

School's **Out!** Day Camp



Guardian Guide

2017–2018 School Year

Everything you and your kids need to know!

405 Vermont Street • Quincy, IL 62301
217-222-5762 • krocquincy.org/camp



RAY & JOAN

KROC
CORPS COMMUNITY CENTER
QUINCY, IL

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School's Out Day Camp Guardian Guide

Table of Contents

Page 3	Introduction, Mission Statement, Statement of Beliefs, Contact Information
Pages 4-5	Registration and Payment Information
Page 6	What to Expect at School's Out Day Camp
Page 7	What to Bring and What NOT to Bring to School's Out Day Camp
Pages 7-8	Aquatic Center
Pages 8-10	Behavior Expectations
Pages 10-11	Program Policies
Page 11-12	Drop-Off and Pick-Up Procedures
Pages 12	School's Out Day Camp Leaders
Pages 13-14	Communications
Page 14	Medical Protocol
Additional Documents	
1)	<u>School's Out Day Camp Registration Form</u> One per child, per program season.
2)	<u>Medical Information Sheet</u> One per child if there is a medical condition or if medication must be administered during School's Out Day Camp.
3)	Children will be admitted into the program upon completion of required forms and payment of program fees.

Introduction

Welcome to The Salvation Army Ray & Joan Kroc Corps Community Center's School's Out Day Camp. Our team is looking forward to spending fun-filled days with your child when school is NOT in session. 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 School's Out Day Camp. 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 School's Out Day Camp program provides children of all ability levels the opportunity to play and explore 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 self-worth.

Statements of Belief

School's Out Day Camp is proud of our inclusive environment, one that strives to accommodate every child. 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/camp

Kroc Center Facebook: Kroc Center - Quincy, Illinois

Registration & Payment Information

The program will run from 8:00AM until 5:00PM. Children may register for Early Care from 7:30AM until 8:00AM or Late Care from 5:00PM until 5:30PM on select school's out days, for children in grades K-6. School's Out Day Camp 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 Youth Development Coordinator at least two weeks prior to attending in order to determine whether the Kroc Center can provide the appropriate accommodation for the child.

Fees

Cost per child, per day is as follows:

Members: **\$20.00**

Non-Members: **\$25.00**

Registered Kroc Academy Members: **\$11.00**

Registered Kroc Academy Non-Members: **\$12.00**

Early Care: **\$5.00**

Late Care: **\$5.00**

Half-Day Fees

Cost per child, per day is as follows:

Members: **\$13.00**

Non-Members: **\$16.00**

Registered Kroc Academy: **\$0.00**

Late Care: **\$5.00**

Membership Discount

To receive membership rates, the child must have an active membership upon registration and at the time the sessions take place. Membership information is available at the Welcome Desk or online.

Kroc Academy Discount

This discount is only offered for children that are actively registered in Kroc Academy during the week the School's Out Day Camp takes place. Please inform the Welcome Desk Attendant that your child is registered in Kroc Academy to receive this discounted rate.

Payment Options

Payments 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. Registrations will be accepted on a first-come, first-served basis. No child will, on the basis of race, color, religious belief, national origin, or gender, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Salvation Army

program or activity.

To register, complete and submit the “School’s Out Day Camp 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 School’s Out Day Camp participant. Please note that incomplete forms may not be processed.

Payment/Deposit

A \$15.00 non-refundable deposit is due upon pre-registration for each session reserved. Reserving a spot on the School’s Out Day Camp roster is preferred as there will be no exceptions made once the roster for that session is at capacity; however, it is not a requirement to reserve each session. The \$15.00 deposit will subtract from the total balance. The remaining balance for the session(s) reserved must be submitted on the day of the session, prior to drop-off. 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.

Payment Schedule and Sessions

Below is a descriptive table of the date, event, and when each session is available for purchase:

Session Dates	Event	Daily Fee Available for Purchase
August 14, 2017	Summer Break	April 1, 2017
August 15, 2017	Summer Break	April 1, 2017
August 16, 2017	Teacher Institute	April 1, 2017
October 5, 2017	Quincy Conference 2017	August 1, 2017
October 6, 2017	Quincy Conference 2017	August 1, 2017
October 9, 2017	Columbus Day	August 1, 2017
October 26, 2017	Half Day: Parent-Teacher	August 1, 2017
October 27, 2017	Parent-Teacher Conference	August 1, 2017
November 22, 2017	Thanksgiving Vacation	August 1, 2017
December 21, 2017	Winter Break	August 1, 2017
December 22, 2017	Winter Break	August 1, 2017
December 26, 2017	Winter Break	August 1, 2017
December 27, 2017	Winter Break	August 1, 2017
December 28, 2017	Winter Break	August 1, 2017
December 29, 2017	Winter Break	August 1, 2017
January 2, 2018	Winter Break	December 1, 2017
January 15, 2018	Martin Luther King Birthday	December 1, 2017
February 16, 2018	Parent-Teacher Conference	December 1, 2017
February 19, 2018	President’s Day	December 1, 2017
March 26, 2018	Spring Break	December 1, 2017
March 27, 2018	Spring Break	December 1, 2017
March 28, 2018	Spring Break	December 1, 2017
March 29, 2018	Spring Break	December 1, 2017
March 30, 2018	Spring Break	December 1, 2017
April 2, 2018	Spring Break	December 1, 2017
May 25, 2018	Summer Break	April 1, 2018
Dates are subject to change and additional dates may be added.		

What to Expect at School's Out Day Camp

A detailed schedule outlining each hour of the session is posted outside of the Worship Theater Hallway. We make every effort follow that schedule; however, the schedule may change due to unforeseen circumstances. Should a change occur, the Welcome Desk will be alerted and a note will be placed on the schedule.

Below is a description of a typical day in the life of a child at School's Out Day Camp:

	Group 1: K-2, Group 2: 3-6
Staff 1 Arrives	<i>The Ledge</i>
7:30-8:00 a.m.	Early Care Check-In
Staff 2 Arrives	<i>The Ledge</i>
8:00-8:45 a.m.	Check-In, Interactive Game Room, Puzzles, Coloring, iPads, Legos, Board Games, Dance, Reading
Staff 3 Arrives	<i>Worship Theater & Gym Court B</i>
8:50-9:30 a.m.	Worship Theater: Just Dance
9:30-10:15 a.m.	Gymnasium: Sport, Active Game, or Physical Activity
	<i>Green Room</i>
10:15-11:00 a.m.	Restroom Break, Play-Doh, Stamps, Activity Sheets, Legos, Reading, Flash Cards, IPads
	<i>Meadows A</i>
11:00-11:30p.m.	Meadows A: Lunch with YDC & YDOS Café/Green Room: YDA Lunch Break
	<i>The Ledge & Worship Theater</i>
11:30-12:00 p.m.	Restroom Break, Interactive Game Room: Free Play
12:00-12:30 p.m.	Worship Theater: Right Now Media- Virtual Bible Lesson
	<i>Aquatic Center</i>
12:30- 2:00 p.m.	Free Swim
	<i>Sandbar A/B</i>
2:00-3:30 p.m.	Baking Lesson Snack & Art/Craft
Staff 1 Departs	<i>Worship Theater</i>
3:30-5:00 p.m.	Movie & Relaxation, Pick-Up
Staff 2 Departs	<i>The Ledge</i>
5:00-5:30 p.m.	Late Care Pick-Up
Staff 3 Departs	

What to Bring to School's Out Day Camp

Attire

Children are required to wear socks and closed-toed shoes daily. Outside snaps, buttons or ties are not recommended as they may catch on things during play. We do not recommend skirts or dresses, heels or cowboy boots. Please send a child in clothing and footwear they can put on without assistance.

Swimsuit

Free swim is scheduled during each School's Out Day Camp session. **Pack a swimsuit, sandals or water shoes, and towel.** All children must dress themselves so please ensure the swimsuits are easy to put on. Parent/Guardian approval is required for children to play in the Ledge with an alternate Youth Development Assistant in lieu of swimming.

Backpack/ Bag

Children should bring a backpack or bag to carry all of their belongings. EVERYTHING should be labeled.

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 detail 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 School's Out Day Camp

Below is a list of items that are not welcomed at School's Out Day Camp. Should a child bring select items, they must remain in the child's bag, in the hallway. Any disruptions may result in the item being kept with the Youth Development 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: MP3 players/IPods, mini game-boys, video cameras, etc.
- Expensive jewelry or other expensive belongings
- Skates, roller blades, or other shoes with wheels in the soles
- Personal toys or trading 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. Items purchased will be kept with the Youth Development 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. 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 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 or do not meet the height requirements must 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 School's Out Day Camp Registration Form. For Parent/Guardian(s) picking children up during swim time, please contact the Youth Development 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 School's Out Day Camp 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 strength-based disciplinary techniques to create a positive environment that welcomes growth and learning. Our perspective on discipline mirrors that of the disciples, as we strive for the children to *learn*.

With each new child that joins School's Out Day Camp, 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 School's Out Day Camp homeroom, the Green Room, and used to create an environment that fosters openness, respect, and fun. Children thrive creatively within a structured system.

Transportation Safety

If a field trip has been scheduled, staff may provide transportation in the Salvation Army Kroc Center's vehicle. At this time, 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 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

School's Out Day Camp Rules

Rules are very important because they guide the way the whole group interacts and plays together. The rules for School's Out Day Camp are simple for the children to remember; however, more specific rules can be easily incorporated into the three designated rules.

1. 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.

2. 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.

3. 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 School’s Out Day Camp 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.

- Redirection
- Redo
- Separation from the Group
- Natural and Logical Consequences/Loss of Privilege
- Empathy/Understanding
- Repair

Continued or Repeat Infractions

- Parent/Guardian Meeting

The Youth Development Coordinator or Youth Development & Outreach 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 School’s Out Day Camp staff can adjust to be more proactive and helpful in maintaining enrollment in the program.

- Behavioral Plan

The Youth Development Coordinator, Youth Development & Outreach Specialist, Parent/Guardian(s), and/or youth 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 up immediately when an issue arises.

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

School's Out Day Camp Program Policies

The School's Out Day Camp 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 Youth Development Coordinator or Youth Development & Outreach 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 the 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 session:* Are ineligible for a refund or credit unless the cancellation is due to a personal emergency. Please contact the Youth Development & Outreach Specialist regarding this emergency for approval.
- No pro-rated credit will be issued for partial attendance at a session or missed days of School's Out Day Camp due to illness, behavioral issues, or any other reason.
- Refunds will not be issued unless a session is cancelled by the Kroc Center.

Refunds

All refunds require prior approval by the Youth Development & Outreach 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. This amount cannot be applied to future sessions.

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 Youth Development 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. Payment can be made when the child is dropped off in the morning.

Late Pick-Up Fee

Our School's Out Day Camp program ends promptly at 5:00PM (5:30PM if registered for Late Care or a registered Kroc Academy student). All of the children must be picked up by this time. If an emergency arises, please call the Kroc Center and notify School's Out Day Camp concerning a late arrival. A late fee of \$1 per minute will be assessed after a 10-minute grace period. The late fee must be paid to the Youth Development Lead or the Youth Development & Outreach Specialist via cash or check ONLY. If a child is not picked up by 6:30PM, local authorities will be contacted.

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
- School's Out Day Camp 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 Youth Development Coordinator and the Youth Development & Outreach 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/Guardian will be initiated by the Youth Development & Outreach Specialist and the Youth Development 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. Daily schedules will be placed outside of the Worship Theater Hallway. The schedules will note the room location of your child at each hour. School's Out Day Camp staff will provide signage if there is a change in location or set-up. Please feel free to contact the Youth Development 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 School's Out Day Camp pick-up times. Please keep in mind the safety of others; as well as, the children being picked-up from the program.

Drop-offs

Children can be dropped off in the Ledge, beginning at 8:00AM (7:30AM for Early Care). The Ledge is located down the main hallway, on the left after the restrooms. Please check for the presence of a School's Out Day Camp staff to officially check your child in. Additionally, the children may hang their belongings in the Worship Theater Hallway on the designated coat hooks. This hallway is located next to Huck's Hideout.

Please contact the Youth Development Coordinator if a child will not be attending on a registered day or if they will be dropped-off at a later time.

Pick-ups

Children should be picked up in the Worship Theater by 5:00PM (or in the Ledge at 5:30PM for Late Care).

- 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 retrieve them.
- Please contact the Youth Development 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 School's Out Day Camp Waiver Form will be allowed to sign a child out. Valid forms of I.D. include valid state-issued identification card, driver's license, military identification card, or passport.

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 person 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.

School's Out Day Camp 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 School's Out Day Camp 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. Parent/Guardian(s) can rest assure that we are hiring the "best of the best" to work with the School's Out Day Camp 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

Making changes to list of authorized individuals

Only the Parent/Guardian that enrolled the child may change the list of individuals authorized or NOT authorized to pick-up the child. This should be done in-person with the Youth Development 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 this in our files. We cannot deny access to a legal Parent/Guardian on the request of the other without legal verification/documentation.

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 Youth Development Coordinator's Cell Phone, or the Youth Development & Outreach 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.

School's Out Day Camp Visitors

We encourage all School's Out Day Camp Parent/Guardian(s) to join us and explore our program. First, contact the Youth Development 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; use of cell phones creates a distraction and a "disconnect" between children and 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.

We understand that Parent/Guardian(s) may want to check on their child periodically throughout the afternoon; however, please use one of the above-mentioned methods of communicating with the child. If there is a specific reason a child's Parent/Guardian would like the child to carry a cell phone, please communicate this with the Youth Development 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.

Communicating Child Information to School's Out Day Camp 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 School's Out Day Camp 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 Youth Development Coordinator or the Youth Development & Outreach 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. General questions may be emailed to the Youth Development Coordinator or the Youth Development & Outreach Specialist. Anticipate an email or phone response within 24 hours, Monday through Thursday.
- **In-Person:** During sign-in & sign-out, the Youth Development Coordinator is typically available to quickly 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 child has any medical needs requiring special attention or accommodations, please include this information on the “School’s Out Day Camp 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 Youth Development Coordinator will contact the Parent/Guardian for further information regarding the child’s needs, medications, side effects, behavioral plans, etc.

Medications

Medications administered during School’s Out Day Camp require a completed and current “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 camper’s name and birthdate clearly marked.

- Centrally Stored Medications
 - Medications must be dropped off and picked up each day by an authorized adult. 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 (Youth Development Coordinator or Youth Development & Outreach Specialist).
- Medication Administration
 - The Health Supervisor will administer all medications according to the directions on prescription bottles or any addition 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.

Illnesses at School’s Out Day Camp

School’s Out Day Camp is not designed to handle ill children. If a child becomes ill while at School’s Out Day Camp, our staff will contact their Parent/Guardian for pick-up.

Injuries at School’s Out Day Camp

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 Youth Development Coordinator or the Youth Development & Outreach Specialist. If we are unable to reach the Parent/Guardian(s), staff will continue calling adults listed on the “School’s Out Day Camp 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!