

# SCHOOL KIDS CONNECTION-SUMMER DAY CAMP POLICY MANUAL

## **PHILOSOPHY**

OUR PHILOSOPHY IS TO ACCEPT EACH CHILD FOR WHO THEY ARE AS AN INDIVIDUAL AND TO BE AWARE THAT FACTORS IN THEIR ENVIRONMENT HELP TO SHAPE THEIR ATTITUDE, BEHAVIOR, AND PERSONALITY.

WE BELIEVE THAT IN ORDER TO PROPERLY CARE FOR CHILDREN WE MUST ENCOURAGE A MUTUAL TRUST THAT WILL ALLOW US TO BETTER KNOW EACH CHILD. THE CORNERSTONE OF DEVELOPING THAT TRUST IS TO TREAT EVERY CHILD WITH RESPECT AND LOVE. WE BELIEVE IN ENHANCING A CHILD'S SELF-ESTEEM THROUGH POSITIVE, CARING ATTENTION AND COMMUNICATION.

## **SESSIONS \*\*CAMP WILL BE CLOSED THE WEEK OF JULY 4-11\*\***

WEEK 1- JUNE 8-11  
WEEK 2- JUNE 14-18  
WEEK 3- JUNE 21-25  
WEEK 4- JUNE 28-JULY 2  
WEEK 5- JULY 12-16

WEEK 6 – JULY 19-23  
WEEK 7 - JULY 26- 30  
WEEK 8- AUGUST 2-6  
WEEK 9- AUGUST 9-13

## **PAYMENT POLICIES**

WEEK 1 OR THE FIRST WEEK ATTENDING MUST BE PAID TO REGISTER. THIS PAYMENTS WILL BE USED A DEPOSIT AND IS **NON-REFUNDABLE**

WEEKS 2-3 ARE DUE BY MAY 21<sup>ST</sup>  
WEEKS 4-6 ARE DUE BY JUNE 25<sup>TH</sup>  
WEEKS 7-9 ARE DUE BY JULY 23<sup>RD</sup>

IF PAYMENTS ARE NOT MADE BY THE DEADLINES YOUR REGISTRATION WILL BE CANCELLED. IF YOU REGISTER FOR ANY WEEKS AFTER THE PAYMENT DEADLINE FOR THOSE WEEKS YOU MUST PAY FOR ALL OF THOSE WEEKS AT REGISTRATION.

## **REFUND POLICY**

4 WEEKS OR MORE NOTICE: FULL REFUND  
2-3 WEEKS NOTICE: PARTIAL REFUND  
1 WEEK OR LESS NOTICE: NO REFUND

\*MEMBERSHIP FEES ARE NON-REFUNDABLE \*INSURANCE AND REGISTRATION FEES ARE ONLY REFUNDABLE IF CHILD HAS NOT ATTENDED SKC.

## **RETURNED CHECK POLICY**

YOU WILL BE NOTIFIED BY TELEPHONE OR LETTER WHEN WE RECEIVE A CHECK RETURNED ON YOUR ACCOUNT. THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

MUST BE PICKED UP WITH CASH

IF PAID IN 10 DAYS OR LESS THERE WILL BE NO CHARGE

IF TAKEN CARE OF IN ELEVEN TO TWENTY DAYS, THERE WILL BE A \$15.00 CHARGE

AFTER TWENTY DAYS, THE CHECK WILL BE TURNED OVER TO THE PROSECUTOR'S OFFICE

## **HOURS OF OPERATION**

SUMMER DAY CAMP HOURS ARE MONDAY-FRIDAY 7:30AM-5:30AM

SKC AND THE DWR BOYS AND GIRLS CLUB WILL BE CLOSED JULY 4-11

## **SICKNESS**

CHILDREN WITH A CONTAGIOUS SICKNESS WILL NOT BE ALLOWED TO ATTEND SCHOOL KIDS CONNECTION UNTIL THEY ARE WELL. CHILDREN SUFFERING FROM VOMITING OR FEVER SHOULD NOT ATTEND WITHIN 24 HOURS OF THEIR LAST EPISODE OF VOMITING OR FEVER. CHILDREN WHO DEVELOP A FEVER OR ILLNESS DURING THE DAY WILL NEED TO BE TAKEN HOME, FOR THE HEALTH AND SAFETY OF ALL THE CHILDREN WHO ATTEND SKC.

CHILDREN WITH HEAD LICE WILL NEED TO BE PICKED UP IMMEDIATELY. THEY WILL NOT BE ABLE TO ATTEND UNTIL THEY HAVE BEEN TREATED WITH NIX OR OTHER HEAD LICE SHAMPOO.

## **MEDICINE**

DONALD W. REYNOLDS BOYS & GIRLS SCHOOL KIDS CONNECTION WILL NOT BE RESPONSIBLE FOR ANY MEDICATION, OR THE ADMINISTRATION OF MEDICATION.

## **LUNCH/SNACK**

A USDA LUNCH WILL BE PROVIDED EVERYDAY WITH THE EXCEPTION OF LAST WEEK OF CAMP. IF YOUR CHILD HAS A FOOD ALLERGY PLEASE PROVIDE DOCUMENTATION FROM A DOCTOR SO A SUBSTITUTION CAN BE MADE.

SNACKS WILL BE SERVED IN THE AFTERNOON. WE WILL OFFER A SUBSTITUTE IF A CHILD HAS A FOOD ALLERGY OR HAS SPECIAL NEEDS.

## **DISCIPLINE POLICY**

SCHOOL KIDS CONNECTION USES THE FOLLOWING DISCIPLINE METHODS:

1. TIME-OUT IS USED IF NEEDED. THE FIRST TIME-OUT WILL BE ONE MINUTE FOR EACH YEAR OF AGE OF THE CHILD INVOLVED. IF EXCESSIVE TIME-OUTS ARE REQUIRED (3 OR MORE PER DAY), THE PARENT WILL BE NOTIFIED. DOCUMENTATION OF THE TIME-OUTS WILL BE RECORDED. ONE COPY OF THE DOCUMENTATION WILL BE GIVEN TO THE PARENT AND ANOTHER COPY OF IT WILL BE RETAINED IN THE CHILD'S RECORDS.
2. EXCESSIVE BEHAVIOR PROBLEMS AND DISCIPLINE WILL RESULT IN THE CHILD BEING SUSPENDED OR REMOVED FROM SKC.

WE STRESS TO OUR CHILDREN THAT TIME-OUT IS NOT PUNISHMENT. IT IS SIMPLY A TIME FOR THEM TO SIT OUT AND REGAIN SELF-CONTROL.

WE ALSO USE A "TIME-IN" METHOD FOR MINOR OFFENSES OR IF WE FEEL A CHILD NEEDS A BREAK FROM AN ACTIVITY OR SITUATION.

TIME-IN INVOLVES REDIRECTING A CHILD TO ANOTHER AREA OR ACTIVITY AS TO AVOID BEHAVIOR PROBLEMS. WE FEEL THIS METHOD IS HIGHLY EFFECTIVE IN TEACHING CHILDREN TO MONITOR SOME OF THEIR OWN FEELINGS AND BEHAVIOR.

WE BELIEVE IN OPEN COMMUNICATION WITH PARENTS INVOLVING THEIR CHILD'S BEHAVIOR. BECAUSE WE FEEL THAT A CHILD NEEDS CONSISTENCY AT HOME, SCHOOL, AND SKC, WE WILL ALWAYS STRIVE TO MAKE YOU AWARE OF ANY PROBLEMS AS SOON AS POSSIBLE SO WE CAN WORK THESE OUT TOGETHER.

### **SIGN-IN/OUT INFORMATION**

PARENTS OR GUARDIANS MUST SIGN IN AND SIGN OUT ON THE SIGN-IN/OUT FORM DAILY TO CHECK THEIR CHILD IN/OUT FOR THE DAY. ONLY THOSE NAMES SUBMITTED ON THE APPLICATION ARE AUTHORIZED TO PICK UP A CHILD UNLESS PRIOR PERMISSION IS GIVEN TO US BY THE PARENT OR GUARDIAN.

IF AN UNAUTHORIZED PERSON ATTEMPTS TO PICK UP YOUR CHILD, THE STAFF WILL CONTACT YOU BY TELEPHONE IF POSSIBLE. IF A STAFF PERSON CANNOT REACH YOU THEN THE CHILD WILL REMAIN AT SKC UNTIL AN AUTHORIZED PERSON COMES TO PICK THEM UP. **\*\*FOR THE CHILDREN'S PROTECTION, WE WILL REQUIRE A PHOTO ID OF ANYONE THE STAFF DOES NOT RECOGNIZE. PLEASE BE AWARE OF THIS WHEN YOU SEND SOMEONE ELSE TO PICK UP YOUR CHILD\*\***

PLEASE PROVIDE UPDATED INFORMATION FOR ANYTHING THAT CHANGES OVER THE SUMMER (EXAMPLE: WORK PHONE #, PICK UP INFORMATION ETC.) IF IS VERY IMPORTANT THAT OUR STAFF HAVE CURRENT INFORMATION ON EACH CHILD.

**A LATE FEE OF \$1.00 PER MINUTE IS REQUIRED FOR EVERY MINUTE PAST THE PICK UP TIME OF 5:30PM.**

IF A PARENT/GUARDIAN IS CONTINUALLY LATE FOR PICK UP WE ARE MANDATED TO REPORT TO THE PROPER AUTHORITIES (EXAMPLE: POLICE, DHS)

## **ABSENCES**

IT IS NOT NECESSARY TO CALL IF YOUR CHILD WILL BE ABSENT FOR THE DAY. THERE WILL BE NO REFUNDS FOR ABSENCES.

## **FIELD TRIPS**

SKC-SUMMER DAY CAMP PROGRAM WILL GO ON DAILY FIELD TRIPS. A CALENDAR OF EVENTS WILL BE PROVIDED.

## **ACCIDENTS OR INJURY**

IN CASE OF AN ACCIDENT OR INJURY THAT REQUIRES MEDICAL ATTENTION WE WILL NEED YOU TO PROVIDE THE FOLLOWING TO FILE A CLAIM:

ITEMIZED BILLS FROM DOCTOR, DENTIST, HOSPITAL, ETC.

SIGNED INSURANCE FORM PROVIDED BY SKC/DWR BOYS AND GIRLS CLUB.

## **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

AS A LICENSED CHILD CARE CENTER OUR FIRST CONCERN IS THE WELL BEING OF THE CHILDREN WE CARE FOR. WE ARE OBLIGATED TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT. FOR THAT REASON WE WILL COOPERATE WITH OUR STATE LICENSING AGENT IN ANY INVESTIGATION.

DURING STATE INVESTIGATIONS OR DURING OUR LICENSING PERIOD, INFORMAL INTERVIEWS OR ROUTINE QUESTIONS MAY BE ASKED OF THE CHILDREN BY OUR LICENSING AGENT. SOME EXAMPLES OF THESE QUESTIONS MAY BE, "WHAT DID YOU HAVE FOR A SNACK TODAY?" "HAVE YOU PLAYED OUTSIDE TODAY?" OR "WHAT HAPPENS WHEN YOU GET IN TROUBLE HERE?"

WE WELCOME AND ENCOURAGE AN OPEN DOOR POLICY WITH OUR REGULATORY AGENCIES AND PARENTS AS WELL, TO ENSURE THAT WE ARE MEETING THE NEEDS OF THE CHILDREN WE SERVE.

WE WANT TO PROVIDE THE BEST CARE POSSIBLE FOR YOUR CHILD. IN AN EFFORT TO DO THIS, WE ASK THAT YOU NOTIFY US OF SIGNIFICANT CHANGES OR TRAUMAS IN YOUR CHILD'S LIFE. THIS ENABLES US TO HELP CHILDREN ON AN INDIVIDUAL BASIS AND TO AVOID NEGATIVE BEHAVIORS THAT MAY OCCUR AS THE RESULT OF A CHILD GOING THROUGH DIFFICULTY.

WE HOPE YOUR CHILD ENJOYS SCHOOL KIDS CONNECTION. PLEASE FEEL FREE TO ASK ANY QUESTIONS OF ME OR MY STAFF. WE WANT TO WORK WITH YOU TO MAKE YOUR CHILD'S TIME HERE PLEASANT AND PRODUCTIVE. HAVE A GREAT SUMMER!

SINCERELY,

GLENDIA DEFFEBBAUGH, SKC PROGRAM DIR. /CINDY BROCK/ TORI POLK SKC ADMIN ASST.