

**MOST PRECIOUS BLOOD EARLY LEARNING CENTER**  
**2024 SUMMER CAMP NEWS**

Welcome to MPBELC Summer Camp! Please read the summer newsletter and the 10-week calendar carefully. Keep them handy for easy reference or call the Early Learning Center Office at (303) 756-4252 if you have any questions or concerns. **Summer Camp begins on Monday, June 3rd and ends Friday, August 9<sup>th</sup>. We will be closed on July 4<sup>th</sup>, and 5<sup>th</sup> and the week of August 12<sup>th</sup> – 16<sup>th</sup> to get ready for the fall session.**

**PAPERWORK**

Included in this packet you will find an ELC Tuition Contract and all the other necessary paperwork for our Summer Camp Program. The Permission Slip Form is a general form which will be kept in your child's file. A permission slip for each field trip and or walk to be taken during our Summer Camp will be available in the classroom prior to the scheduled trip. The 10-week summer calendar is included and is the only notice given of specific field trips and activities planned for each room. You will be notified as soon as possible if any schedule changes are made. The tuition schedule included in the packet is the current summer schedule. **All paperwork must be returned to the Early Learning Center Office no later than Friday, May 17<sup>th</sup>.** We are required by the state to have the health information (Child Intake, Medical History, and Immunization Card) at the time of admission. **The physical form must be returned within 30 days of your child's start date.** Children will not be able to attend summer camp until all paperwork is completed and returned to the office. If you have registered for summer camp and are no longer in need of care this summer, please notify us immediately. We do have waiting lists for all the classrooms this summer.

**TUITION**

This summer the ELC will be continuing with ProCare for tuition. With ProCare you will have the option to pay your tuition, and pizza charges with an E-check, or a credit card. If you choose to make your tuition payment with a credit card, you will be charged a two percent processing fee. If you choose to make your tuition payment with a bank card or ACH, the ELC will absorb the fee. This is a change from last summer. On my end I can see if you are paying with a credit card, debit card, or ACH when you set up your preferred payment option. If you were paying with a credit card last summer and wish to change to a bank card or ACH please do so before May 31<sup>st</sup>.

The first step for new parents is to download the ProCare app on your smartphone. You will receive an email from ProCare on Monday, May 13<sup>th</sup> inviting you to sign up with a registration code and a link to download the ProCare Parent mobile app. Download the app and enter the registration code from your email to connect to your child's (or children's) account. Once you have downloaded the ProCare app the staff and I will be able to keep you in the loop on upcoming events and time-sensitive information.

Invoices for tuition will be sent out by ProCare at the beginning of the month. Tuition will be due by the 10<sup>th</sup> of the month. After the 10<sup>th</sup> you will be assessed a late fee. During the summer families are given 1 to 2 weeks' vacation depending on the age of your child. Please email Ms. Dawn with your

vacation dates at [elcoffice@mpbdenver.org](mailto:elcoffice@mpbdenver.org). Ms. Dawn will record your dates in the office vacation log and then the vacation week will be credited to your ProCare account.

ProCare will also be used to sign your child in and out for the day. There is an iPad set up on the sign in/out table where you will sign your child in/out using a four-digit pin and your signature. If you have any questions concerning ProCare, please contact the Director, Kellie Peterson at [kellie@mpbdenver.org](mailto:kellie@mpbdenver.org).

### FIELD TRIP & PARK DAYS

On field trips and park days please send your child prepared to be out in the sun and walking. We encourage sending them to school with sunscreen on, wearing comfortable shoes, and a hat. MPBELC T-shirts will be available in the office for \$14.50. The charge for the t-shirt will be added to your ProCare ledger. They are great to wear on field trip days!

### LUNCHES

We will continue to order pizza for lunch once a week throughout the summer. During the summer, Pizza lunch will be on Wednesdays. For those of you new to the program, we order cheese or pepperoni pizza and have it delivered to the center. We order 1-2 slices per child and will have a sign-up sheet available each week. Your child needs to be signed up by Tuesday each week. The cost is \$1.50 per slice. Pizza charges will be billed monthly on ProCare along with tuition. We will also provide fruit and drink. You will be responsible for providing your child with a cold lunch for the remainder of the summer.

### SUPPLIES/SUNSCREEN/BUG REPELLENT/MEDICATION

MPBELC is asking families (**for Preschool, PreK, and Kindergarten**) whose last name ends:

- A-L to donate a package of 5 oz. paper cups and a ream of copier paper.
- M-Z to donate two boxes of facial tissues and a container of baby wipes.

**There is a separate supply list for SAP in their newsletter.** The supplies are due no later than the first day of summer camp. Please drop them off at the office so that we can record your supplies on our checklist.

Due to licensing regulations, we must obtain a parent/guardian written authorization and instruction form for applying sunscreen or bug repellent to the children's exposed skin prior to outside play. The authorization form is included in your packet. We will be using Rocky Mountain Sunscreen (50 SPF), and "Cutter Advanced" (Deet free) bug repellent. The bug repellent will only be applied when necessary (at the park, or near a wooded area). Please complete the form and turn it into the office no later than May 19th. If your child requires sunscreen other than our Rocky Mountain Sunscreen, please send in **one large new bottle** of at least 30 SPF, waterproof sunscreen no later than May 17<sup>th</sup>.

Please put your child's name on the bottle. We will still need the Sunscreen/Bug Repellent Authorization/Instruction Form to be returned to us.

A PERMISSION FOR MEDICATION form is included in the parent handbook. Your child's doctor must fill out this form before we can administer any type of medication (including Tylenol). Please keep the form handy at home in case you need to visit the doctor. All medication must be in the original container, which shows the child's name and directions for dosage. If you need an additional form, they are available in the office.

### **WATER PLAY/SWIM DAYS**

Please send your child to school **ALREADY DRESSED** in their swimsuit and wearing sunscreen. The past couple of summers, children have also worn sun shirts on water play days. Sun shirts, water shoes, and hats are great for water play days!

### **SUMMER CURRICULUM**

This summer the teachers are planning the curriculum for each room. The teachers will be focusing on different themes either weekly or monthly. Please check the lesson plans weekly to find out specific details. The teachers will also be doing a weekly Bible Lesson with the children using the "Allelu!" curriculum that we have used this school year. We think that the children will enjoy these activities very much.

### **DAILY CLOSING/LATE PICK-UP FEES/ETC.**

MPBELC opens daily at 7:30 a.m. and closes at 5:00 p.m. A late fee of \$1.00 per minute, per child will be due immediately to the teachers on duty. Please be considerate of our teachers and pick your child up on time. We also ask that the half-day children are picked up no later than 1:00 p.m. Finally, if your child is ill, please give us a call. If we have not heard otherwise, we will assume that they will be attending that day.

We are looking forward to a wonderful summer with your children!

Kellie Peterson  
Director  
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