



Summer Escapades & Xroads

2012

POLICY STATEMENT

****Please note any violation of camp policies can lead to termination of care.**

MISSION STATEMENT:

NSACA Standard 32c,36a

To support working families by providing their children a safe and structured setting, facilitated by caring and qualified staff.

PHILOSOPHY STATEMENT:

- To create an environment that assures all children feel safe, secure, and nurtured.
- To encourage children to cooperate, accept responsibility, embrace diversity, practice respect, and continue to enhance basic life skills.
- To develop and maintain a sense of community that encourages open communication between parents, children, and staff.
- To strive for an atmosphere that helps children feel confident, valued, accepted as individuals, and supports the development of a healthy self- image.
- To encourage creativity through self-expression and exposure to enrichment activities that stimulates thinking and exploration.
- To promote physical, social and emotional growth through age appropriate learning experiences and recreational activities.
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1. PROGRAM ADMINISTRATION

NSACA Standard 24d,26d

The camp programs are located in public city parks and are operated by the Johnson County Park and Recreation District. The space is leased to our agency by the city, with the expectation that our program function independently in both policy and procedure. We are guests of the park and seek to be compatible and unobtrusive to all other park patrons.

2. EQUAL OPPORTUNITY

NSACA Standard 36d

Johnson County Park and Recreation District does not discriminate on the basis of race, color, national origin, sex, religion, age, ancestry, or handicapped status in the provision of service or employment.

3. REQUIRED FORMS

NSACA Standard 30a,-b36b

Kansas State law requires all children to have a personal data sheet, health history, and authorization for emergency medical care on file at the camp **before** attendance is permitted. Kansas Department of Health & Environment is stringently enforcing this regulation. Camps can be fined and even closed for non-compliance. Therefore, all forms must be submitted to our office two weeks prior to the first day of attendance. Children with incomplete records **cannot** attend the program.

4. REGISTRATION REQUIREMENTS

NSACA Standard 36b

Children attending camp must be pre-registered in advance of attendance, by submitting the required forms and having made full payment for all weeks registered.

5. FEE PAYMENT

NSACA Standard 36b

All weeks registered must be paid at the time of registration. Payment deadlines and associated penalties are a necessity for our registration department in the timely posting and deposit of payments from the 2,000+ enrollment of our summer camp programs. **ALL FEES ARE NONREFUNDABLE.** Transfer requests must be submitted in writing two weeks prior to care and is

subject to \$5 processing fee per week transferred. They may be emailed to info@jcprd.com, faxed to 831-3311, or dropped off at Antioch Park Building B.

6. TERMS FOR SERVICE FOR SRS CHILD CARE ENROLLEES

Johnson County Park & Recreation District will accept SRS on the following conditions:

1. SRS recipient agrees to make Vision card payment no earlier than the 1st day child attends camp.
2. SRS recipient agrees to phone in Vision card payments from the camp only.
3. SRS recipient agrees to request only the amount due from their Vision Card.
4. SRS recipient agrees to record only the amount approved on the Vision Card payment record provided at center.
5. SRS recipient agrees to pay out of pocket any remaining balance not covered by their Vision card.
6. SRS recipient agrees to pay any out of pocket expense per our regular camp fees.
7. SRS recipient agrees to pay late payment charges of \$5.00 per day for any payments not made on the first day of camp attendance.
8. SRS applicant for child care understands that these terms of service are non-negotiable

Failure to meet any of these terms will result in immediate revocation to your SRS contract and termination of child care.

7. CHILD RELEASE

NSACA Standard 16d, 19a, 22b, 29d

All individuals authorized to pick up children must be listed in advance on the personal data sheet. Until all authorized parties are known to the staff, photo identification will be required at the time of pick up. State law prohibits the release of children to parents and other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the camp to support law enforcement interventions. Children attending the camp cannot be released to walk home unsupervised.

8. AFTER HOUR CARE CHARGES

NSACA Standard 36b

A charge of \$1.00 per minute past the 5:30 p.m. closure will be assessed to parents for after hour care. We realize that under some circumstances lateness cannot be avoided, and require parents to call us should such a situation occur. Regardless of the cause of after hour care, charges are due the following business day to our registration office by 4 pm via walk-in or phone call.

9. DISCIPLINE POLICY

NSACA Standard 5a-d

Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing/withholding of food or fear tactics. Parents will be notified of any inappropriate behavior and will be advised of steps taken toward improvement. All children enrolled must observe the Participant Code of Conduct while attending the program.

10. PARTICIPANT CODE OF CONDUCT

NSACA Standard 5a-d

Participation in the program is a privilege not a right. The ability of each participant to consistently practice positive life skills is essential to on-going enrollment. The following set of non-negotiable standards for participation is designed to allow participants to self regulate behavior. These are reasonable expectations for any child participating in a group care setting. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful participation for each child through the joint understanding, support, and practice of these positive life skills.

Respect the right of others to courtesy and personal space.

Manage anger in appropriate ways.

Respect and respond to adult authority.

Accept differences among the group.

Accept responsibility for own actions.

11. DISCIPLINE PRACTICES

NSACA Standard 5a-d

Discipline for inappropriate behavior will focus on consequences, rather than punishment, to help children self manage their behavior in the future. Counselors assist children in self-management through reminders, redirection, and discussions about consequences. When children consciously make a choice to ignore expectations, consequences in line with the behavior will follow. Interventions and consequences focus on as little counselor intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. Typical behavior interventions are as follows:

Often closer counselor proximity and eye contact are all children need to self correct.

On other occasions a reminder of the rule is effective.

At times teachers and children discuss the inappropriate behavior and more acceptable alternatives.

In some situations children are redirected to a solitary activity for a brief period of time.
More serious behavior issues require a parent/counselor conference to develop an action plan for improvement.

12. PARENT VISITATION AND INVOLVEMENT

NSACA Standard 23a , 24d

Our camp has on “open door” policy on parent visitation. Parents are also encouraged to become actively involved in the camp by: chaperoning field trips, decorating, planning and/or special events, and/or sharing your personal hobbies, talents and professional skills. Contact the director to express your interest and offer suggestions on program activities.

13. NON-VIOLENCE POLICY

NSACA Standard 16a,b,c

The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons fashioned or real is prohibited and grounds for immediate expulsion. Statements by anyone that threaten violent action will be regarded as real and result in immediate contact of law enforcement and parents.

14. COMMUNICABLE DISEASE

NSACA Standard 18b,30

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed. The Program Director shall exercise his/her discretion in determining if a child seems well enough to resume normal participation. Parents must report to the Program Director any exposure to communicable diseases.

15. PRESCRIPTION MEDICATIONS

NSACA Standard 30

If your child is taking any prescription drugs while in attendance, these medications must be sent to the program director in their original containers and must have RX information affixed. All medications must be sent in daily dosages. Signed permission for administration of these medications must accompany them. Medication cannot be administered without signed parental consent.

16. DRESS

NSACA Standard 30b

Dress for the weather. This is an outdoor camp, with the exception of fieldtrips or severe weather we remain outdoors. **Campers must wear camp T-shirt every day. Shoes need to be tennis shoes or shoes that are securely affixed to the foot. (Flip flops may be brought only in bag to wear at the pool).** Campers will not be permitted to stay without camp t-shirt or appropriate footwear.

17. TERMS OF CARE

NSACA Standard 32b

Campers must be pre-registered and full payment made. . Children must fully comply with the Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of care. **ALL FEES ARE NONREFUNDABLE.**

18. ABSENCES/DAILY SIGN IN/SIGN OUT

NSACA Standard 22a,b,c

Parents must telephone the camp each day the participant will be absent from scheduled attendance. Children will sign themselves into the camp and staff will follow up with a roster check. At child pick up, parents or their child need to initial and record time of pick up next to their child’s name. Help us attend to this important safety issue by observing this policy.

19. PERSONAL BELONGINGS

Label all personal belongings. Toys, video games, radios and other items from home are prohibited. The camp is not responsible for loss, theft or breakage of personal belongings.

20. MEDICAL INSURANCE

NSACA Standard 29a,b,c30b,d

During the course of normal participation, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. **The District does not carry medical insurance for participants.** Make sure your health insurance policy name and number are recorded on the Authorization for Emergency Medical Care form. In urgent care situations, staff will attempt to contact parents for child pick up and follow up medical treatment. In emergency care situations, children will be transported by ambulance to the nearest hospital. Be sure all of your child’s records are up to date to assist us in effectively responding to emergencies.

21. PARENT CONDUCT

NSACA Standard 7b

Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with program employees, participants, and their families. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding,

and/or contact will not be tolerated. Kansas state law prohibits parents from disciplining and/or reprimanding program participants. Failure to observe appropriate conduct will result in immediate and permanent termination of childcare.

22. FIELD TRIP AND TRANSPORTATION POLICY

NSACA Standard 22d, 29C

Due to staffing ratio needs, all children in attendance on scheduled field trip days will be required to accompany the group on the trip. Should you desire that your child not participate in activities at the trip destination, please advise staff so they can arrange for an alternate activity at the field trip site. Children will be transported by leased bus for large group field trips. Trips involving 13 or fewer children will be transported in Johnson County Park & Recreation District vans.

23. ILLNESS OR VACATION

NSACA Standard 36b

Refunds will not be issued for illness or vacation.

24. CHRONIC HEALTH/SPECIAL CARE NEEDS

NSACA Standard 18a, 36d

Written physician orders as well as a parent/staff pre-attendance meeting will be required to assure that chronic health conditions and any special care needs can be accommodated within the program.

25. PARENT ORIENTATION

Prior to the camp season, a parent meeting will be held to cover camp procedures and provide staff introductions. Plan to attend even if you have been enrolled in previous years. Parents unable to attend this meeting should contact your site director for orientation information.

26. PARENT COMMUNICATION

NSACA Standard 23c,d,24a-d,, 35c,d

Families receive information from the camp through: newsletters, dry erase bulletins, notes home, telephone, and informal and formal conferencing. Parents are encouraged to contact staff with any issue, concern and/or suggestion regarding their child or the program. Any specialist working with your child is also strongly encouraged to become part of the camp communication network. Your views are valued and appreciate and guide our efforts toward continuous improvement.

27. FOOD SERVICE

NSACA Standard 20a-d

All children must bring their lunch daily in a reusable, insulated lunch bag. There will be no refrigeration or microwave. Please also use reusable containers to limit the amount of trash. The camp program will serve snack at 9:00 am and 4:00 pm daily.

Children may select from a choice of snacks and water. Our snack menu is posted at the camp.

28. EMERGENCY CLOSING

NSACA Standard 29a,b,32c

Natural disasters and utility outages can result in emergency closure of the program. No alternate care location will be available in the event of emergency closures. Your director will notify you of the closure and again when care can be resumed.

29. RAIN OUTS

In the event of **severe weather** campers will be transported by bus to indoor facilities. **Morning Plan 7:00-9:00**-In case of severe weather (lightning, thunderstorms, tornado, horizontal rain with strong winds), the camps will transport children to the rain site at 9:00 A.M. The children will remain under the shelter or in the bus for their protection and safety until this time. Parents will need to drop their children off at their camp site. Directors will update and confirm time of departure and location of campers on: mobile phones and with program specialist. The bus will leave the camp site at 9:00 A.M. sharp, parents will be instructed to call mobile phones for the camp location if dropping a camper off after 9 A.M. **Afternoon Plan 3:30-5:30**-Severe weather (lightening, thunderstorms, tornado, and horizontal rain with strong winds) the camp may stay at the rain site. All parents are instructed to call any of the numbers to confirm the location of campers; mobile phone. All directors must update; mobile phones, and program specialist with the schedule and location of camp. **Each Day**-Each camp location will post changes in travel plans at their camp location. The directors will also call the Antioch switchboard, children services secretary, and program specialist to update them of any changes in the schedule. Cell phones will also be updated with any schedule change.

30. RAIN SITES

Will be posted on the website at www.jcprdchildcare.com as well as confirmed at parent orientation.

31. FAMILY SUPPORT AND COMMUNITY RESOURCES

NSACA Standard 25a,b

The director is always available to help families access community resources designed to support and strengthen families. Your director can provide information on application for SRS child care subsidy and other community resources. The following web sites also provide excellent and current information on a variety of family centered topics that can be accessed in the privacy of office or home. American Academy of Child & Adolescent Psychiatry <http://www.aacap.org/web/aacap/publications/factsfam/>. For locally based support services visit Johnson County FamilyNet at <http://www.jocofamily.net/>.

32. CONFIDENTIALITY STATEMENT

All contents of children's files including health history, medication form, emergency medical release, personal data sheet, correspondence from parents, IEP, incident reports, and staff generated correspondence are confidential documents. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through signed permission. Documents can be released only to custodial parent/guardian and SRS child protection agency representatives. Release under any other circumstances must be mandated by court order. Children's records will remain on file at the camp until enrollment is terminated and the file is returned to the custodial parent/guardian.

33. CHILDREN'S SERVICES PHOTO POLICY

Unauthorized distribution or release of photos of children and/or staff engaged in Johnson County Park & Recreation District sponsored activities is expressly prohibited without written consent of all parties represented. The policy extends to traditional photo prints and negatives, CD's, digital memory cards, electronic transmittals via email or through the web, and images captured on camera phones. Photos of participants are strictly limited to program use or other JCPRD publications with a signed waiver. Failure to observe this policy may result in termination of childcare.

34. EMPLOYEE/PATRON RELATIONSHIPS

District policy 402-01(B)(24) and the JCPRD Code of Ethics prohibit JCPRD staff from entering into personal employment arrangements with program participants and their families.

RETAIN FOR FUTURE REFERENCE