



## 2018 Guardian Guide



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**Camp Kroc Guardian Guide**  
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Documents Available at the Welcome Desk or Kroc Center Webpage

- 1) Youth Ministry Registration Form  
**One per child, per year**
- 2) Youth Ministry Medical Information Sheet  
**One per child, if there is a medical condition, if medication must be administered during program, or if an allergy requires alternative meal plans. Update this form when medical changes occur.**
- 3) Activity Waiver  
**One per camper, per program season for select field trips**
- 4) Youth Ministry Scholarship Request Form  
**One per camper, completed form due by May 1, 2018 for selection and approval**
- 5) Youth Counselor in Training Request Form
- 6) **One per camper (Grades 7-12) for selection, only 30 spots available**

## **Introduction**

Welcome to The Salvation Army Ray & Joan Kroc Corps Community Center's Camp Kroc. Our team is looking forward to spending fun-filled days with your child this summer. Our goal is to create a positive and safe environment that will enable your child to make friends, explore new adventures, and build skills with our exciting and educational programs. We are dedicated to encouraging children to do their best and to challenge them in ways that increase confidence and self-esteem. Please read over this entire guide, as it lays out the policies and procedures that help foster a safe, fun, and educational environment while creating a positive experience for everyone. This guide is meant as a resource for Parent/Guardian(s) to utilize throughout Camp Kroc. If you have any questions or concerns, please do not hesitate to contact the Youth Development Coordinator or the Youth Development & Outreach Specialist.

## **Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Kroc Center in Quincy will be a place of Inspiration, Instruction, and Involvement in our community by providing hope and opportunities for all people through spiritual and physical wellness, educational enrichment, and life skills development. We will foster an environment where individuals are enabled to reach their maximum potential physically and spiritually while providing the opportunity to be involved in the mission of The Salvation Army. We are INSPIRED by God's Holy Spirit, INSTRUCTED by God's word, and INVOLVED in God's work.

The Camp Kroc program provides children of all ability levels the opportunity to play and grow in a positive and safe environment. We strive to develop the whole child, mentally, physically and emotionally through structured group activities that aid in socialization, character development, and increased self-worth.

## **Statements of Belief**

Camp Kroc is proud of our inclusive environment, one that strives to accommodate every child. No child will, on the basis of race, color, religious belief, national origin or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Salvation Army program or activity. In an effort to fully embrace inclusion and acceptance of all, we believe that:

1. Every child can make friends.
2. Every child can participate.
3. Every child can be successful.

## **Contact Information**

### **TBA**

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**Kroc Center Welcome Desk:** 217-222-5762

**Kroc Center Webpage:** [www.krocquincy.org/camp](http://www.krocquincy.org/camp)

**Kroc Center Facebook:** Kroc Center – Quincy, Illinois

## Registration & Payment Information

### **Campers**

Camp Kroc is a summer day camp open to children grades K-6. We do NOT offer drop-in child care due to state regulations for staffing. The program will run from 8:00AM until 5:00PM; however, campers may register for Early Care from 7:30AM until 8:00AM or Late Care from 5:00PM until 5:30PM with an additional fee for each.

### **Counselors in Training**

The CIT Program is open to youth grades 7-12 interested in enriching their summer and being part of an unforgettable experience. Counselors in Training will receive all of the amenities that come with Camp Kroc; as well as, hands on training, mentoring, and leadership development. Keep in mind that only 30 spaces are available when completing the request forms.

### **Fees**

Cost per week per camper is as follows:

- Non-Members: **\$100**
- Early Care: **\$10**
- Late Care: **\$10**

### **Discounted Fees**

Cost per week per camper is as follows:

- Kroc Center Members: **\$90**
  - To receive the membership rate, the camper's membership must be current at the time of registration and during the session date. Membership information is available at the Kroc Center Welcome Desk or online.
- Multiple Child (3 or more): **25% Off**
  - To receive this discount for each camper, Parent/Guardian(s) must register in-person and provide proof of guardianship (example: current tax return, insurance, medical card, etc.).
- Financial Assistance: **50% Off**
  - To apply for financial assistance, submit the "Youth Ministry Scholarship Request Form" by **May 1<sup>st</sup>, 2018** along with proof of income (example: current tax return, two consecutive pay stubs, benefits statement {for AFDC, SSI, or Child Support}, letter from employer on company letterhead, retirement benefits letter, and/or disability or social security award letter).
  - Scholarships are limited. Only completed forms will be processed for approval.
- Counselor in Training: **50% Off**
  - To apply for selection, submit the "Counselor in Training Request Form" by **May 1<sup>st</sup>, 2018**. Make a note stating your intent and await a phone call for approval.

### **Payment Options**

Payment must be in the form of cash, credit card, or personal check. Checks should be made payable to **The Salvation Army Kroc Center**. If a camper's name differs from the Parent/Guardian(s), please write the camper's name in the memo portion of the personal check. There will be a **\$25.00** charge for all returned checks. Recurring returned checks will require that the account be paid in the form of cash, certified check, or money order.

### **Registration**

Space is limited; only 125 spaces available for each session. Registrations will be accepted on a first-come, first-served basis. To register, complete and submit the "Youth Ministry Registration Form" to the Welcome Desk. Enrollment forms must be thoroughly completed in order to guarantee that staff have the necessary information to effectively provide care. Fill in every space on both sides of the form, marking "N/A" in the

spaces that do not apply to the camper. Please note that incomplete forms may not be processed. Only one registration form required each year.

### **Payment/Deposit**

A \$15.00 non-refundable deposit is due upon pre-registration for each week reserved. Reserving a spot on the Camp Kroc roster is preferred as there will be no exceptions made once the roster for that week is at capacity; however, it is not a requirement to reserve every week. The \$15 deposit will subtract from the total balance. The remaining balance for the week(s) reserved is due on the Friday prior to the reserved week by closing. Failure to pay by the end of this day may result in the deposit and registration being forfeited or a late fee penalty for re-instatement. Children may not attend the program until the payment in full has been made. Under no circumstances may a deposit be refunded or transferred to a future session.

### **Missed Payment**

We understand that schedules may become busy and payments are sometimes missed in the chaos of our everyday lives. As a courtesy, the Camp Kroc Coordinator will check the roster each Monday and alert the Parent/Guardian(s) of any outstanding balances at check-in.

### **Late Fee**

All balances for Camp Kroc are due by closing on the Friday prior to the start of the session week. Failure to make the payment in full will result in an automatic \$10.00 late fee. Campers may not attend Camp Kroc if there is a remaining balance for the previous or current session. Payment must be submitted before camper check-in.

### **Payment Schedule and Sessions**

Below is a descriptive table of each weekly session dates and payment information. The middle column specifies the final deadline for when the payment must be paid in full.

<b>Week of Camp</b>	<b>Weekly Session</b>	<b>Paid-In Full Date</b>	<b>Late Fee Is Charged</b>
Week 1	May 31-June 1	Friday, May 25	Saturday, May 26
Week 2	June 4-8	Friday, June 1	Saturday, June 2
Week 3	June 11-15	Friday, June 8	Saturday, June 9
Week 4	June 18-22	Friday, June 15	Saturday, June 16
Week 5	July 25-29	Friday, June 22	Saturday, July 23
Week 6*	July 2-3, 5-6	Friday, July 29	Saturday, July 30
Week 7	July 9-13	Friday, July 6	Saturday, July 7
Week 8	July 16-20	Friday, July 13	Saturday, July 14
Week 9	July 23-27	Friday, July 20	Saturday, July 21
Week 10	July 30-August 3	Friday, July 27	Saturday, July 28
Week 11	August 6-10	Friday, August 3	Saturday, August 4
Week 12	August 13-17	Friday, August 10	Saturday, August 11
Week 13**	August 20-22	Friday, August 17	Saturday, August 18
Dates subject to change. Check the Monthly Schedule or Webpage for updates.			

\*The Kroc Center will be closed to observe Independence Day on July 4. Camp Kroc will be pro-rated.

\*\*Following Camp Kroc, join us after school for Kroc Academy or, when school is NOT in session, register for our School's Out Day Camp! Learn more online today.

## What to Expect

The weekly schedule is posted outside of the Worship Theater Hallway. Camp Kroc strives to remain true to the schedule; however, if an unforeseen circumstance arises, the schedule will be altered and the Welcome Desk will be immediately alerted.

Below is a description of a typical day in the life of a camper attending Camp Kroc.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30-8 Early Care: Ledge	7:30-8 Early Care: Ledge	7:30-8 Early Care: Ledge	7:30-8 Early Care: Ledge	7:30-8 Early Care: Ledge
8-8:30 Breakfast/Ledge	8-8:30 Breakfast/Ledge	8-8:30 Breakfast/Ledge	8-8:30 Breakfast/Ledge	8-8:30 Breakfast/Ledge
8-10:55 Quincy Park	8-10:55 Gym Sport, Exercise, Craft/STEM/Art	8-10:55 Field Trip/ Gardner Camp	8-10:55 Guest Speaker, Gym Sport, Exercise	8-10:55 Quincy Park
11:15-12:30 Lunch/Playground	11:15-12:30 Lunch/Playground	11:15-12:30 Lunch/Playground	11:15-12:30 Lunch/Playground	11:15-12:30 Lunch/Playground
12:30-1 Bible Lesson	12:30-1 Bible Lesson	12:30-1 Bible Lesson	12:30-1 Bible Lesson	12:30-1 Bible Lesson
1-4 Pool, Gym, Literacy	1-4 Pool, Gym, Literacy	1-4 Pool, Gym, Literacy	1-4 Pool, Gym, Literacy	1-4 Quincy Public Library
4-5 Snack/Ledge	4-5 Snack/Ledge	4-5 Snack/Ledge	4-5 Snack/Ledge	4-5 Snack/Ledge
5-5:30 Late Care: Ledge	5-5:30 Late Care: Ledge	5-5:30 Late Care: Ledge	5-5:30 Late Care: Ledge	5-5:30 Late Care: Ledge

## What to Bring

### **Attire**

Campers should be prepared for active play. Campers are required to wear socks and closed-toed shoes. Outside snaps, buttons, or ties are not recommended as they may catch during play. Skirts or dresses inhibit movement and are discouraged. Please send a child in clothing and footwear that they can put on without assistance.

### **Camp Kroc T-Shirt**

T-Shirts will be distributed beginning the first week of Camp Kroc on a first-come, first-serve basis. Specific sizes may not be available. Campers should wear this shirt every **Monday** and **Friday** for off-campus trips.

### **Swimsuit**

Campers will have the opportunity to utilize the Aquatic Center and Splash Pad. **Pack a labeled swim bag, swimsuit, towel, swim shoes, and sunscreen.** Parent/Guardian approval is required for children to play in the Ledge with an alternate Youth Development Assistant in lieu of swimming.

### **Backpack/Bag**

Campers should bring a labeled backpack or bag to carry all of their belongings.

### **Lost Items**

Lost and found items are kept in a secure closet at the Control Desk, near the Rock Wall, for two weeks after a session before they are donated to the local Salvation Army Family Store. Please see an attendant at the

Welcome Desk and provide a detailed description of your missing item. The Kroc Center is not responsible for lost or stolen items and you will not be reimbursed.

## **What NOT to Bring**

Below is a list of items that are not welcomed at Camp Kroc. Should a camper bring said items, they will be confiscated and kept with the Coordinator to be returned to the Parent/Guardian at check-out. This policy is for the camper's safety; as well as, to encourage group interaction and participation.

- Cell Phones (See Communications Section)
- Electronics: music players, games, cameras, etc.
- Expensive clothing, jewelry, money, or other item of value
- Skates, boots, heels, or shoes with wheels in the soles
- Personal toys or cards
- Pets
- Drugs or alcohol
- Real or pretend weapons
- Any other items the Kroc Center Staff deems inappropriate

### **Money**

We do NOT encourage children to bring money to the program due to risk of valuables being misplaced or stolen.

### **Vending Machine Policy**

Vending Machines are off-limits to campers. Items purchased will be kept with the Coordinator and given back to the camper at the end of the day.

## **Aquatic Center**

With staff supervision, all campers change in the pool cabanas or the locker rooms on the lower level. Only one camper is allowed in each stall or cabana. Campers are required to change into their swimming suits on their own; assistance can only be given after the camper has changed and is appropriately covered. Campers will then place their clothing into their swim bag to be stored in the cubbies located on the pool deck. Prior to entering the swimming pool, campers must completely rinse off in the showers. After swimming, the campers are not required to rinse off again and they will not have the opportunity to shower. Instead, the children will change back into their street clothing to continue on to the next activity.

Campers that cannot swim well are required to remain in the zero entry area of the pool. In order to provide the best care possible, please indicate the camper's swimming abilities on the "Youth Ministry Registration Form". All campers must adhere to the policies of the Aquatic Center. For Parent/Guardian(s) picking campers up during swim time, please inform the Coordinator at check-in to better ensure the camper is ready.

## **Behavior Policies & Procedures**

The Camp Kroc program strives to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both fun and educational, providing campers with the chance to learn new skills, foster relationships, and build self-confidence. Our staff works to create a positive environment that is free from discrimination or other factors that may prohibit campers from having an enjoyable or safe experience at the Kroc Center.

Every child deserves to have a positive experience at the Kroc Center, free from peer pressure, excessive negativity, and any other behavior that unfavorably affects his/her self-esteem and/or ability to fully participate in activities. We take bullying, of any kind, very seriously. Staff members are trained in utilizing

constructive discipline techniques to create a positive environment that welcomes growth and learning. Our perspective on discipline is to teach not punish as we strive for the children to learn.

With each new camper that joins Camp Kroc, staff members and campers discuss the rules and expectations of the program as we believe in a proactive approach. All rules and expectations are posted in the official Camp Kroc homeroom, the Green Room, and used to create an environment that fosters openness, respect, and fun as children thrive creatively within a structured system.

### **Transportation Safety**

Staff provide daily transportation to lunch and scheduled field trips for each Camp Kroc session. Campers must adhere to the following rules to guarantee safety during transport. If a child becomes unsafe during, the child may be unable to continue utilizing the Salvation Army Kroc Center's vehicles and may be required to find alternative transportation.

- Every passenger must remain seated at all times
- Every passenger must wear a seatbelt at all times
- Keep arms, legs, and other body parts to one's self and ALWAYS inside the vehicle
- Do not leave the bus until instructed
- No eating or drinking in the bus; pick up all trash and belongings before exiting
- Inside voices only

### **Camp Kroc Rules**

Rules are very important because they guide the way the whole group interacts and plays together. The rules for Camp Kroc are simple for the campers to remember; however, more specific rules can be easily incorporated into our three designated rules.

#### 1. Be Safe

This rule adds needed structure to the entire group to help protect campers from injuries; as well as, allow us to care for the camper in a direct way due to campers hearing the message, "You are safe. You will be taken care of." Keeping this rule prominent in our groups, helps us establish a caring environment for our campers.

#### 2. Stay Together

This rule helps to keep all of the campers engaged with each other while focusing on the here and now. It also provides the important message of, "You are important and connected to this group." Staying together helps the camper feel noticed and valued because there is talk about missing a camper that is absent or not starting an activity until every camper is ready. This allows each camper to know that they will not be forgotten or excluded.

#### 3. Have Fun

We want our campers to just have fun because it brings joy to their lives and allows their experiences to be more impactful. Joy gives us the opportunity to connect while building relationships, overcoming challenges, and gaining new experiences. This makes the experiences of Camp Kroc lasting and far-reaching. This also gives campers the message that their feelings and happiness are important.

### **Disciplinary Progression**

As campers grow and learn, it is vital that they gain an understanding of limits, expectations, and empathy. Staff have been trained to set appropriate structure and offer redirection or re-dos to the campers. For smaller behavioral issues, the staff will offer a quick reminder; however, for larger or repeat behavioral issues, the staff will separate the camper from the group and have a discussion. Specifically, Camp Kroc uses:



- Engagement
- Movement
- Connection/Redirection
- Redo
- Separation from the Group
- Natural and Logical Consequences
- Empathy/Understanding
- Repair

### **Continued or Repeat Infractions**

- Parent/Guardian Meeting

The Coordinator or Specialist may contact the Parent/Guardian(s) to schedule a meeting regarding the camper and the problematic behaviors noted. This meeting is intended to better understand the camper, the situation, the various factors, etc. It is important for the Parent/Guardian(s) to attend with a solution-focused mindset. The more information shared, the better the staff can adjust to be more proactive and helpful in maintaining enrollment in the program.

- Behavioral Plan

The Coordinator, Specialist, Parent/Guardian(s), and/or youth will collaborate to create a strengths-based plan to assist the camper in addressing behaviors and ensuring success in the program. The team will work together to create an agreed upon plan. Specific steps will be documented and follow-up actions or consequences will be outlined.

### **Program Suspension or Expulsion**

Repeat infractions or significant acts; such as, fighting, theft, possession of weapons/drugs, etc. may result in immediate suspension or expulsion, necessitating removal from the program. Please note that a child's appropriate behavior is the responsibility of the Parent/Guardian; therefore, the Parent/Guardian is responsible for making arrangements to pick up the camper immediately when an issue arises.

No refunds or credits are granted for missed days of Camp Kroc due to behavior problems. A meeting will be scheduled with the Coordinator, Specialist, and the Parent/Guardian(s) to discuss the incident and the decision.

## **Camp Kroc Program Policies**

Camp Kroc's policies have been created and utilized in order to protect the campers involved in all youth programs. Please read this section carefully and contact the Coordinator with any questions that may arise.

### **Confidentiality**

Camper's records are open only to the appropriate Kroc Center staff members and the camper's Parent/Guardian(s). Persons having access to the camper's records will not discuss or disclose personal information regarding the child(ren) and their relatives except to the Parent/Guardian(s) or other person authorized by the Parent/Guardian(s) or as required by state law.

### **Cancellations**

- *Cancellations more than seven days prior to the start of a week's session: Full credit on a Kroc Center gift card or a transfer to another session if available. This excludes deposits as deposits are non-refundable/non-transferrable.*

- *Cancellations less than seven days prior to the start of a week's session:* Are ineligible for refund or credit unless the cancellation is due to a personal emergency. Please contact the Specialist regarding this emergency for approval.
- Pro-rated credit will not be issued for partial attendance at Camp Kroc. This includes session missed due to illness, behavioral issues, etc.
- Refunds are only issued if a Camp Kroc session is cancelled by the Kroc Center.

### **Refunds**

All refunds require prior approval by the Specialist. Deposits will not be included in this transaction as they are non-refundable/non-transferrable. Credit or Debit Card payments will be refunded back to the card used to complete the initial transaction. Cash or Check payments will be refunded by check and mailed to the indicated home address. It will take approximately 8 to 10 business days for the check to arrive. This amount cannot be applied to following weeks of Camp Kroc as sessions are sold by the week.

### **Drop-In Child Care**

We do not offer drop-in child care due to state regulations for staffing.

### **Weather**

In the event the Kroc Center must be closed during normally scheduled hours, management will announce the closing via Facebook and the Webpage. Call the Welcome Desk or Coordinator ahead of time if inclement weather is expected or possible.

### **Late Pick-Up Fee**

Our Camp Kroc program ends promptly at 5:00PM. All of the campers must be picked up by 5:00PM. If an emergency arises, please call the Kroc Center and notify the Coordinator concerning late arrival. A late fee of \$1 per minute will be assessed after a 15-minute grace period. If a Parent/Guardian is consistently late two days a week or more, a late fee of \$10 will be charged per day that the Parent/Guardian was late picking up their child. If a camper is not picked up by 6:00PM, local authorities will be contacted. The late fee must be paid to the Coordinator or Specialist via cash or check ONLY. A receipt will be written out.

### **Discharge of Enrolled Campers**

The Kroc Center reserves the right to deny services under any of the following conditions:

- The Kroc Center has reached capacity for proper operation
- Previous failure to comply with payments at time of service (i.e., returned checks)
- Failure of Parent/Guardian(s) to observe any Kroc Center policy
- A camper is a continued disciplinary problem
- Camp Kroc staff is unable to meet the individual or unique needs of the camper after every appropriate and reasonable effort has been made

The Kroc Center staff will make every reasonable effort to keep a camper in the program. If there are recurrent issues that cause program disruption, safety concerns, an inability to meet the camper's needs or a severe incident has occurred requiring immediate action, the Coordinator and the Specialist will conduct a consultation with the Parent/Guardian(s) to better understand the circumstances and to create an agreed upon plan of action. Should the need arise where a camper must be asked to leave the program, personal contact with the Parent/Guardian(s) will be initiated by the Coordinator and the Specialist. A plan for the camper's return at a future date will be discussed and agreed to, if applicable, and the terms under which the camper may return will be clearly defined. Written notification will follow the meeting.

The Parent/Guardian may also initiate this process should they feel there are issues that cannot be agreed upon. Parental/Guardian requests for removal from the program must be addressed as soon as possible and

no later than the next business day after the request is made.

## **Drop-Off & Pick-Up Procedures**

### **Safety**

The Salvation Army Kroc Center is a public facility and the surrounding parking lots are typically busy during drop-off and pick-up times. Please keep in mind the safety of others; as well as, the camper. Campers may not check themselves in or out of the program. An authorized adult must be present for this process.

### **Drop-Off**

When the campers arrive, they will check-in with staff at the table located outside of the Worship Theater, in the Fellowship Hall. Campers may not walk themselves into the building, unattended.

- Early Care Drop-Off
  - Early care drop-off will begin at 7:30AM; however, there is a 15-minute grace period that allows Parent/Guardian(s) to drop campers off as early as 7:15AM. Once check-in is complete, campers will hang up their belongings in the coatrack hallway leading to the Green Room before walking to The Ledge.
- Regular Care Drop-Off
  - Regular care drop-off will begin at 8:00AM; however, there is a 15-minute grace period that allows Parent/Guardian(s) to drop campers off as early as 7:45AM. Once check-in is complete, staff will walk the children to breakfast located in the Meadows. Campers will be encouraged to eat breakfast before being dismissed to The Ledge for free play.

### **Pick-Up**

When an authorized adult with proper identification arrives, they will check-out with staff at the table located outside of the Worship Theater, in the Fellowship Hall. Staff will collect the camper and bring them to the check-out table.

- Authorized Pick-Up
  - Authorized adults must be listed on the Authorized Pick-Up section of the “Youth Ministry Registration Form”. Parent/Guardian(s) must provide verbal or written permission to update the approved list.
- Valid Identification
  - To prove identification, the adult must present a current picture I.D. Accepted forms of identification include valid state-issued identification card, driver’s license, military identification card, or passport.
- Staff may not deny a legal Parent/Guardian access to their child without the proper legal documentation; said documentation must be on file.
- Early Pick-Up
  - Check-out will begin at 3:00PM and end at 5:00PM. Any adult arriving prior to check-out, must head to the Kroc Center Welcome Desk and staff will assist.
  - If pick-up is time sensitive, please inform the Coordinator in advance to better guarantee the camper is ready.
- Regular Pick-Up
  - Campers must be picked up by 5:00PM. Remaining campers will leave The Ledge, gather their belongings, and wait for their ride near the check-out table located in the Fellowship Hall.

- Late pick-up may result in late fees being accrued.
- Late Care Pick-Up
  - Late care pick-up is from 5:00PM-5:30PM. Campers will partake in free play in the Ledge until 5:30PM.
  - Late pick-up may result in late fees being accrued.

### **Release of Camper to Impaired Persons**

If a Parent/Guardian (or authorized adult) appears to be impaired, the Kroc Center staff will follow these steps for safety of the campers:

- The Kroc Center staff will express concern for the condition that the person appears to be in and will state the danger that their condition places the camper in.
- The Kroc Center staff will try to contact the other Parent/Guardian (or authorized adult) to pick up the camper.
- If another authorized adult is unavailable to pick up the camper, the Kroc Center staff may contact the proper authorities if it is determined to be in the best interest of the camper.
- If the person refuses the above procedures and attempts to leave the Kroc Center with the camper, the Kroc Center staff will call local law enforcement.
- Under no circumstances will the Kroc Center staff intervene and take the camper home.

These procedures are in place and will be carried out for the safety of all involved.

## **Camp Kroc Leaders**

We feel confident that we have the best staff around! Most importantly, our staff is made up of people who love children. They want to spend their time playing, teaching, and working with the campers. All Camp Kroc staff members are certified in basic First Aid/CPR, Safe from Harm, and the Youth Asset Development Initiative (YADI); through extensive annual training prepping for the Summer. Parent/Guardian(s) can rest assure that we are hiring the “best of the best” to work with the campers.

### **Tips/ Gifts**

The Salvation Army policy states that employees are not to accept tips, gifts, or other forms of gratuities. We encourage Parent/Guardian(s) to make a donation to help our scholarship program. Contact the Welcome Desk for more information.

## **Communications**

### **Updates to Authorization List**

Only the Parent/Guardian that enrolled the camper may change the list of individuals authorized or NOT authorized to pick-up the camper. This should be done in-person and identification is required.

Many times campers in our care will have Parent/Guardian(s) that have sole custody, joint custody, or another arrangement. If a Parent/Guardian has legal documentation restraining a Parent/Guardian from obtaining access to a camper, we must have a copy of the legal verification/documentation in our files; otherwise, we cannot deny access to a legal Parent/Guardian.

### **Contacting a Camper**

We understand that urgent situations arise. If a Parent/Guardian should ever need to reach a camper while at the Kroc Center, they should call the Welcome Desk, the Coordinator’s Cell Phone, or the Specialist’s Cell

Phone. A Kroc Center staff member will be able to reach the camper's leader to either relay the message or bring the camper to the nearest phone.

### **Camp Visitors**

We encourage all Camp Kroc Parent/Guardian(s) to join us for a few hours and explore the program. First, contact the Coordinator to schedule a date to visit and observe the program. On the scheduled date of the visit please stop by the Welcome Desk and be prepared to show identification to ensure that all visitors are listed as authorized adults. We ask that adults observe from a distance, so as to maintain safety procedures in activity areas.

### **Cell Phone Policy**

Social development is one of our top values; however, use of cell phones create a distraction and a "disconnect" between campers and the impact of the activities being led; as well as, their overall involvement with peers and the program. Campers are not permitted to have cell phones on them during the program.

If there is a specific reason a camper's Parent/Guardian would like the camper to carry a cell phone, please communicate this with the Coordinator. Guidelines will be created for this exception. If an approved cell phone becomes a distraction or is used other than the expressed reason, the phone will be taken away and returned at check-out.

### **Contacting Staff**

Exchange of information between Parent/Guardian(s) and staff provides insight for both parties. It is vital that we are informed of changes in a camper's life so the staff may provide the best care possible. We will treat this information with the utmost confidence and concern. There are several methods in which Parent/Guardian(s) may contact the Camp Kroc staff:

- Enrollment Form: Parent/Guardian(s) are encouraged to indicate any circumstances that may affect the camper's experience at the Kroc Center on the registration forms.
- Telephone: Parent/Guardian(s) may call the Kroc Center and ask for the staff or contact the Coordinator or Specialist's work phones.
- Email: Written notification is an excellent way to communicate information about a camper; as well as, specific questions or concerns that arise. General questions may be emailed to the Coordinator and/or Specialist. Anticipate an email or phone response within 24 hours, Monday through Thursday.
- In-Person: During check-in and check-out, the Coordinator is typically available to briefly discuss a child's needs or any questions or concerns, as well. Discussions requiring additional time or sensitive information should be scheduled in advance.

## **Medical Protocol**

If a camper has any medical needs requiring assistance or accommodations, please include this information on the "Youth Ministry Registration Form". This includes all medical or behavioral diagnoses that may affect a camper's experience regardless if the camper takes medication for the condition as knowledge assists the staff in providing the best care possible. The Coordinator will contact the Parent/Guardian for further information regarding the camper's needs, medications, side effects, behavioral plans, etc.

### **Medications**

Medications administered during Camp Kroc require a completed "Youth Ministry Medical Information Sheet" signed by the camper's prescribing physician. All medication(s) must be dropped off in the original

prescription container with the camper's name printed on the label. Please place the medication in a clear plastic bag with the camper's name clearly marked.

- Centrally Stored Medication
  - Authorized adults must drop off and picked up all medications at the beginning and/or end of each session. Any medication left overnight is documented in the "Centrally Stored Medication Log".
  - All medications are stored in locked containers, in a locked cabinet with access by the Health Supervisor (Coordinator or Specialist).
- Medication Administration
  - The Health Supervisor (Coordinator or Specialist) will administer all medications according to the directions on the prescription bottles or any additional instructions given by the prescribing physician.
- Permission to Carry
  - Campers held responsible for carrying and administering medication require signed permission at the bottom of the "Youth Ministry Medical Information Sheet".
  - This typically includes prescriptions such as asthma inhalers and epi-pens.

### **Illness at Camp Kroc**

Camp Kroc is not designed to handle ill campers. If a camper becomes ill while at Camp Kroc, our staff will contact the camper's Parent/Guardian for pick-up.

### **Injury at Camp Kroc**

Staff will treat minor injuries requiring application of a bandage or ice. If further medical attention is required or if we are unsure of the severity of the injury, Parent/Guardian(s) will be notified immediately. The Emergency Medical System (911) will be activated at the discretion of the Coordinator or the Specialist. If we are unable to reach the Parent/Guardian(s), staff will continue calling adults listed on the "Youth Ministry Registration Form." Campers requiring immediate medical attention will be transported to the hospital by an ambulance. All expenses for emergency medical care are the responsibility of the Parent/Guardian.

### **Thank-You**

We look forward to spending time with each and every camper that walks in our doors. Thank you for this opportunity to make a difference and we pray we help each child succeed to the best of their ability.

God Bless.