Club Kid Day Camp

2009 Parent Handbook

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We're happy to welcome you to ***Club Kid Summer Daycamp - "FUNOLOGY".***
It's going to be an exciting three months packed with lots of memorable activities!

Included in this packet you will find:

1. Hours of Operation
2. Contact Us
3. Camp Activities
4. What to Bring
5. What Not to Bring
6. Field Trips
7. Illness Policy
8. Discipline Policy
9. Payment Policy
10. Full-Time Campers
11. Part-Time Campers
12. Gym, Swim, and Field Trip Schedule

HOURS OF OPERATION

Camp opens at 7:00 am - The doors will not open until this time, so if you arrive early be prepared to wait. A parent/guardian must sign camper(s) in as they are dropped off. This is the time for parents to inform camp staff if anyone other than those indicated on your registration is going to be picking up their child. We will I.D. anyone picking up a child. If you have not informed the staff of a pick-up change and we cannot reach you, we will not release your child.

Camp closes at 6:00pm - We love your children, but all campers need to be picked up by this time. Please note that there will be a $1.00 per minute/per child charge beginning at 6:05pm.

If you are planning to drop your camper off later than 9:00 am on a field trip day, you may want to arrange to meet us at the location. Times will be available the week prior to field trips.

CONTACT US

Club Kid Phone: 376-3641

Ask to be transferred to Club Kid, or if voice message answers, press 111 or 115

It is here that your call will be answered or you can leave a message in our voice mail. If you wish to leave a personal message for the director, Sha'rae Roper, dial 230 when you hear the first message start. If at anytime you want the front desk, dial 100. Please be patient, it may take a moment to transfer your call.

Club Kid E-mail: elemed@wingscenter.com
Camp Director: Sha'rae Roper

CAMP ACTIVITIES

A typical week at Club Kid will include a weekly field trip for each group as well as rotations throughout the Wings Center that follow our weekly theme:

Rotations include:

- Rock Gym: Climbing games, physical challenges, group games, etc.
- Cheer University: Large group games.
- Upstairs Planet Kid: Arts and crafts, culinary arts, science, games, etc.
- Club Kid: Free time, arts and crafts, science, board games, etc.
- Upstairs Club Kid: Quiet area for reading, learning, projects, arts & crafts.
- Small Stars: Gymnastics instruction, large group games.
- Big gym: Gymnastic instruction, large group games.
- Planet Kid: Idaho's largest indoor soft playground!
- Pool: Free swim

We encourage parents to enroll children in learning activities such as swimming, cheerleading, karate, or gymnastics but we ask that you schedule those lessons either directly before or directly after camp times. This ensures that lessons won't interfere with field trips and other camp activities. We will have a counselor available to walk your child to the pool for swim lessons. Swimming lesson times for campers are at 4:30 pm or later only!

WHAT TO BRING

Please be sure that your child is prepared daily. Pack the following items into a ***large*** backpack or the bag that may have come with enrollment. Each child in your family will need his/her own bag and lunch. **It is very helpful and highly recommended to write your child's name on all items to help prevent loss or mix-ups. Yes, even the shoes!**

1. Tennis Shoes (no sandals or high platform shoes)
2. Socks (these are required in most areas of the building)
3. Sunscreen
4. Swimsuit and Towel
5. Lunch that they are willing & able to eat and a drink (not soda; juice preferred)
6. Two snacks – one for morning & one for afternoon
7. Water Bottle with water or juice to help keep them hydrated

Food and water are very important! Our program is very physically active, so your child needs nutritious fuel to keep them going. Please pack food and drinks in **insulated cold packs**. Our refrigerator will not be available to campers.

In the past, parents have given their children money to spend at the Planet Kid snack bar. This turns out to be a problem if money is lost or misplaced. It is also difficult for the counselors to leave their group to take a child to Planet Kid to purchase something. Please don't send money for your child to make purchases at Planet Kid. It is also our policy not to buy items during field trips.

REGARDING SUNSCREEN - We spend a lot of time outside in the sun**. It is very important that each child comes to camp each day already having put on sunscreen.** During the course of the day we will re-apply sunscreen, but sometimes campers are already burned before we do so. We will work hard to stay on top of it, but please help train your child to remember as well.

WHAT NOT TO BRING

It has been our experience that books, toys, stuffed animals, trading cards, etc. brought from home do not do well at camp, because we cannot be responsible for lost or stolen items. Gameboys and Walkmans are not allowed. We are an active, socially-based program, and we want our campers to stay involved with what's going on and not to be "isolated" by electronic devices. If these items are brought to camp they will be taken by a staff member and given to parents when the camper is picked up.

FIELD TRIPS

For safety reasons all campers must wear a Purple Wings Center t-shirt on field trip days. This allows for greater visibility when traveling in a group**.** If your child was involved in a Wings Center program during the school year he/she should have received a t-shirt already. If you need to purchase one they are available at the Business Office.

If your child does not have a Wings Center t-shirt on a field trip day, one will be provided for them and a charge of $12.00 will be added to their account.

ILLNESS POLICY

A safe and healthy environment is critical. Our policy is designed to decrease disease transmission and protect the health of all campers and staff:

- Hand washing will be done before all meals, snacks, and food preparation, and after restroom use.
- The environment and equipment will be cleaned on a routine basis and as needed.
- If a child should become ill while in camp, the child's parent/guardian will be notified.
- Ill campers will be separated from the others and be made as comfortable as possible.
- Staff shall record the child affected, the date and time of illness, a description of the symptoms, who was notified and their response.
- Our staff will make the final decision about continued care for the ill child based on:
    - Exclusion list (some diseases require exclusion)
    - Head lice (child must be out 48 hours after final treatment)
    - Chicken pox (child must be out until all blisters have scabbed)
    - Undiagnosed rash or hives (doctor note required)
    - Flu (24 hours from last symptoms)
    - Conjunctivitis (Pink Eye) 24 hours from first medication
    - Child's ability to participate in routine activities.
    - Increased risk of disease transmission
- Parent/Guardian will be notified to pick up the ill child within a specific time frame.
- **Do not** bring your child if they have had <u>diarrhea, vomiting, a bad cough and/or fever</u> (101 degrees oral, 102 degrees rectal, 100 degrees auxiliary (armpit) in the past 24 hrs.
- If your child should exhibit any of the above symptoms you or your emergency contact will be notified and asked to as soon as possible.
- Please notify camp staff if your child is diagnosed with or has been exposed to an infectious disease.

If your child requires medicine during the day we will make sure they receive it. Medications must be clearly marked as to ownership and content. A medication release form must be signed and handed directly to a counselor for each medication the child will need to take.

Emergency planning is a must. Please be prepared in case your child should become ill at camp. For the safety and health of staff and other campers we **cannot** allow a sick child to remain at the center. Credit will only be given to those children with a prolonged illness of five days or more. **No credit will be given on a daily basis.**

DISCIPLINE POLICY

Our number one priority is to insure all children are in a safe environment. We ask our campers to be safety-conscious of themselves and those around them. A busy child does not have time to get into mischief, so we will do our best to keep them busy; although sometimes even the best kids forget what is expected. At Club Kid we use three steps to discipline:

First Warning - Campers will be asked if they are being safe. "Tell me how you were being unsafe."
Second Warning - If they continue to be unsafe, they will be excluded from the activity for a short time.
Third Warning - Parents will be informed of the issue or situation upon pick-up that day
Fourth Warning - A conference with parents, camper, and camp Director will take place.

We will do our best to handle all situations within camp. For us to call a parent means that the situation has escalated, is on-going, or puts the child, other campers, or camp staff at risk.

We reserve the right to send children home when we feel they are acting in an unsafe or unhealthy manner and are not making an effort to change their behavior. No credit will be give when this occurs. We further reserve the right to expel children from Club Kid for any time we feel is necessary.

PAYMENT POLICY

No spot in camp is guaranteed until payment has been received. Camp fees are as follows:

- **$32.00 per day - $145.00 per week - $520.00 per month**
- A 10% sibling discount can be applied if the sibling attends camp at the same time
- All spaces must be paid for two weeks prior to attending.
- All fees are non-refundable. Any changes made to reservations will be subject to a $5.00 fee. Changes cannot be guaranteed and will only be accepted based upon availability.

If you have made arrangements with the office to hold a space during camp and do not attend for any reason, please note that you will be charged for those days unless the office is notified, in writing, two weeks prior to saved dates. There is a $50.00 fee for any cancellations made to spots that have been saved.

NO drop-in service is available. Due to city licensing regulations, NO child will be accepted without prior registration and authorization. Registration will only be accepted at the Wings Business Office and is based on availability. If you bring your child on a day that you are not pre-registered for, he/she WILL NOT be accepted.

FULL-TIME CAMPERS

Full-time campers are those attending Monday-Friday and are paying $520.00 per month.
We will credit for full weeks missed with but not an accumulation of 5 days over the course of camp. A two-week written notice is required for credit.

No credits will be given for individual days missed, even if two-week's notice is given, because those campers are already receiving a discounted rate for paying monthly rather than daily. Credits for individual days missed will be charged the daily rate of $32.00 instead of the discounted rate of $520.00 monthly.

PART-TIME CAMPERS

Part-time campers are those not attending Monday-Friday & are paying the daily or weekly rate.
We will credit for individual days missed with a two-week's notice, in writing, prior to saved dates.
If you have made arrangements with the office to hold a space during camp, and do not attend for any reason, you will be charged for those days.

GYMNASTICS, SWIMMING, AND FIELD TRIP SCHEDULE

Camp Group	Sports Readiness Gymnastics	Swimming at Wings	Field Trips
Nemos	Lions	Wednesday, Thursday, Friday	Monday
Aladdins	Nemos	Monday, Wednesday, Friday	Tuesday
Lions	Aladdins	Monday, Thursday, Friday	Wednesday
SWAT		Monday, Wednesday, Friday	Varies – see below

SWAT Campers: Please pay close attention to the weekly schedule. The SWAT group will have one field trip weekly (typically on Friday) but may be in-and-out of the building at various times during the week depending on activities. We expect our SWAT members to be responsible and inform parents about what is happening in camp.

No child shall be allowed into the SWAT group until both child and parent have read through the handbook and signed and returned a copy of the SWAT conduct form.

Thanks for being a part of Club Kid!
Let's make this the **Best Summer Ever!**