

2020 Preschool Play Day Camp – Parent Handbook

Dear Parents:

It is with great pleasure that we welcome you and your child to the Summer Preschool Play Day Camp. We are looking forward to a fun-filled safe summer of activities.

This handbook was developed to assist you in understanding our policies and procedures.

Although many of you will be familiar with our method of operation from your attendance at previous camps, changes do occur as we continually strive to improve our programs.

We recommend you read this handbook thoroughly so you are familiar with the manner in which the camp operates. If you have any questions or concerns, or would like to offer suggestions on how we can make our programs more enjoyable for all, please feel free to call us anytime during business hours.

Sincerely,

Marie Crowley

Recreation Supervisor

573-426-6919

mcrowley@rollacity.org

Camp Dates

June 1th- August 7th

Monday- Friday

7:30am-6:00pm

Children must be checked out by 6:00 p.m. or a \$15.00 fee will be applied for every 15 minutes a child is late getting picked up.

Program Overview: Children will participate in a wide variety of fun activities that inspire creativity, build character, and increase sportsmanship. The Preschool Play Day Camp will also offer themed weeks, games, arts & crafts activities, playground challenges and more!

Program Fees: All Payments will be due at registration, and ALL registration will need to be done prior to admittance into program.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES

Enrollment and Payment will need to be timely to ensure your future spots in the camp. Participants should be enrolled prior to the first day of every week. **You can enroll your child at 901 N. Elm or at a designated registration day.** Payments not made by the allotted time is inexcusable and may result in your child's removal from the program.

Program Eligibility:

Age 3-5 years.

MUST BE POTTY TRAINED.

All children must be 3 before the registration date.

CAMP PROCEDURES: Supervision will be available from 7:30a.m-6:00p.m. Participants may arrive after 7:30 a.m. and must be picked up before 6:00p.m. Participants must be signed in upon drop off. A parent or legal guardian must pick up the participant at the end of the day and sign them out.

The parent and/or guardian must be prepared to present proper identification to pick up a participant and must be listed on the registration card. Children will not be released without authorization from the legal guardian. If you wish to authorize an individual whose name is not on the authorization form, you must notify the camp staff in person or in writing. To ensure the safety of each participant, we require advance written notice when anyone other than a parent or legal guardian will be picking up participants.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. Please let us know as soon as possible if your child had a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician. Children with lead lice will not be allowed to attend the program. Rolla Parks and Recreation will follow the same guidelines as your child's school in relation to head lice. If your child becomes ill during the program day, will contact you to pick him/her up. In case of injury, parents will be notified immediately.

PARENTAL NOTIFICATIONS

Parent notifications may be made in writing via letters, emails, texts, and fliers. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's Centre experience. Conference may be requested at any time. Activity schedules, menus and other pertinent information will be given to parents on the first scheduled day of the month.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among children and adults are encouraged and maximized everyone's enjoyment of the program. The program use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately addressed. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

SUN PROTECTION

We would like to do everything possible to protect your children from the sun. Please send a container of sunscreen with our child's name on it every day! **Sunscreen is NOT provided!**

PROCEDURES FOR PARENT INTERACTION – VISITING, COMMUNICATION AND CONFERENCE

We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, and compliments and complaints to the immediate staff, the program supervisors, or the Centre director. Please do so before or after the program to limit disruption to the activities.

CHILD'S BELONGINGS

Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players at home. **Cell phones must be turned off and in the camper's bag at all times. If an emergency occurs, the camper must contact the camp counselor, and the counselor may allow the child to call a parent if necessary. If a camper violates the cell phone policy, the cell phone will be taken up by the counselor or coordinator and must be picked up by the parents.** The Centre is not responsible for any lost, damaged or stolen items.

FIRST AID POLICY

All of the camp staff is CPR/AED Certified. Each program has been issued a basic first aid kit with necessary supplies for minor injuries, such as scrapes and bruises. Staff will notify parents, verbally and/or in writing if the child has been injured and treated while at the program.

MEDICATION POLICY

Participants bringing medication to the program must adhere to the **Administration of Medication Policy**:

This policy is located online at <https://www.rollamoparks.org> or stop by at 901 N Elm for a copy.

- Medications must be in the container issued by the pharmacy for that specific child and medication.
- Different types of medication may not be in the same container. The container must have instructions for the time, dosage, and administration of the medicine on the label.
- Parent/Guardian must fill out a mediation form when they drop off/pickup medication.
- Mediation must be given to the staff upon arrival along with the **Recreation Program Self-Administration Mediation Consent Form**.
- Medication left for more than month will be properly disposed of.
- Only medication to be taken at the camp facility that week will be accepted.

DISCIPLINARY ACTION PLAN

All children are entitled to a pleasant and safe environment while participating in this program.

We expect children to behave as follows:

- Be responsible for personal belongs.
- Participate in all actives.
- Possess positive and caring attitudes
- Follow proper safety procedures at all times, including
 - Never opening the outside doors
 - No fighting or using foul language
 - No running indoors
 - No playing in the restrooms
 - No playing on or under the tables.
- Using good table manners at snack time.
- Respect for fellow students and staff.
- Stay with the group and listen to staff at all times.

Rolla Parks and Recreation cannot serve children who display unacceptable behavior. Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by staff and the program Supervisors will be warned to correct their behavior. A telephone call may be made to their parent or guardian. There are no refunds for suspension or termination. Unacceptable behavior (includes but is not limited to):

- Foul language
- Disrespect for another child or staff
- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety

- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

Disciplinary Procedure:

1st Incident:

Staff will identify unsatisfactory behavior, children will be redirected and reminded of their expected behavior, staff will take corrective action including; verbal warnings, time out during a particular activity, speaking with Manager on Duty, etc. **At no time will the staff apply physical force to a child unless the safety of a child is in question.**

Parent will be notified verbally and or in writing.

2nd Incident:

If the child needs additional discipline, the parent will be called to pick the child up. After making contact with the parent, the child must be picked up from the camp facility within one hour of contact.

3rd Incident:

The action taken is at the discretion of the program supervisor after appropriate consultation with the parent. This may result in three days of suspension or termination of care.

Please feel free to contact Marie Crowley with any questions, comments, or concerns.

Marie Crowley

mcrowley@rollacity.org

(573)426-6919

After you have read and understand all policies and procedures please sign and return to Program Staff or Program Supervisor.

I have read and understand the policies and procedures outlined in the manual.

Signature _____ **Date:** ____/____/____