

JOHNSON COUNTY PARK & RECREATION DISTRICT  
**2019 INDOOR SUMMER CAMP POLICY STATEMENT**



**MISSION STATEMENT:**

Developing health and happiness in our community's children through safe, diverse, and character-building experiences.

**PHILOSOPHY STATEMENT:**

- Creating an environment that assures all children feel safe, secure, and nurtured.
- Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- Fostering relationships that promote open communication between children, parents, and service to the community.
- Introducing children to enriching activities that stimulate creativity, critical thinking, and exploration.
- Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.

**1. PROGRAM ADMINISTRATION**

The summer camp programs located on-site in Shawnee Mission, Desoto, and Gardner Elementary Schools are operated by the Johnson County Park and Recreation District. The space is leased to our agency by the school district, with the expectation that our program function independently in both policy and procedure. We are guests of the school and seek to be compatible and unobtrusive to the schools mission of education. Be considerate of your principal's full schedule by directing all program related issues to Johnson County Park and Recreation District personnel.

**2. EQUAL OPPORTUNITY**

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**

Kansas State law requires all children to have a personal data sheet, health history, and authorization for emergency medical care on file at the center before attendance is permitted. Kansas Department of Health & Environment is stringently enforcing this regulation. Centers can be fined, and even closed, for non-compliance. Therefore, all forms must be submitted before your child's registration can be processed. *Children with incomplete records cannot attend the program.*

**4. REGISTRATION REQUIREMENTS**

Children attending the camp must be pre-registered, in advance of attendance, by submitting the Registration form, along with the above-mentioned forms to the JCPRD Registration Office. Log onto [www.jcprdkids.com](http://www.jcprdkids.com) for all registration information. When your registration has been processed, you will receive an email prompting you to call the JCPRD Registration office *within two business days* to provide your credit/debit card or bank account (ACH) information and to pay your deposit equal to one weekly tuition payment (this payment will be applied to the total amount due). *Failure to complete this step will cause you to forfeit enrollment in summer camp. All fees are non-refundable and non-transferrable.*

## 5. TERMS OF CARE

Attendance days must be pre-selected and consistent. Enrollment in the indoor summer camp program is tuition-based; therefore weekly payments will not be prorated for holidays, shortened weeks, vacations, or illnesses, as the fees are based on the overall cost of the program, not week to week expenses. A \$15 charge will be applied for each change in care options. Weekly tuition payments, as well as outstanding fees from other JCPRD programs, must be paid in order to retain space. Children must fully comply with the Participant Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of care. **All fees are nonrefundable and non-transferrable.**

## 6. FEE PAYMENT

Fees may be paid in one lump sum prior to the start of camp, or in weekly tuition payments that are due on Fridays in advance of programming. Fees must be paid in the form of automatic recurring payments or by DCF Vision Card (see [www.dcf.ks.gov](http://www.dcf.ks.gov) for more information). Mastercard, Discover, Visa and ACH are accepted for both recurring payments and fees not covered by DCF Vision Card. Fees for the last week of camp are due upon enrollment, with the first weekly payment charged on the Friday prior to the start of camp. *Refunds will not be issued for illness or vacation.* A \$30 reconciliation fee will be applied for each declined debit/credit card payment, with a maximum non-resolution period of 10 days at which time child care will be terminated. Second child discounts are applied to the *sibling* with the lowest fee. **All fees are non-refundable and non-transferrable.**

## 7. CHILD RELEASE

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. Individuals picking up children must be free of the odor of alcohol and/or visible signs of substance impairment. JCPRD staff is required to ask potentially impaired persons to contact a designated driver to assure the safe transportation of children. Failure to comply will result in immediate police contact and reporting to the Kansas Department for Children and Families. Any existing court orders barring parent contact, visitation, and child release must be on file at the center to support law enforcement interventions. Children attending the camp cannot be released to walk home unsupervised.

## 8. AFTER HOUR CARE CHARGES

A charge of \$5.00 for each 5 minutes past the 6:00 p.m. closure will be assessed to parents for after hour services. 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, the late fee charge will be added to your account. Parents will be responsible for contacting our Registration office to pay this fee within three business days. Consistent tardiness will result in the termination of services.

## 9. DISCIPLINE POLICY

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 or withholding of food or fear tactics. Parents will be notified of 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. STAFF-PARTICIPANT RATIOS

Participants must be able to function independently, and in accordance with the code of conduct, within a 1:15 staff to participant supervision ratio as outlined by KDHE.

## 11. PARTICIPANT CODE OF CONDUCT

*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. 1.) Respect the right of others to courtesy and personal space. 2.) Manage anger in appropriate ways. 3.) Respect and respond to adult authority. 4.) Accept differences among the group. 5.) Accept responsibility for own

actions. 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.

## **12. DISCIPLINE PRACTICES**

Discipline for inappropriate behavior will focus on consequences, rather than punishment, to help children self-manage their behavior in the future. Staff 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 staff intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. Typical behavior interventions are as follows:

- Often closer staff proximity and eye contact are all children need to self correct.
- On other occasions a reminder of the rule is effective.
- Sometimes staff 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/staff conference to develop an action plan for improvement.

## **13. PARENT VISITATION AND INVOLVEMENT**

Our camp has an "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 baking for seasonal parties, reading to the children, and/or sharing your personal hobbies, talents and professional skills. Contact your director to express your interest and offer suggestions on camp activities.

## **14. NON-VIOLENCE POLICY**

The camp 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 parents and law enforcement if appropriate.

## **15. COMMUNITY SERVICE**

Student involvement in community service is a core curriculum objective. Service to others helps develop strong leadership and character traits in youth. Parent recognition of their child's efforts in this area will give lasting value to these experiences.

## **16. COMMUNICABLE DISEASE**

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed ([http://www.kdheks.gov/bcclr/application\\_packets\\_and\\_forms/child\\_care/CCL\\_037\\_Guidelines\\_for\\_Exclusion.pdf](http://www.kdheks.gov/bcclr/application_packets_and_forms/child_care/CCL_037_Guidelines_for_Exclusion.pdf)). 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.

## **17. PRESCRIPTION MEDICATIONS**

If your child is taking any prescription drugs while in attendance, these medications must be sent to the camp director in their original containers and must have RX information affixed. All medications must be sent in daily dosages. Medication cannot be administered without signed parental consent. Medication administration forms may be found at [www.jcprdkids.com](http://www.jcprdkids.com).

## **18. DRESS**

Dress for the weather. A portion of the day will be spent outdoors. We encourage children to wear hats and sunglasses while playing outdoors to prevent sun damage. No baseball caps are allowed to be worn inside the school, nor are shirts with questionable graphics. Children must wear sturdy shoes (i.e. tennis shoes, sport sandals) for playing outdoors on the equipment and participating in camp activities.

## **19. SUNSCREEN**

Families are asked to contribute one large bottle of sunscreen, SPF 30 or greater, for each participant during the summer. Waterproof, lotion sunscreen is preferred. These bottles are stored securely by the program staff, and used by all participants throughout the summer. Please inform program staff if your camp participant has allergies requiring specific sunscreen. Participants will apply sunscreen regularly throughout each camp day, administered by program staff or under their supervision.

## **20. ABSENCES/DAILY SIGN IN/SIGN OUT**

Parents must notify the camp each day their child will be absent from the program. *Parents/Guardians are responsible for signing their children in/out of the program each day. Curbside drop-off/pick-up is prohibited.* At child pick-up, parents must 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. A photo ID may be required by staff at any time for the safety of our participants.

## **21. PERSONAL BELONGINGS**

Label all personal belongings, including backpacks, towels, swimwear and other clothing items. Toys, games, and electronic devices are prohibited. The camp is not responsible for loss, theft or breakage of personal belongings.

## **22. MEDICAL INSURANCE**

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 program 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.

## **23. PARENT CONDUCT**

Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with camp 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 other program participants. Failure to observe appropriate conduct will result in immediate and permanent expulsion from the program.

## **24. MANDATED REPORTERS**

JCPRD staff are required by KDHE to immediately report any evidence of suspected child abuse or neglect to DCF or to local law enforcement agencies.

## **25. FIELD TRIP AND TRANSPORTATION POLICY**

Due to staffing ratio requirements, all children in attendance on scheduled field trip days will be required to accompany the group on the trip. Children will be transported by leased bus for large group field trips. Trips involving 13 or fewer children may be transported in Johnson County Park & Recreation District vans.

## **26. ILLNESS OR VACATION**

Refunds will not be issued for illness or vacation.

## **27. CHRONIC HEALTH/SPECIAL CARE NEEDS**

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.

## **28. PARENT ORIENTATION**

Prior to summer camp, a parent meeting will be held to cover program 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 their site director for orientation information prior to the start of camp.

## **29. PARENT COMMUNICATION**

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

### **30. FOOD SERVICE**

Children should bring insulated, reusable containers for daily lunches. Refrigeration is not available. Lunches should be healthy, and soda/sugary drinks are strongly discouraged at camp. Water will be available with lunch. The program will serve a healthy morning and afternoon snack. Be sure to make us aware of any special dietary needs and/or food allergies. Some camps will participate in the free summer lunch programs at locations where offered.

### **31. EMERGENCY CLOSING**

Natural disasters and utility outages can result in the emergency closure of the camp. 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 may be resumed. Utility outages or any other emergency evacuation of students will require cancellation of camp until the facility is inspected and deemed safe for occupancy. Any evacuation of the facility that requires that children be transported to a location away from school property while still in care will result in the posting of signage at the school entrance advising parents of off-premise pick up location. All closures will be broadcast via Twitter: DeSoto camps @JCPRDDeSotoOST, Shawnee Mission camps @JCPRDsmOST, Gardner camps @JCPRDGardnerOST.

### **32. FAMILY SUPPORT AND COMMUNITY RESOURCES**

The director is always available to help families access community resources designed to support and strengthen families. 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. Kansas Department for Children and Families <http://www.dcf.ks.gov/Pages/default.aspx>. Kansas Parent Information Resource Center <http://www.kpirc.org/>. Johnson County Parent and Family <https://www.jocogov.org/health/children-and-family>. American Academy of Child and Adolescent Psychiatry [https://www.aacap.org/AACAP/Families\\_and\\_Youth/Facts\\_for\\_Families/AACAP/Families\\_and\\_Youth/Facts\\_for\\_Families/FFF-Guide/FFF-Guide-Home.aspx](https://www.aacap.org/AACAP/Families_and_Youth/Facts_for_Families/AACAP/Families_and_Youth/Facts_for_Families/FFF-Guide/FFF-Guide-Home.aspx).

### **33. 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 DCF child protection agency representatives. Release under any other circumstances must be mandated by court order. Children's records will remain on file at the program until enrollment is terminated and the file is returned to the custodial parent/guardian or destroyed.

### **34. 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 mobile 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 expulsion from the program.

### **35. 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. This includes, but is not limited to, babysitting.