



Silverlake “The Family Place”

301 Kenton Lands Road, Erlanger, KY 41018

Phone: 859-426-7777 & Web: www.silverlakefamily.com

SUMMER CAMP HANDBOOK

2025

Welcome and thank you for choosing Silverlake Summer Camp! Our Staff is excited and looking forward to a wonderful summer!

This handbook contains Silverlake Summer Camp’s policies and procedures, which are important to you and your child. By signing you are acknowledging that you have read the Silverlake Summer Camp Parent Handbook in its entirety.

You also agree to follow the policies, procedures and practices placed before you within the Silverlake Summer Camp Handbook.

All forms, including the Silverlake Waiver, Parent Handbook, Health History and Immunization Records must be submitted before your child begins camp. Forms can be found under the “Forms & Documents” tab of your CampInTouch account.

This Handbook is available under the Forms & Documents tab of your CampInTouch account.

*** For more information please email: summercamp@silverlakefamily.com ***

1. Membership:

1. **Silverlake Summer Camp is a member-only program.** All children must be a member of Silverlake to enroll and participate in camp. Membership is specific to Silverlake "The Family Place" and does not include those with memberships specific to our Better Bodies location. If at any time during the summer, your family's membership has expired or been terminated, your child will no longer be able to attend camp. Membership is not required to participate in our Sports Camps.
2. **Help with Membership:** All our membership advisors would be happy to provide you with information regarding Silverlake "The Family Place". For help with membership, please visit our Front Desk or contact Camille Devita at cdevita@silverlakefamily.com or call 859-462-7777 ext. 102.

2. Policies and Procedures:

1. **Sign In/Check In:** All children, upon arrival at Silverlake, must be signed in by their parent/guardian. We do not allow car-side drop offs. Drop off starts at 7:00am. **If you are dropping off after 11:00 AM you must have a doctor/appointment note for your child to attend camp that day.**

Pick Up/Check Out: All children being picked up from Silverlake, at any time under ALL circumstances, must be signed out by their parent/guardian or designated pickup person. **We do not allow curbside pick-ups.** All children must be picked up no later than 6:00pm or a late fee will be charged. The late fee is \$1 for every minute the parent/guardian or designated pickup person is late past 6:00pm. The amount should be paid directly to the counselor checking out by cash, check or digital pay. A debit/credit card or charge of your membership account is not allowed.

2. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before the child will be released.
3. **Responsibility for Child:** Silverlake will not assume responsibility of any child before being signed in or after being signed out by a designated pickup person.
4. **Parental Visitation:** Parents/Guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents/guardians of enrolled/attending children. **Perspective parents can observe by appointment only.** Parental visitation is subject to time restrictions to ensure the safety of all children. Parents are not permitted to chaperone field trips.

5. **Child Immunization:** Parents/guardians must provide Silverlake with a copy of your child's immunization record/certificate **BEFORE** attending.
6. **Age Groups:** **We offer care for children 11 years old & under only. Once a child turns 12 years old, they can no longer attend camp.** Children will be split into age-appropriate groups depending upon the grade they will be entering in the fall. If your child would like to be with a friend, please designate them on your child's registration form.

Parents/guardians are prohibited from changing their child's group without the Director's permission.

We reserve the right to move children's groups at our discretion, for any reason, at any time.

We make every effort to accommodate group requests, but they are not guaranteed.

7. **Plan of Evacuation/Lockdown Procedures:** If an emergency evacuation must occur, all children will be transported to Erlanger Public Library or Dixie Heights High School. Tune to Channel 12 for emergency information. All staff are briefed on our lockdown procedures prior to working with children.

3. **Lunch/Snack:**

1. **Lunch:** Lunch is not included in your camp tuition but is available at an additional cost of \$4.50. **If you drop off after 9:45 AM you MUST pack a lunch for your child. They cannot buy lunch from the café after 9:45 AM. Our lunch list gets turned in at 9:45 AM every morning to give our café staff enough time to prepare for lunch.** If you forget lunch, we will supply the lunch menu item for an additional cost. This fee must be paid the same day lunch is provided or will be charged to your membership account. If you choose to buy on a field trip day, the Café will pack your child a portable lunch. We are not able to microwave any packed food. If you choose to pack a lunch, it will not be refrigerated. Your child will be responsible for their lunch bag/box.

2. **Snack:** Snacks are provided free of charge to full day participants. If you choose to allow your school-age child to purchase a snack from the Café, you must designate the snack your child can purchase when signing in and whether it will be paid for with Virtual Gift Card (VGC) or credit card on file (COF). We do not accept cash for snacks. If you do not designate a specific item, your child will not be charged or receive a snack from the Café. **If you drop off after 9:45 AM your child cannot buy a snack. Our snack list gets turned in at 9:45 AM every morning to give our café staff enough time to prepare. Campers are not allowed to purchase snacks at the outdoor waterpark.**

3. **Lunch/Snack Payment Options:** Your child's lunch/snack can be charged to the same card you have on file for your membership, or you may also add money to a Virtual Gift Card. These two options are labeled "COF" (Card on File) and "VGC" (Virtual Gift Card) at the sign in table. We are unable to charge lunches to checking or savings accounts. If your child receives lunch and you have not made proper arrangements or your method of payment has insufficient funds, it will be charged to your Silverlake account. These charges will continue to accrue until you pay your balance or are billed to a checking or savings account on the 5th of every month. You can check your Virtual Gift Card balance through your account on Club Automation.

4. **Personal Property:** Silverlake Summer Camp is **NOT** responsible for lost, stolen or damaged items brought to camp. **Do not bring any electronics, toys, trading cards, etc.** All personal property must be labeled with the child's first and last name. Silverlake retains the right to hold personal property until parent pickup.

5. **Lost and Found:** Due to health and safety guidelines, any items that are lost will need to be claimed that day. It is the parent/guardian's responsibility to check the Lost and Found Table daily. Silverlake is not responsible for any lost items. Lost and found is kept for two weeks maximum, after the two-week period, all items will be donated.

6. **Change in Personal Information:** Silverlake's Camp Director must be notified immediately when there are any changes pertinent information, i.e., telephone numbers, address, emergency contacts, family structure, or any other information designed on registration forms.

7. Parents Authorization: I hereby grant permission for my child to be transported by Silverlake and contracted providers chosen by them, to and from the Silverlake campus. I also authorize Silverlake to transport my child at any time Silverlake chooses to transport for daily excursions, without notifying parent or guardian. Walking excursions are also permitted on and around the surrounding property/buildings of Silverlake and the city of Erlanger. In case of emergency on field trips, transportation may be provided by a director or coordinator with parent permission.

8. Field Trips: **Should you decide that you do not want your child to attend a scheduled field trip, or they will not make it to Silverlake by the time the bus leaves, you must find alternate care for your child during these trips. They cannot join another group while their group is on a field trip.** All children would arrive by 9:45 AM on designated field trip days. Silverlake does not provide alternative care during any scheduled field trips. All scheduled field trips, including departure and return times, are subject to change.

9. Registration and Payment: Registration and payment for all camps is done online through our CampInTouch link. Registration opens on Monday March 3rd, 2025, at 9:00 AM. Our camps do fill quickly, so we encourage everyone to sign up as soon as possible to avoid being waitlisted. **Your registration is not complete until all forms have been filled out and signed!**

10. Payment Options- **Absolutely NO credits or refunds are given for absences or cancellations.**

1. **Pay in Full-** If you Pay in Full at the time of registration, you will receive a 5% discount off the total summer camp charge.
2. **Installments-** Your total camp charge can be paid in 4 automatic installments. The first installment consists of the \$75 registration fee and a \$25 deposit for every week of camp your child will attend. This first installment will be due at the time of registration. The final 3 installments will consist of the remainder of your balance, split equally. The installments will be automatically charged on May 1st, June 1st, and July 1st.

11. Declined/Returned Payments- If your payment does not go through on the due date, there is an automatic \$30 late fee charged to the account. If installment is not paid within 7 days and account is delinquent, this may result in suspension or removal from the summer camp program with no refunds or credits of any prior payments.

12. Refunds and Credits- There will be absolutely no credits or refunds for any camp payments due to absence, sickness, cancellations or schedule change outside of Vacation Week exemption. In the event of a Silverlake closure for any reason, a credit will be issued in lieu of a refund that can be used for any service at Silverlake. Absolutely no refunds.

Vacation Week- You are allowed a 1-time change in schedule due to a vacation week. A credit will be issued for this 1-time change ONLY, no refund will be given.

*** Tax Information:**

Tax statements are available under the "Financial Management" tab of your CampInTouch account.

13. Partial Weeks- We do not offer partial week scheduling. School Age Camp scheduling is full week/full day only. Early Childhood/Kinder Camp is full week/full day or full week/half day. Silverlake will not adjust payments for partial weeks or days missed for any reason.

14. Discipline Policy:

Definition of a Behavioral Problem:

- Any behavior by a child that is viewed or deemed unsafe to the well-being of himself/herself, or any other person/child.
- The improper use of language or gestures directed to staff or other children.
- Damage or theft of Silverlake property, the property of others, or an overall disrespect to staff or other children
- Unwillingness to follow rules of the camp set to ensure the safety and fun of each participant.
- **Discipline policy is based on the age and development of a child.**

15. Behavioral Disciplinary Actions:

1. Verbal warning from a counselor
2. Verbal warning from a counselor, documented and given to Program Director
3. Verbal discussion with the Program Director
4. Written notice for parent/guardian to be signed, noting details of counselor warning and discussion with Program Director
5. Parent Conference with the Program Director
6. Suspension or termination from Silverlake Summer Camp without a refund

*Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings. **Silverlake retains the right to dismiss any student without prior written notice or a child conference with the Program Director.** The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.

16. Bus Rules: In addition to the discipline policies above, children must follow the bus rules listed below. Incidents occurring on the bus will be documented and dealt with based on the Behavioral Disciplinary Actions listed above.

1. Refrain from eating or drinking on the bus. No food, candy or gum is permitted.
2. Keep hands, arms and objects inside the bus always.
3. Remain seated until the bus stops for unloading.
4. Use emergency doors for emergencies only.
5. Do not throw objects from the bus or to others on the bus.
6. Keep aisles always clear from obstructions.
7. Toys, games or any type of electronic devices are not allowed.

17. Schedule for Silverlake Summer Camp Programs 2025:

Program:

Dates:

Early Childhood Camp

May 27th, 2025 - August 12th, 2025

School-Age Camp

May 27th, 2025 - August 12th, 2025

18. Policy on Release of Children:

Each child may be released only to parent/guardian(s) or person(s) authorized by the parent/guardian(s) to assume responsibility for the child in an emergency if the parent/guardian(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to the effect, maintain a copy on file, and comply with the terms of the court order. If the parent/guardian(s) or person(s) authorized by the parent/guardian(s) fails to pick up by 7:00 pm, we shall ensure that:

1. The child is always supervised.
2. Staff members will attempt to contact the parent/guardian(s) or person(s) authorized by the parent/guardian(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent/guardian(s) or person(s) authorized by parent/guardian(s) have failed, and the staff members cannot continue to supervise the child at the center, the staff member shall call the Child-At-Risk Hotline at 1(800)792-5200 to seek assistance in caring for the child until the parent/guardian(s) or person(s) authorized by the child's parent/guardian(s) is able to pick up the child.
4. If at any time, an authorized pick-up person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director or staff member, the child would be placed at risk of harm, Silverlake reserves the right to not release the child.
5. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent/guardian(s); and if the center is unable to make alternative arrangements, a staff member shall call the Child-At-Risk Hotline at 1(800)792-5200 to seek assistance in caring for the child.
6. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent/guardian(s).

19. Policy on the Management of Communicable Diseases:

If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Once the child is symptom free for 24 hours or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Cause for Temporary Absence

Severe pain of discomfort	Oral temperature of 100.1 degrees F
Infected untreated skin patches	Red eyes with discharge
Acute Diarrhea	Swollen joints
Difficult or rapid breathing	Sore throat or severe coughing
Episodes of acute vomiting	Visibly enlarged lymph nodes
Skin rashes lasting longer than 24 hours	Yellow eyes or jaundice skin
Blood in urine	Stiff neck

Table of Excludable Communicable Diseases

Respiratory Illness	Hepatitis A*	Meningococcal
Chicken Pox	Salmonella*	Mumps
German Measles*	Shigella*	Lice (must remove all eggs/nits before returning to Silverlake with note from physician)
Homophiles Influenza*	Whooping Cough	
Measles*	Contract Illnesses	
Strep Throat	Impetigo	
Gastro-Intestinal Illness	Scabies	
Giardia Lamblia	Covid-19	

20. Policy on the Dispensing of Medication:

If your child needs to receive daily medication while at Silverlake, you will need to provide a medication form. Forms must state your child's name, when the medication is to be administered, what the medication is for, and the dosage. If it is a long-term prescription (an inhaler or EpiPen), Silverlake Academy will also require a list of possible symptoms or reasons your child should need the medication administered. All provided medications should be labeled "no refill".

21. Communication:

If you have questions about the program, field trips, schedules, counselors and day to day activities pertaining to the **School-Age Camp**, please contact Ashley Crupper (Youth Programs Director) at acrupper@silverlakefamily.com or call (859)426-7777 ext. 103.

If you have questions about the program, visitors, schedules, counselors and day to day activities pertaining to the **Early Childhood/Kinder Camp** program, please contact Lisa Caudill (Early Childhood Director) at lcaudill@silverlakefamily.com or call (859)426-7777 ext. 133.

If you have questions pertaining to **membership** at Silverlake or Better Bodies, please contact Camille Devita (Membership Director) at cdevita@silverlakefamily.com or call (859)426-7777 ext. 102.

22. Required Supplies:

The supplies pertaining to your child's age group must be provided as needed by the child's parent or legal guardians. **PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD'S NAME!**

1. **Early Childhood** (3-5 years old) & **Kinder Camp** (entering Kindergarten August 2025):

MUST BE POTTY TRAINED

- Extra sets of clothes (1 or 2 outfit changes)
- Small pillow and blanket in a bag for napping (Early Childhood ONLY)
- Backpack
- Swimsuit, towel and puddle jumper (if needed)
- Comfortable gym shoes with socks
- Children should wear clothes that can get dirty
- **Please apply sunscreen to your child every day before arriving at camp**

2. **School-Age** (Must have completed Kindergarten and be entering 1st Grade in the Fall up to 11 years old):

- Swimsuit and towel everyday
- Wear clothes that can get dirty
- Comfortable gym shoes with socks
- Belongings should be brought in a backpack or bag labeled with their name
- Water bottle
- **Please apply sunscreen to your child every day before arriving at camp**

23. **Example of Daily Schedules:**

Early Childhood & Kinder Camp:

7:00-8:30 am	Drop off in Academy Room * 7:45-Breakfast is available to be purchased
8:30-9:30 am	Academy Rooms #1 and #3 * Break up into groups
9:30-10:00 am	Trampoline Park/FunNastics
10:00-10:30 am	FunNastics/Trampoline Park
10:30-11:00 am	Outdoor Waterpark
11:00-11:45 am	Outdoor Waterpark
11:45-12:45 pm	Lunch
12:45-3:30 pm	Nap or quiet time for Early Childhood campers
12:45-3:30 pm	Kids Quest/Bowling/Gymnasium
3:30-4:30 pm	Snack & Free play
4:30-5:15 pm	Outside Playground
5:15-pickup	Classroom Free play

*** Daily Schedules will be provided each morning. Schedules are subject to change.**

School Age Camp:

7:00-9:00 am	Drop off in lower lobby
9:00-9:30 am	Group Attendance/Review of Schedule/Stretch
9:30-10:15 am	Trampoline Park
10:15-11:00 am	Silverlake Park
11:00-11:45 am	Lunch
11:45-1:15 pm	Outdoor Waterpark
1:15-2:00pm	FunNastics
2:00-2:45 pm	Snack
2:45-3:30 pm	Kid's Quest Playground
3:30-4:15 pm	Clip N' Climb
4:15-5:00 pm	Bowling
5:00-6:00 pm	Check Out

*** Daily Schedules will be provided at Check-In each morning. Schedules are subject to change.**

24. Field Trips: Field Trips have always been a fun and exciting part of the summer camp experience. A Field Trip Calendar will be provided before the start of summer camp with specific times buses will be leaving Silverlake. Your child will eat lunch before or during their field trip.

Some of our previous field trips include a Florence Freedom Game, Newport Aquarium, The Cincinnati Children's Museum, Dave & Buster's, Movie Theaters, etc., We also have visitors from Kona Ice, Jumpin' Joe's, and more!

25. ADDITIONAL INFORMATION TO PARENTS:

Sunscreen- You are required to sunscreen your child before dropping off, as well as sending a bottle of sunscreen labeled with your child's first and last name in their backpack to reuse throughout the day. Silverlake does not supply sunscreen. You MUST pack your own each day!

If your child packs a spray sunscreen, we will spray them. We will NOT apply lotion or rub in any form of sunscreen. Please make sure your camper knows how to properly apply their sunscreen.

Parental Input- The licensee should appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether they will be implemented.

Meeting with Parents- In group childcare programs, the licensee shall assure that the administrator or his/her designee meets with the parent/guardian(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent/guardian(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information- The licensee should provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medicine, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for ongoing parent communication. All this information may be contained in a "Parent handbook".

Parent Communication- At the beginning of each day Silverlake will provide a schedule/lesson plan.

Parent Visits- You have the right to visit the center and your child at any time while your child is present.

Children's Records- Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your Child's Record- You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's records, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record.

Amending your Child's Record- You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Record- When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

26. PROGRAM RESPONSIBILITIES:

Providing Information to the State Licensing Bureau: The program should make available any information requested by the State Licensing Bureau to determine compliance with any licensing regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting Abuse or Neglect: All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. Anyone who has reasonable cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse (859) 824-7585. Parents may secure information about child abuse and neglect by contacting The Cabinet for Health and Family Services 275 East Main St. Section 3 E-G Frankfort, Kentucky 40621 (859) 246-2301.

Notification of Injury: The licensee should notify you immediately of any injury which requires emergency care. The licensee will also notify you, in writing, within 24 hours, if any in depth first aid is administered to your child.

Availability of State Licensing Regulations: The program should maintain a copy of the state licensing regulations on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Early Childhood and Kinder Summer Camp Dates/Pricing:

Dates:	Full Week/Full Day	Full Week/Half Day 9 am - 1pm
Week 1: May 27th - May 30th (4 Days - Closed May 26th)	\$260	\$150
Week 2: June 2nd - June 6th	\$325	\$195
Week 3: June 9th - June 13th	\$325	\$195
Week 4: June 16th - June 20th	\$325	\$195
Week 5: June 23rd - June 27th	\$325	\$195
Week 6: June 30th - July 3rd (4 Days - Closed July 4th)	\$260	\$150
Week 7: July 7th - July 11th	\$325	\$195
Week 8: July 14th - July 18th	\$325	\$195
Week 9: July 21st - July 25th	\$325	\$195
Week 10: July 28th - August 1st	\$325	\$195
Week 11: August 4th - August 8th	\$325	\$195

* During the 2022 session, the Kentucky legislator in House Bill 8 made changes to how various services are taxed within the state. In the area of sales and use tax, thirty-four (34) additional service categories, such as summer camps, became subject to tax. Effective January 1st, 2023, businesses that provide these services are required to collect the 6% sales tax from their customers for providing these services.

- There is an automatic \$75 registration fee.
- There is a 5% discount if you Pay in Full upon registration.
- **There are no add-on sports camp options for summer campers!**

If you have questions pertaining to the **Early Childhood/Kinder Camp** program, contact Lisa Caudill at lcaudill@silverlakefamily.com or call (859)426-7777 ext. 133.

School-Age Summer Camp Dates/Pricing:

Dates:	Full Week
Week 1: May 27th - May 30th (4 Days - Closed May 26th)	\$260
Week 2: June 2nd - June 6th	\$325
Week 3: June 9th - June 13th	\$325
Week 4: June 16th - June 20th	\$325
Week 5: June 23rd - June 27th	\$325
Week 6: June 30th - July 3rd (4 Days - Closed July 4th)	\$260
Week 7: July 7th - July 11th	\$325
Week 8: July 14th - July 18th	\$325
Week 9: July 21st - July 25th	\$325
Week 10: July 28th - August 1st	\$325
Week 11: August 4th - August 8th	\$325

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