

K.I.N.D. CARE SUMMER CAMP Policies Handbook 2011



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HISTORY..... 2

MISSION STATEMENT:..... 2

PARENT EXPECTATIONS OF THE PROGRAM 2

PARENT RESPONSIBILITIES 2

CHILDREN'S RIGHTS 2

HOURS/DAYS/DATES OF OPERATION 3

LOCATION 3

ENROLLMENT 3

FEE POLICY..... 3

REGISTRATION /ACTIVITY/SWIM FEES 3

PARENTAL INVOLVEMENT EXPECTATIONS..... 5

FUNDRAISING POLICY..... 5

STAFF 6

CLOTHING AND PERSONAL BELONGINGS..... 6

CUBBIES/LOCKER..... 6

THINGS YOUR CHILD WILL NEED TO BRING 6

ARRIVAL & DEPARTURE..... 8

AUTHORIZED PERSONS/SECURITY 8

ATTENDANCE 10

VACATIONS/HOLIDAYS/ABSENCES..... 10

DISCIPLINE AND DISCHARGE..... 10

MANDATORY REPORTING 14

BOARD OF DIRECTORS..... 14

CURRICULUM ENRICHMENT ACTIVITIES..... 15

SPECIAL EVENTS: 15

History

K.I.N.D. Care Inc. was established in 1993 with a commitment to providing, reliable, affordable, quality childcare for school age children in our community. K.I.N.D. Care stands for * Kids * In * Need * Of * Daily * Care. We have earned the deserving reputation of being one of the best out-of-school time programs in our area, serving up to 82 children each summer and keeping kids busy before and after school. K.I.N.D. Care has achieved a level 3 QRS (Quality Rating System) rating. QRS is recognized by the state of Iowa as a program that goes above and beyond the Iowa Licensing standards.

Mission Statement: to provide a fun, safe, and nurturing environment for all school-age children, with goals of expanding their opportunities to; education, recreation, and social development at an affordable cost during out of school time.

Goals:

The summer program will provide opportunities to youth activities, to learn new skills, and make new friends. Participants take part in arts and crafts, sports, special projects, swimming, games, local Library Program, and fun trips under the close supervision of the Program staff.

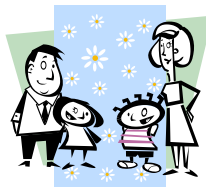
Parent Expectations of the Program

Parents may expect:

1. Their children are cared for in a safe environment.
2. Each child is treated with love and respect.
3. They may visit with the Director or staff about concerns related to their child or the Program.
4. To know if their child is misbehaving and to spend time talking with the director concerning a solution.
5. The Director will regularly inform parents about Program activities.
6. The Program will screen and hire quality staff.

Parent Responsibilities

1. To pay fees on time as explained in the handbook.
2. To keep child's records up to date.
3. To sign their child in/out daily, and check communication board for messages.
4. To pick up their child on time.
5. To notify director if their child will be absent or late.
6. To provide a sack lunch for your child daily.
7. Make sure their child understands the Program expectations.
8. Have open communication with the staff at all times.



Children's Rights

1. To have a pleasant environment.
2. To have a safe environment.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and to their best interest.
5. To have staff members that care about them, and help them grow and build their self-esteem.

Children's responsibilities

1. To respect the staff and Program rules.
2. To remain with the group and staff at all times.
3. Learn to accept the consequences of their actions.
4. To respect the materials and equipment.
5. To keep their hands and feet to themselves.
6. Treat each other nicely and be a good listener.

Hours/Days/Dates of Operation



- ♦ 6:00 a.m. until 6:00 p.m.
- ♦ Days are Monday through Friday.
- ♦ Dates: **Wednesday June 1 - Tuesday August 16, 2011.**
- ♦ **Closed July 4th (Monday)**

Location

802 Franklin Street Williamsburg Child Development Center

Blue Room Pre-K and Kindergarten

Purple Room 1st and 3rd Grade

Green Room 4th-6th Grade

Pending enrollment numbers per age group, we may need to modify classroom age groups. This will be based on birth date, social development, parent input etc.

Enrollment

Children ages 5-12 or entering Kindergarten in the fall may enroll in Kind Care. For your child's safety and to comply with state licensing regulations, all enrollment papers must be completed and on file at K.I.N.D. Care **BEFORE** your child begins the Program. These forms include an enrollment application, parent agreement, emergency medical and dental consent form, general release form, emergency card, (immunization form signed by both doctor and parent) and all CACFP paperwork.

Withdrawal or program attendance decrease will require a 2 week written notice. You will be responsible for your current charges **during that 2-week period**, regardless of attendance. Switching back and forth from fulltime to part-time and then back to fulltime in the same calendar year will incur a \$25 charge for each occurrence.

Fee Policy

- ♦ **Slots may be contracted by the week, by the day or ½ day.**
- ♦ Missed contracted days are not refundable.
- ♦ Weekly fees are due on the **first Program day of each week.**
- ♦ A late fee of \$10.00 will be charged in the **Pm** on the third program day if tuition has not been received by the am on the third Program day of the week. Typically Wednesdays.
- ♦ Any fees that **remain** unpaid, \$10.00 will be attached to your bill the 1st of **each month** until paid in full.

Registration /Activity/Swim Fees



Full-Time & Partial Fulltime:

Registration Fee - \$50.00 (**non refundable**) late reg. \$15.00 after the deadline (May 1)

Activity Fee - \$60.00 (**refundable through May 15, 2011**) no exceptions.

Drop-In plus, (Partial Full-Time 4 weeks and under)

Registration Fee \$25.00 (**non refundable**) late reg. \$15.00 after the deadline (May 1)

Activity Fee \$30.00 (**refundable through May 1st, 2011**) no exceptions (**Fieldtrip additional \$10.00 pr trip**)

Swim Fees: Please contact the Williamsburg Aquatic Center/Rec. Center to make your purchase @ 319-668-1480 or 319-668-1636. All punch cards are to be turned in to your classroom teacher.

- ♦ Ten day punch card \$35.00 should cover swim days at Kind Care.
If your child or family swims often **beyond** Kind Care you may want to consider purchasing a season pass.
- ♦ If there is a health issue preventing your child from swimming, a note regarding (no swimming) stating the reason will need to be provided by the parent.



K.I.N.D. Care Fees 2011-2012 (6/01/11 - 05/31/12)

Fees are payable for all reserved time, absentee credits will not be given.
 Fees are due in advance on (Mondays); \$10 late payment fee will apply on Wednesday 6 pm

School Year Rates

Registration \$50.00 per child each fall

Schedule Changes (switching from fulltime to drop-in and then back to fulltime within the same school year)
 \$25.00 fee per incident.

Program	Regular Rates	Delayed Starts or Early Release (Add. to weekly fee)	No School days (Add. to weekly fee)
Basic Am	\$35 per week each child	\$6 per occurrence each child	\$20 pr occurrence ea. child
Basic Pm	\$50 per week each child	\$6 per occurrence each child	\$20 pr occurrence ea. child
Basic Am & Pm	\$80 per week each child		
Drop In	\$10 per Am or per pm	\$15per drop-in per child	\$32 pr day ea. child
Late Pickup charges	\$1 per min. beginning at 6:01		



Summer Fee - Definitions:

Full Week - 4-5 days per week

Full-Time - Contract 8-11 full weeks

Partial Full-Time- Contract 5-7 full weeks

Part-Time, (2 options) 1. Half days (6am-12:30pm) or (12:30pm-6pm) 2. Contract 1-4 full wks

Drop-In - Contract by the day (reserve specific days) absent days are not refundable

Registration - \$50.00 each child (after posted registration deadline 65.00)

Activity Fee - \$60.00 per child

Full-time 8-11 full weeks	Partial full-time 5-7 full weeks	Part-time 1-4 full weeks	Part-time 1/2 days	Drop-In by the day
\$122 pr week ea. child	\$130 pr week ea. child	\$140 pr week ea. child	\$20 ea. child	\$34 per day ea. child

Note: If you wish to participate in our fundraiser deduct \$6.00 from the weekly fee. (Birdies for Charity, ask for 4 pledge forms and info packet.)

Financial Assistance to be announced late May Pending a United Way Grant: Families must not qualify for DHS Block Grant or other financial assistant to be eligible for a **50% fee discount**.

Family size and monthly gross family income determines eligibility.

Total number in family	Monthly Gross Income	Annual Gross Income
2	\$1763-\$2246	\$26,952
3	\$2214-\$2823	\$33,876
4	\$2666-\$3399	\$40,788
5	\$3119-\$3976	\$47,712
6	\$3569-\$4553	\$54,636

Deadline to change summer-contracted days is May 1st

Delinquent Accounts:

Accounts that become 30 days late **and/or** in the amount of **\$400.00 past due**, your child/ren may be suspended **and any** future enrollment **will** be frozen until paid.



Returned Checks

- ◆ There will be a \$25.00 charge for all returned checks in addition to any charges made by our bank.
- ◆ Cash or a cashier’s check will be required as payment for a returned check. Your account may be put on a cash-only basis after two returned checks.

Late Pick-up charges

- ◆ Parents who pick up their children after the regular closing time 6:00 PM will be charged a late fee of \$1.00 per minute. This will be applied to your account and payable in the next billing cycle.

Parental Involvement Expectations

Thank you for selecting K.I.N.D. Care as your childcare provider. K.I.N.D. Care is governed under the guidelines of a non-profit 501 C (3) organization.

Membership is open to parents and guardians of children enrolled in the program. All members shall have a single vote in all elections and decision making. The business of this organization is managed by a volunteer Board of Directors being made up of the enrolled children’s family members. Your participation is essential to the success of this organization. By being involved you can make a difference and have a voice in all decisions.

Once your child is enrolled, parent participation is **required**. We ask that you serve on one of the following committees. This includes families from **both** summer program and or school year program. Committee meetings will be held as needed and last for a one year term renewable for up to three consecutive terms.

The committees and basic responsibilities are listed below. If you have an expertise or interest in any of these areas, please let the Directors know. Every effort will be make to place you where your abilities and interests are.

Fundraising and Public Relations

Schedule fundraising events
Keep track of who is donating/working at fundraisers
Quarterly web page update

Co-Building Committee

(Both organizations K.C. & W4c’s 3)
New building decisions
Bill paying (limited to building expenses),
Maintenance and upkeep decision of new building

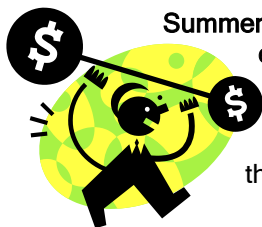
Personnel and Social Events

Staff appreciation
Social Events with families (end of the summer party)

Board of Directors

Participate in Quarterly Meetings
Make decisions as needed for K.I.N.D. Care Aid in hiring of personnel

Fundraising Policy



Summer families can receive a (\$6.00) weekly discount by participating in the following fundraising event.

Families will participate in collecting a minimum of 4 one-penny Birdie pledges that will be based on Birdies shot during the John Deere Golf Classic (Birdies for Charity): (Attendance to the event is not required to collect pledges.

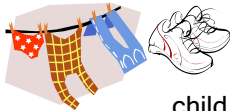
- ◆ **School year families:** No weekly fee discount. Families are encouraged to participate in annual toilet paper sales.

Staff



Ways we prepare the staff to give your child a safe summer all staff is required to have a physical, be trained in universal pre-cautions, CPR, first aid, and mandatory child abuse reporters. Staffs also receive training in camp activities and routines, discipline procedures, health and safety, and emergency procedures. The opportunities for more ongoing extensive training by various professionals on topics that are relevant to childcare practices are provided.

Clothing and Personal Belongings



At K.I.N.D. Camp, your activities.

child will have many opportunities to experience a variety of

- ♦ **Simple clothing** that is washable will allow your child to participate comfortably in all activities from playground fun to messy art projects.
- ♦ **Everyday footwear requires tennis shoes.** With all the physical activities we want to keep your child safe from injury and able to fully participate in all our activities.
- ♦ **On fieldtrip days your child must wear his/her camp T-shirt. Camp T's will be laundered and kept at the center. T-Shirts will be sent home on your child's last program day.**

If your child forgets his/her swim articles, someone will try to contact you for instructions. If swimwear cannot be provided, your child will remain at the Center with another group and staff, or sit in the shade at the pool.

Toys may be brought from home but your child is responsible for them. Kind Care cannot replace lost or broken articles. Please no expensive items or play weapons.

Cubbies/Locker

Each child at KIND Camp will have his/her own space for all their daily items such as notes to parents, art things, backpacks, and small items etc.

Items your child will need to bring:

1. **To be kept at the Center:**
 - ♦ A pair of clean socks (name labeled)
 - ♦ Sunscreen - **at least a 45 SPF** (name labeled)
 - ♦ Group A - a small blanket for rest time.
 - ♦ Camp T-Shirt (provided by Kind care)
 - ♦ Water Bottle (labeled with name)
 - ♦ Swim punch card for those that do not have a membership to the pool.
2. **Each Day**
 - ♦ **Sack lunch** (*optional on Thursdays \$3.00 for pizza*)
3. **Swim Days:**
 - ♦ Swim suit,
 - ♦ Towel, comb or brush.

Swim noodles and arm rings are fine for beginners. No floaters or balls

Good Idea!

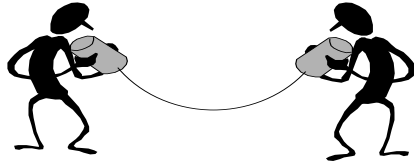


A backpack makes a simple way to tote all your child's

belongings to and from Camp each day!

Camp Communication

If you need to get a message to your Staff/Director, please call 668-9515 press 1 for message and someone will return your call be a communication book and marker board in **write/date** any messages you would have, **and**



child or to the Program Kind Care. Leave a soon as possible. There will **each classroom** for your to **to whom**.

Progress reports : The staff understands parents are interested in all the things their child may be doing at camp and expect to be informed. We know speaking in person is best, but with all that is going on at the same time, we can't always make that in person, verbal connection.

These reports will:

- ♦ Help keep the line of communication open.
- ♦ Be provided every Friday for each child.
- ♦ Inform you how your child is doing at KIND Camp
- ♦ Highlight some of the great things your child is doing
- ♦ Inform you if there are any concerns
- ♦ Collect data for our outcome measurements

Progress reports will have a simple format with a check off system in three categories and room for comments.

1. Excellent
2. Satisfactory
3. Needs Improvement

K.I.N.D. Care Inc. endorses

Character Education because we firmly believe that having a strong character is one of the most important aspects of every child's life.

"To exercise good character daily is to be morally fit for life."

Relationship Skills

Promote positive connections with others, compliment, help, concern for.

Personal Responsibility

Remember important info, care for my things and contrib.to group efforts

Self-Management

Controlling his/her emotions and behaviors

Goal Directed Behavior

Keep trying when unsuccessful, seek out info, and take steps to achieve goals

Social-Awareness

Get along with others, cooperate, forgive others well they upset me

Decision Making

Accept responsibility for actions, follow good examples, and learn from experience

Optimistic Thinking

Attitude of confidence, positive thinking of self, life situations past present, and future

Self-Awareness

Give an opinion, express feelings, and ask for feedback

There may be times we ask you to sign and return the report that relates to a major behavior incident. This will verify that you received notification and have the opportunity to communicate with any suggested solution.

Parent Evaluation Tool

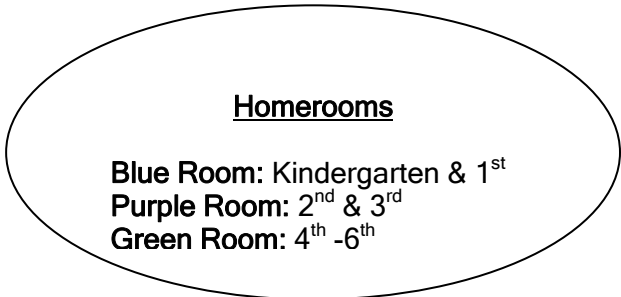
We value Parent input. You will be given the opportunity to tell Kind Care all the things on your mind via our Parent Evaluation Tool. In July, you will receive an evaluation form to rate the program to offer comments, praise and suggestions.

The evaluation will:

- ◆ Help us to provide your family with the program you expect
- ◆ Will be discussed in our staff meetings for training purposes
- ◆ Help us to know if we are changing lives
- ◆ Give us new ideas
- ◆ Help us to know how we can serve you better
- ◆ Help us to collect data for our outcome measurements

We ask that you return and drop the evaluations into a box in the sign in/out area. The Program continues to work hard to provide a quality program and meet your expectations, within the perimeters of our licensing codes.

Arrival & Departure



AM Procedures:

- ◆ A staff person will greet you and your child each morning!
- ◆ Parents are required to accompany their child/ren to their classroom.
- ◆ Check your child in by entering the (pre-selected 4-digit pin number) **you have chosen** into the computer **located in the front lobby.**
- ◆ Please offer the courtesy to personally make contact with a staff upon your arrival.
- ◆ Sign any **off-site activity** permission forms for your child **each day**, *located in your classroom.*

The purpose of the check-in system is design for:

- ◆ Your child's safety
- ◆ You to view your account and read any messages that the Director may have.
- ◆ Communication opportunities between parents and staff

If you arrive after 9:00 AM, it is your responsibility to find your child's group if they have gone off site. A notice would be on the school entrance where you may find your group if they have gone off site. If you plan for your child to walk or bike to camp, a waiver must be signed and is available from the Director or Assistant Director.

Daytime Procedures:

Children will not be allowed to leave camp during the day unless a parent/guardian provides an authorization note to the counselor or staff. The note must state the time your child is to be released, to whom, and if the child will return to camp that day.

PM Procedures:

- ◆ A staff will greet you each evening
- ◆ All children must be logged out by a parents/guardian, or another designated adult.
- ◆ Please provide staff the courtesy of making sure they are aware that your child is leaving.
- ◆ Check your child's locker for any personal belongings, lunch box, that may need to be taken home.
- ◆ Check the room bulletin board, for any daily messages.
- ◆ Check your child's mailbox for any important notes.
- ◆ If you plan to have your child walk, bike home, or leave the site for swim lessons, etc. a waiver must be signed informing staff. The waiver is available from the staff, Director or Assistant Director.

Authorized Persons/Security

It's important the registering parent up your child. If someone different of any changes in authorization present a photo Identification if the staff does not know them. K.I.N.D. Care assumes no liability if not properly advised. If there would be a restraining order on any parent not to have contact with your child, an official restraining order must be on file at K.I.N.D. Care to prevent a parent or that person from picking up your child.



provide the Director in writing of persons authorized to pick than usual will be picking up your child, you must notify us information immediately. This person may be asked to K.I.N.D. Care assumes no liability if not properly advised. If there would be a restraining order on any parent not to have contact with your child, an official restraining order must be on file at K.I.N.D. Care to prevent a parent or that person from picking up your child.

Swimming:



Your child will swim one - two afternoons per week

Location: Williamsburg Aquatic Center. (1 Block walk)

Transportation: None, we will walk.

Swim Days/Times:

- **Group A** - Monday 12:30 - 3:30
- **Group B** - Tuesday 12:30 - 2:00
- **Group C** - Thursday 12:30 - 3:30

All groups A, B, C, will take turns swimming a second day, which will be on Friday. This will also be a make up day for any group that may have missed their scheduled day because of weather.

Important Swim Note! Always bring your child's swimwear **regardless** of morning weather conditions. We want to be prepared to swim if the weather clears up.

Sunscreen: (provided by parents) Children **will** sunscreen before swimming, and before going outside.

If you **do not** want your child to use sunscreen, we will need a written note stating so and why.

Swim spending money:

- ♦ (Groups A & B none) they will look forward to spending money privilege when they move up to group C.
- ♦ Group C \$2.00

Williamsburg Recreation Center Fun: Purple and Green Room (2nd-6th grade) Campers will enjoy an hour of fun at the Recreation Center on the Fridays they are not swimming.

Food



Kind Care participates in the Child and Adult Care Food Program (CACFP) administered by the Iowa Department of Education. Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children. Kind care will ask each family to fill out and return a CACFP enrollment form and income survey.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating because of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The snacks and meals we serve at K.I.N.D. Camp will be nutritional and healthy. If your child has any **food allergies please inform the Director and let the staff know.** Monthly menus are posted on the parent bulletin board located in each classroom.

Breakfast:

Breakfast is served daily from 7:50 a.m. - 8:20 a.m. If you would like your child to eat breakfast at K.I.N.D. Camp, please arrive by 8:00. Serving will stop at 8:15 sharp.

Lunches:

- ♦ Lunches should not contain **large sweets and be nutritious.**
- ♦ Milk will be provided for your child at no extra charge. **NO Pop!**
- ♦ We do allow sweets for birthdays or holidays.
- ♦ Your child will need to bring a sack lunch Monday, Tuesday, Wednesday, and Friday.
- ♦ Please mark his/her name on it.
- ♦
- ♦ **We will not refrigerate** (no space) lunches, please use a cool pack if your child's lunch requires cooling.

Pizza Thursdays: Your child has the option to bring \$3.00 for pizza, veggies, and a fruit. Pizza sign up **deadline** is 9:00 AM Thursdays.

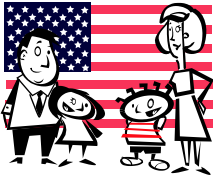
Snacks:

Afternoon snack will be served between 3:00 p.m. and 4:00 p.m. Milk or 100% Juice is served with a snack. If your child can not have milk, a written note must be on file stating so. We would provide a juice as an alternative or serve a drink provided by you.

Attendance

Please notify us as soon as possible if your child will be absent or late on a scheduled day of attendance. We ask for two reasons:

- ◆ We are concerned about you and your child
- ◆ In order to maintain a quality Program and proper staffing.



Vacations/Holidays/Absences

There will be no vacation credits as families are able to contract by the days or weeks at registration.

Monday July 4th the Program will close for the day. Fees will be prorated that week for families contracted that week. The summer program will be available up to the first day of school. The before/after school program and Homework Support will be available the first day of school.

DISCIPLINE AND DISCHARGE

At K.I.N.D. Camp discipline consists of positive reinforcement, redirection, and time-out. The use of physical punishment is never permitted. As your partner in caring for your child, it is important for good communication to exist between the family, K.I.N.D. Camp Director and Staff. If your child is experiencing a change in home environment that may result in behavioral differences, it is important for you to notify you Director. Your Director will keep you informed of any behavioral problems concerning your child at K.I.N.D. Camp. Every effort will be made to resolve any problem that may occur. K.I.N.D. Camp reserves the right to ask you to make alternate arrangements for the care of your child. Please read the discipline and discharge policy.

Participants are entitled to a pleasant environment at the Program. The Program cannot service children who display chronically disruptive behavior.

Disruptive behavior will be dealt with in the following manner.

STEP ONE:

- ◆ The misbehaving child will be given a cool down and think about his/her
- ◆ A discussion is held between the child
- ◆ The child will be asked for responses the rule and what is acceptable
What should you do? What were your
- ◆ Child should be allowed to return to the activity.



five-minute time-out, in order for him/her to action.
and the staff person.
so there can be no mistake in understanding behavior (i.e., What did you do wrong? choices?)

STEP TWO: If the behavior is repeated, the child will be placed in an area away from the group.

- ◆ This area is simply a place for the child to sit for a short periods and think about improving his/her behavior for ten minutes.
- ◆ A staff person will discuss the incident with the child.
- ◆ The child is expected to sit quietly during this time.

STEP THREE: If the offense is repeated, the child will see the Program Director or Assistant Director.

- ◆ A behavior report may be completed by the child and staff member and given to parent at the end of the day.
- ◆ Another activity will be chosen for the child. At step three, counselor and child will discuss taking away a camp privilege to help modify the behavior (i.e. taking away swimming privileges).
- ◆ Please keep in mind that activities such as swimming, fieldtrips, etc., are considered a privilege and are for those children who follow the rules.

STEP FOUR: If the problem is serious in nature, such as a physical incident, a discipline report is completed. If a child receives three discipline reports the child

- ♦ will be suspended from Camp for a three day period
- ♦ a meeting will be set up between the parents and Program Director or Assistant Director. This step is to work with parents and the child about the behavior so it does not become a chronically disruptive behavior problem as define below and to discuss conditions for reinstatement.
- ♦ If the child is written up for any reason after suspension, the child will be expelled from the camp for the duration of that summer. There is no pro-ration of weekly fees for suspension.

Chronically disruptive behavior is defined

- ♦ as verbal or physical activity which may include, but is not behavior that: requires constant attention from the staff, and emotional harm on other children,
- ♦ abuses the staff,
- ♦ Ignores or disobeys rules set up to guide behavior during the



limited to, such
inflicts physical

Program time.

If the child cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

It is our hope the K.I.N.D. care Program will be a rewarding and exciting place for your child. We have many activities planned and enthusiastic Camp staffs are looking forward to working with your child. We will do everything possible to help each child succeed in the Program. Thank you for your support!

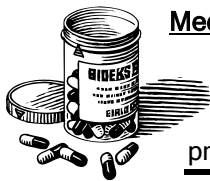
Health & Safety

Health Policy

Illness- your child's health is a matter of major importance to us. If, your child becomes ill while at K.I.N.D. Camp you will be requested to pick up your child immediately. **Please give some thought to alternate child care arrangements for those times when we may ask you to leave your children a home or pick them up from the center for reasons of illness.**



Illness guidelines: Contagious Disease, Fever over 100F, Vomiting, Diarrhea, or suspected contagious disease.



Medication

Whenever a child is to be given prescription or over the counter medicine, the parent must provide the Director a completed signed medication authorization form.

1. **Medication** brought to K.I.N.D. Camp
 - ♦ Must be provided in the original or a duplicate container accompanied by the doctor's instructions for use.
 - ♦ If the medication is to be kept at K.I.N.D. Camp for treatment of a chronic condition, no more than a one-month supply should remain at K.I.N.D. Camp at any one time.
 - ♦ **Surface medications** such as sun block, or calamine lotion, needs to be provided by the parent and an authorization form must be on file.

If your child has **head lice**, he/she will be sent home immediately, and will not be allowed to return until he/she has been treated and nits removed.

Injuries

If your child is injured at K.I.N.D. Care, we realize that you will want to be aware of your child's injuries. The Director will provide you with an Incident form for each occurrence. In case of serious accidental injury we will make every effort to contact you for instructions. If you cannot be reached, we will contact the emergency numbers on the emergency consent form. **Please keep these numbers updated on all enrollment forms.**

Head LICE

If a child has head lice, it is expected for the parent to report it to the center director. The center director will post a head lice notice to inform families that there is a case of head lice in the center and to take precautions and screen their child/ren too. Confidentiality will be maintained, names will not be released.

When a child is found to have evidence of head lice by a staff, an effort will be made to contact the parent or guardian to inform them that a case of head lice has been observed in their child. The child may remain at Kind Care until dismissal with the provision they begin treatment before their child returns. Parents will be given written material to acquaint them with the nature of this infestation and what should be done to get rid of it as recommended by the Iowa State Department of Health. An **attempt to remove ALL nits** should be made before returning to Kind Care. For reoccurring infestations from the same family, before returning to Kind Care, the child will need to bring "proof of treatment" such as the box top of the medicated shampoo. The child will be rechecked and the parent will be asked to continue to work on removal of the nits.

Biting Policy

Center perspective on Biting

Biting may be a very common behavior among children birth to three years of age. However, at the school age level biting is uncommon and is considered an aggressive behavior.

The center will respond to individual biting incidents and episodes of ongoing biting:

1. Staff should keep their feelings in check.
2. The involved parties will be separated.
3. Ensure all children are safe.
4. Staff should (in a firm, calm voice) address the child that bit in a short simple and clear way.
5. Staff should shift their attention to the child who was bitten and show concern and support for that child.
6. Go back and talk with the child and the different strategies s/he can use next time, instead of biting.
7. Help the children move on.
8. For on going biting, the center will follow is center discipline and discharge policy.

The Center will respond to the individual child or staff who was bitten:

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors. Staff will follow Center discipline and discharge procedures.

The Center's first aid procedures used to biting incidents:

1. A bite that just causes bruising or only scrapes the top layer of skin will not require much more than cleaning with water and ice.
2. If blood (or other body fluids) is present, wash the area with soap and water then cover with bandage.
Did the child who was biting get blood (or body fluids) in their mouth?
3. Have child rinse mouth out with plain water; then notify the parents of this child about the blood or body fluid exposure.

The Center's process of notification to parents of children involved in the incident and documenting the incident:

The Center should provide confidential incident reports to parents of involved children. A copy of the incident report will be placed in the involved children's file.

The Center will protect confidentiality:

When informing parents that their child has been bitten or has been bit by another child, the Center staff and volunteers should maintain the confidentiality of the other child.

The Center will assess the adequacy of the staff supervision, context, and environment in which the biting occurred:

1. Quality of relationships between child and primary staff
2. Does the primary staff need further professional development?
3. Does the environment prevent large groups and reduce disorder?
4. Are there long waits and transitions?
5. Are the classrooms organized to minimize confusion and stress?
6. Is there a quiet place where children can go when overwhelmed?
7. Do caregivers routinely assist children with identifying feelings

Emergency Drills

As required by DHS licensing emergency procedures for both tornado and fire and practice evacuation drills on a monthly

Staff is trained and familiar with fire drills are held monthly to acquaint your child



regulations we will acquaint your child with emergencies. Children are prepared in advance basis.

evacuation routes and procedures Tornado and with evacuation and the emergency procedures.

Other Emergency Procedures Booklet is on file that outlines the following Situations:

- Fire, Tornado and Severe Weather,
- Utility failure
- Bomb Threats
- Intruders
- Intoxicated Parents
- Floods,
- Media Procedures
- Medical Emergencies
- Lost or Abducted Child
- Gas Leaks and Hazardous Spills

In the event that we would need to evacuate the building and premises, the Williamsburg Recreation Center is designated as a temporary rallying point.

Limited Open Door Policy and Access:

Access to any child will be limited to services, and staff. If other children are must be present to monitor the program means a center staff will have direct view Children are not allowed to be alone in any length of time. Other people permitted on the check will need to sign in at the office upon arrival and sign out at departure and state the nature of being on the premises. In the event that person will be in the presence of any child/ren, a staff person will monitor and supervise that area. Classroom lead staff will delegate a staff person to monitor the classroom directly in contact with any outside person that is authorized to be on the premises. Permission for outsiders and visitors to be on the premises will be at the discretion of the Director. In the absence of the Director, the Director will delegate an on-site staff to authorize any visitors having access to the center. These policies will safe guard children from child predators, and situations that would put a child at risk for abduction or harm.



authorized family members, authorized support present during an authorized visit a staff member area during that time. Supervision and monitoring and contact with all children in their care at all times. classroom, playground, or public place, for any premises that have not been through a formal record

Center-Wide Emergency Lock Down

1. Police notify center through Nixle program.
2. Lock downs will be decided upon by the Director.
3. Director or designated administrator pages all zones (including Kind Care) by pressing, "page all" already programmed on phone or F610.
4. Director or designated administrator will announce code "There is bubble gum on the playground".
5. Once heard, lead teachers must ensure doors are locked.
6. Green room and red room teachers notify any classrooms out on the playground using the same code.
7. Director or designated administrator will lock front door.
8. Director or designated administrator will visit each classroom to ensure all staff, children are in the classrooms, and doors are locked including the Kind Care area.
9. Director or designated administrator will post sign on door with all pertinent information for parents coming to pick up children.
10. Director or designated administrator will not leave the building until all clear and will watch the door.
11. Director or designated administrator will keep in contact with local police through Nixle program and notify staff when lockdown is over.
12. Once lockdown is lifted, Director or designated administrator will page all zones again with code "The bubble gum is gone".

The center will post the following notice on the front entrance:

Dear Parents,

We are currently on lockdown here at our center. If there is no one at the door to let you in, please call the center at 319-668-9515 option 2 or by cell phones to Betheen Groepper @ 319-330-4836 or Sandra Joseph @ 319-330-5783. A staff member will come to open the door for you.

We are sorry for inconvenience this may cause you, but we are dedicated to protecting and ensuring the safety of our children.

Nondiscrimination Policy

K.I.N.D. Camp is an equal opportunity provider. without regard to race, religion, color, sex, basis prohibited by law.



Applications for enrollment are considered notional origin, disability, or any other

Mandatory Reporting

K.I.N.D. Care has a written policy for reporting child abuse and neglect and procedures in place that follow the federal, state of Iowa, and local laws. All staff is trained in "Mandatory Reporter" Child and Dependant Adult Abuse.

Board of Directors

K.I.N.D. Care is a non-profit 501 C (3) organization. Our federal tax ID number is 42-1401217.



a non-profit 501 C (3) organization. Our federal tax ID

Kind Care has a governing Board consisting mostly of parents. The Board meets quarterly in conjunction with the Director to determine policies, rates, etc. Kind Care welcomes the contributions of people interested in childcare, who are willing to work on these issues. To become part of the Board, or you would like to attend the meetings, please contact the Director. The Board normally meets once every three months. Meetings are posted one week in advance with the meeting date, time, and location. **Annual meetings/elections are in the month of May.**

Our state licensing consultant is
Steve Diaz, Wapello County DHS
120 E Main St,
Ottumwa, IA 52501, Phone number 641-684-3949

Curriculum Enrichment Activities (No extra charges)

Auto B Good: Character Education series featuring 9 animated vehicles that will captivate entertain and educate your child.

Brick Lab by PCS Edventures: Multi-level hands on learning through plastic construction bricks that will provide curriculum based activities in Construction Engineering, Mathematics, Physics, & Communication

Drama: (5 wks.) Old Creamery Theater Crew is back. Finally will be fieldtrip to Amana Theatre to watch Black Beard's Gold!

Fitness: Aerobic games, walking, dances, skill and sport activities, jump rope, parachute play, jogging games, Spark Recreation Curriculum

Kids in Nature: (6 wks.) Join Maria Koschmeder for adventures in nature both on and off site.

Ooey Gooley: Getting messy and touching and smelling and doing things hands-on are all apart of learning. www.ooeygooley.com

Science Explorer: Activity based exploration of everyday things. Scientists look at how things work and how they change while they make a mess, ask questions, and discover answers.

Reader's Theatre: Reader's Theater is reading a story like a play without memorization, props, or a stage. It gives students an outlet for creative expression and a safe platform for building reading confidence. Learn more <http://www.playbooks.com>

The Electric Company: 2th - 6th grade, The Electric Company unlocks the power of words. By guiding kids through activities and games, shows them how exciting language can be and, at the same time, help them develop **literacy skills**. Learn more www.pbskids.org/electriccompany

Tumbling/ Dance: (8 wks.) Hip Hop (2nd - 6th) or Tumbling (K-1st) - Instructor, Melinda Maxwell

Auto B Good: Character Education series features 9 animated vehicles that will captivate entertain and educate campers. We will emphasize the importance of building character and help teach these skills, not by thinking but by doing.

Character Cash: All groups will use this system. This system is set to promote good character and follows our weekly Auto B Good character trait. Character Cash puts the spotlight on positive behavior, helping children focus on what to do, instead of what not to do. With Character Cash expectations clear, children know what behaviors earn them cash. It teaches life skills and allows you to hold children accountable while still maintaining respect for their self esteem. They earn Character Cash for displaying good character traits, coming to camp, signing up and doing special jobs. Children will have the opportunity to spend their cash at the (Character Café). Group B (purple room) will run the store on Friday Ams. The store is stocked with donated unwanted items from home or hand made items the children make.

Special Events:

Camp open house

We will offer an open house for all families to come prior to camp and meet the staff, see the classroom set up, and have refreshment. Date and time TBA

Spirit week (TBA)

A jam packed week summer Fun plus partake in



with activities and wacky daily themes. The kids will put on their own our famous Barf Buffet

Staff spot light

Each that special



week we will feature a staff person(s). Please check out the bulletin board each week for staff person. Staff will be announced in your summer letter.

Staff appreciation week: (TBA)

Staff appreciation week is a



chance for parents and children to recognize and say thank you to the staff that work so hard in providing a fun and safe summer. Please participate by saying thank you in some sort of way (i.e. a note, food, small treats of any kind).