for removal from the program due to behavioral issues.

I have read and understand the information and policies set forth by LAWCC for Summer Camp 2023.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_