



## 2018-2019 Guardian Guide



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# Kroc Academy Guardian Guide

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## **Introduction**

Welcome to The Salvation Army Ray & Joan Kroc Corps Community Center's Kroc Academy. Our team is looking forward to spending fun-filled days with your child after school. Our goal is to create a positive and safe environment that will enable your child to make friends, explore new talents, 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 Kroc Academy. If you have any questions or concerns, please do not hesitate to contact the Coordinator or the 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 Kroc Academy 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 building, and increased self-worth.

## **Statements of Belief**

Kroc Academy 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**

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

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

**Kroc Center Facebook Page:** Kroc Center - Quincy, Illinois and Kroc Church - Quincy, Illinois

**Facebook Group:** Kroc Youth Development and Kroc Youth Ministry Quincy, IL

## Registration & Payment Information

### **Children**

The program will be open from 2:30PM until 6:00PM, on school days, for children in grades K-6. Kroc Academy participants must be in the grades indicated prior to being admitted into the program. The Kroc Center is committed to the inclusion of all children in its programs. Parent/Guardian(s) of children with individual or unique needs should contact the Coordinator at least two weeks prior to attending in order to determine whether the Kroc Center can provide the appropriate accommodation for the child.

### **Counselors in Training**

The CIT Program is open to youth grades 7-12 interested in enriching their after school activities and being part of an unforgettable experience. Counselors in Training will receive all of the amenities that come with Kroc Academy; as well as hands on training, mentoring, and leadership development.

### **Fees**

Cost per child, per week is as follows:

- Non-Member: **\$65**

### **Discounted Fees**

Cost per week per child is as follows:

- Kroc Center Member: **\$45.50**
  - To receive the membership rate, the child'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 child, 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" 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". Make a note stating your intent and await a phone call for approval.

### **Payment Options**

Payment must be in one of the following forms: personal check, credit card, or cash. Checks should be made payable to **The Salvation Army Kroc Center**. If a child's name differs from the Parent/Guardian, please write the child'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 45 spaces available for each session and 10 spaces available for Counselors in Training. 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 those spaces that do not apply to the Kroc Academy participant. Please note that incomplete forms may not be processed.

### Payment

Children may not attend the program until the payment in full has been made. This must be completed prior to pick-up.

### 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 Coordinator will check the next roster and alert the Parent/Guardian(s) of the missed registration on the Friday before the session week via text message.

### 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. For the most up to date schedule, please visit our webpage.

Weekly Sessions	Available for Purchase	Weekly Sessions	Available for Purchase
Aug 23-24, 2018	Aug 1, 2018	Jan 14-18, 2019	Dec 1, 2018
Aug 27-Aug 31, 2018	Aug 1, 2018	Jan 22-25, 2019	Dec 1, 2018
Sept 4-7, 2018	Aug 1, 2018	Jan 28-Feb 1, 2019	Dec 1, 2018
Sept 10-14, 2018	Aug 1, 2018	Feb 4-8, 2019	Dec 1, 2018
Sept 17-21, 2018	Aug 1, 2018	Feb 11-15, 2019	Dec 1, 2018
Sept 24-28, 2018	Aug 1, 2018	Feb 19-22, 2019	Dec 1, 2018
Oct 1-3, 2018	Aug 1, 2018	Feb 25-Mar 1, 2019	Dec 1, 2018
Oct 9-12, 2018	Aug 1, 2018	Mar 4-8, 2019	Dec 1, 2018
Oct 15-19, 2018	Aug 1, 2018	Mar 11-15, 2019	Dec 1, 2018
Oct 22-26, 2018	Aug 1, 2018	Mar 18-22, 2019	Dec 1, 2018
Oct 29-Nov 2, 2018	Aug 1, 2018	Mar 25-29, 2019	Dec 1, 2018
Nov 5-8, 2018	Aug 1, 2018	April 1-5, 2019	Dec 1, 2018
Nov 12-16, 2018	Aug 1, 2018	April 8-12, 2019	Dec 1, 2018
Nov 19-20, 2018	Aug 1, 2018	April 15-17, 2019	Dec 1, 2018
Nov 26-30, 2018	Aug 1, 2018	April 23-26, 2019	Dec 1, 2018
Dec 3-7, 2018	Aug 1, 2018	April 29-May 3, 2019	Dec 1, 2018
Dec 10-14, 2018	Aug 1, 2018	May 6-10, 2019	April 1, 2019
Dec 17-21, 2018	Aug 1, 2018	May 13-17, 2019	April 1, 2019
Jan 7-11, 2019	Dec 1, 2018	May 20-24, 2019	April 1, 2019
<b>*Dates are subject to change</b>			

## What to Expect at Kroc Academy

The weekly schedule is posted outside of the Worship Theater Hallway and e-mailed to the Parent/Guardian(s) each Monday. Kroc Academy 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 child attending Kroc Academy.

**2:00PM-3:30PM:** School pick-up and drop-off at the Kroc Center in The Salvation Army vehicles.

**3:30PM-4:15PM:** Healthy snack followed by homework assistance, tutoring, or quiet play.

**4:15PM-5:00PM:** Enriching programs aimed to promote appropriate growth and development for each child.

**Mondays:** Interactive Bible Lesson

-Orange 252 Bible Lesson featuring games, activities, crafts, skits, and videos

**Tuesdays:** Sports and Recreation

-Physical Activities, Games, or Sports

**Wednesdays:** Character Building

-Interactive Game Room, Gymnasium, and Bible Video

-Singing Company

-Character Building Troops:

Moonbeams (Pre-K-K), Sunbeams (Girls Grades 1-5), Adventure Corps Explorers (Boys Grades 1-5)

**Thursdays:** Creative Expression

-Arts, Crafts, Cooking, STEM (Science, Technology, Engineering, and Mathematics), or Social

-Park Days when weather allows

**Fridays:** Swimming

-Free swim in the Kroc's Aquatic Center

**5:00PM-6:00PM:** Clean-up and free play in the Ledge until pick-up.

## **What to Bring to Kroc Academy**

### **Attire**

Please send children in clothing and footwear that allows them the opportunity to safely participate in the activities scheduled.

### **Swimsuit**

Children swim once a week. **Pack a labeled swim bag, swimsuit, sandals, and towel each Friday.** Parent/Guardian approval is required for children to play in the Ledge with an alternate Youth Development Assistant in lieu of swimming.

### **Lost Items**

Lost and found items are kept in a secure closet for two weeks after a session before being 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 to Kroc Academy**

Below is a list of items that are not welcomed at Kroc Academy. Should a child bring select items, they must remain in the child's book bag, in the hallway. Any disruptions may result in the item being kept with the Coordinator and returned to a Parent/Guardian at check-out. This policy is for the child's safety; as well as, to encourage group interactions and participation.

- Cell phones (See Communications section)
- Electronics: music players, games, cameras, etc.
- Expensive jewelry or other expensive belongings
- Skates, roller blades, or other 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 children unless the child is with a Parent/Guardian. Items purchased will be kept with the Coordinator and given back to the child at the end of the day.

## **Aquatic Center**

With staff supervision, all children change in the pool cabanas or the locker rooms on the lower level. Only one child is allowed in each stall or cabana at a time. Children are required to change into their swimming suits on their own; assistance can only be given after the child has changed and is appropriately covered. The children 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, the children must completely rinse off in the showers. After swimming, the children 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.

Children 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 child's swimming abilities on the Youth Ministry Registration Form. For Parent/Guardian(s) picking children up during swim time, please contact the Coordinator's cell phone to better ensure the child is ready. Parent/Guardian(s) are welcome to come to the pool to collect their children but shoes are not permitted on the pool deck. Children and Parent/Guardian(s) must adhere to the policies of the Aquatic Center.

## **Behavior Expectations**

The Kroc Academy program strives to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both fun and educational, allowing him or her 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 children 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 wrongfully impacts 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 disciplinary 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 child that joins Kroc Academy, staff members and children discuss the rules and expectations of the program as we believe in a proactive approach. All rules and expectations are posted in the official Kroc Academy 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 from Quincy Area Schools to the Kroc Center for each Kroc Academy session. Children must adhere to the following rules to guarantee safety during transportation. If a child becomes unsafe during transportation, 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 while the vehicle is in motion
- 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; pick up all trash and belongings before exiting
- Inside voices only
- Children must sit in rows with the same gender

### **Kroc Academy Rules**

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

#### 1. Love Others

John 15:12 says, "This is my commandment, that you love one another as I have loved you." This rule sets a precedence to come at every situation or to every individual with love. It teaches that we are all deserving and worthy of giving or receiving love. Children hear the message of, "You are loved. You are good. You are enough." This allows the children to value others with kindness, respect, honor, and compassion.

#### 2. Be Safe

This rule adds needed structure to the entire group to help protect the children from injuries; as well as, allow us to care for the children in a direct way due to children 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 the children.

#### 3. Stay Together

This rule helps to keep all of the children 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 children feel noticed and valued because there is talk about missing a child that is absent or not starting an activity until every child is ready. This allows each child to know that they will not be forgotten or excluded.

#### 4. Have Fun

We want children 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 Kroc Academy lasting and far-reaching. This also gives children the message that their feelings and happiness are important.

### **Disciplinary Progression**

As children 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 children. For smaller behavioral issues, the staff will offer a quick reminder; however, for larger or repeat behavioral issues, the staff will separate the child from the group and have a discussion.

- Engagement
- Movement
- Connection/Redirection
- Redo
- Separation from the Group



- Natural and Logical Consequences
- Empathy/Understanding
- Prayer/Repair

### **Continued or Repeat Infractions**

- Parent/Guardian Meeting

The Coordinator or Specialist may contact the Parent/Guardian(s) to schedule a meeting regarding the child and the problematic behaviors noted. This meeting is intended to better understand the child, 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 Kroc Academy 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 child will collaborate to create a strengths-based plan to assist the child 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 the child's appropriate behavior is the responsibility of the Parent/Guardian; therefore, the Parent/Guardian is responsible for making arrangements to pick up the child immediately when an issue arises.

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

## **Kroc Academy Program Policies**

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

### **Confidentiality**

Children's records are open only to the appropriate Kroc Center staff members and the child's Parent/Guardian(s). Persons having access to children'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 start of a week's session:* Full credit on a Kroc Center gift card or a transfer to another session if available.
- *Cancellations less than seven days prior to start of a week's session:* Are ineligible for a 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 or missed days of Kroc Academy. This includes sessions missed due to illness, behavioral issues, etc.
- Refunds are only issued if a Kroc Academy session is cancelled by the Kroc Center.

### **Refunds**

All refunds require prior approval by the Specialist. 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.

### **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.

### **School Cancellations/Unexpected Half-Days**

When school has been cancelled due to inclement weather, there is the potential that a School's Out Day Camp may be arranged. Should this day be available, it will be displayed online or via Facebook. To attend, there will be an additional fee for any registered Kroc Academy child as a full day of care will be provided, including lunch (Members: \$11, Non-Members: \$12). Please inform the Welcome Desk Attendant that your child is registered in Kroc Academy to receive this discounted rate so they can verify. This payment can be made when the child is dropped off in the morning.

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

Our Kroc Academy program ends promptly at 6:00PM; all of the children must be picked up by then. If an emergency arises, please call the Kroc Center and notify Kroc Academy concerning a 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 is late picking up their child. If a child is not picked up by 7:00PM, local authorities will be contacted. The late fee must be paid to the Coordinator or the Specialist via cash or check ONLY.

### **Discharge of Enrolled Children**

The Kroc Center reserves the right to deny service 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 child is a continued disciplinary problem
- Kroc Academy staff is unable to meet the individual or unique needs of the child after every appropriate and reasonable effort has been made

The Kroc Center staff will make every reasonable effort to keep a child in the program. If there are recurrent issues that cause program disruption, safety concerns, an inability to meet the child'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 child must be asked to leave the program, personal contact with the Parent or Guardian will be initiated by the Specialist and the Coordinator. A plan for the child's return at a future date will be discussed and agreed to, if applicable, and the terms under which the child 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**

### **Changes to Drop-off & Pick-up procedures**

Parent/Guardian(s), please be advised that specific drop-off and pick-up procedures are subject to change. Weekly schedules will be placed outside of the Worship Theater Hallway and outside of the Green Room. The schedules will note the room location of your child at each hour. Kroc Academy staff will provide signage for any change in location or set-up. Please feel free to contact the Coordinator or Welcome Desk for any questions about dropping off or picking up a child.

### **Safety**

The Salvation Army Kroc Center is a public facility and the surrounding parking lots are typically busy during Kroc Academy pick up times. Please keep in mind the safety of others; as well as, the children being picked up from the program.

### **Drop-Off**

Children can be dropped off in the Ledge beginning at 3:30PM. Please check for the presence of a Youth Development Assistant as the bus routes may run behind and a child may not be left unsupervised. Additionally, contact the Coordinator to ensure staff are prepared for your child being dropped off differently than anticipated as each bus route is required to wait for all children to arrive unless otherwise informed that the child will not be attending.

### **Pick-Up**

Children should be picked up in the Ledge by 6:00 PM.

- Parent/Guardian(s) arriving prior to 5:00PM to pick up a child will report to the Welcome Desk. Please remember to arrive with plenty of time in consideration that a child's group may be at the opposite end of the facility and it may take a few moments to pick them up.
- Please contact the Coordinator via text message or a phone call to notify the group that a child is leaving early. This will better ensure that your child is ready to go.
- Adults must present current picture I.D. when picking up children. Only those listed on the Kroc Academy Waiver Form will be allowed to sign a child out. Valid forms of I.D. include valid state-issued identification card or driver's license, military identification card, or passport.
- Adults must sign-out each child on the official form located in The Ledge.

### **Release of Children to Impaired Persons**

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

- The Kroc Center staff will express concern for the condition that the adult appears to be in and will state the danger that their condition places the child in.
- The Kroc Center staff will try to contact the other Parent/Guardian (or authorized adult) to pick up the child.
- If another authorized adult is unavailable to pick up the child, the Kroc Center staff may contact the proper authorities if it is determined to be in the best interest of the child.
- If the person refuses the above procedures and attempts to leave the Kroc Center with the child, the Kroc Center staff will call local law enforcement.

- Under no circumstances will the Kroc Center staff intervene and take the child home.

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

## **Kroc Academy 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 children. All Kroc Academy staff members are certified in basic First Aid/CPR, Safe from Harm, and Youth Asset Development Initiative (YADI); through extensive annual training in the Summer. Additionally staff receive regular training and mentoring on effective discipline and conflict resolution. Parent/Guardian(s) can rest assure that we are hiring the “best of the best” to work with the children.

### **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 child may change the list of individuals authorized or NOT to pick up the child. This should be done in-person with the Coordinator. Identification is required.

Many times children 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 child, 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 Child**

We understand that urgent situations arise. If a Parent/Guardian should ever need to reach their child while he or she is 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 child’s leader and either relay the message or bring the child to the nearest phone.

### **Kroc Academy Visitors**

We encourage all Kroc Academy Parent/Guardian(s) to join us for an afternoon and explore the after school 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 to pick-up a child. 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 creates a distraction and a “disconnect” between children and the impact of the activities being led; as well as, their overall involvement with peers and the program. Children are not permitted to have cell phones on them during the program.

If there is a specific reason a child’s Parent/Guardian would like the child to carry to 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 Kroc Academy 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 child'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 a Parent/Guardian(s) may contact the Kroc Academy staff:

- **Enrollment Form**: Parent/Guardian(s) are encouraged to indicate any circumstances that may affect the child'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 the Specialist's work phones.
- **Email**: Written notification is an excellent way to communicate information about a child; as well as, specific questions or concerns that arise. Anticipate an email or phone response within 24 hours, Monday through Thursday.
- **In-Person**: During check-in & check-out, staff are typically available to quickly discuss questions or concerns. Discussions requiring additional time or sensitive information should be scheduled in advance with the Coordinator.

## **Medical Protocol**

If a child has any medical needs requiring special attention or accommodations, please include this information on the "Youth Ministry Registration" form. This includes all medical or behavioral diagnoses that may affect a child's experience regardless if the child 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 child's needs, medications, side effects, behavioral plans, etc. if needed.

### **Medications**

Medications administered during Kroc Academy require a completed and current "Youth Ministry Medical Information Sheet" signed by the prescribing physician. All medication(s) must be dropped off in the original prescription container with the child's name printed on the label. Please place the medication in a clear plastic bag with the child's name and birthdate clearly marked.

- Centrally Stored Medications
  - Authorized adults must drop off and pick up all medications each day. Any medication left over night 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 prescription bottles or any addition instructions given by the prescribing physician only.
- Permission to Carry
  - Children 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.

**Illnesses at Kroc Academy**

Kroc Academy is not designed to handle ill children. If a child becomes ill while at Kroc Academy, our staff will contact their Parent/Guardian for pick up.

**Injuries at Kroc Academy**

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.” Children 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 child 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.