

SUMMER DAY CAMP

Parent Manual Program Policies and Procedures



Welcome!

Welcome to The Community House Summer Day Camp program! We are excited you have chosen us to provide summertime care for your child. Summer Day Camp at The Community House is the perfect opportunity for your child to create memories and safely enjoy time with their peers. We support children as they work to achieve their best self and strive to provide quality care, enrichment opportunities and active play each day. Our program is designed to nurture, encourage, and inform social, emotional, and intellectual growth and good health.

We look forward to providing a safe and enjoyable summer for all our participants. Please reach out with any questions or concerns regarding Summer Day Camp.

We cannot wait to see you!

Karen Kaspar, Recreation Supervisor, kkaspar@thecommunityhouse.org
630-323-7500 ext. 248

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Office Hours

The Community House Main Office **Phone:** 630-323-7500 ext. 0.
Hours: Monday - Friday 8:00 am-8:00 pm Weekend hours vary.

Note: Front Desk staff has ability to contact Summer Day Camp if an emergency arises

Program Details

Registration:

Open to incoming Kindergarten-8th Grade

Program Dates:

June 2nd-August 15th.

*No Camp on July 4th.

Hours of operation:

Monday-Friday

Sunrise: 7:00am - 9:00am

Day Camp: 9:00am - 3:00pm

Sunset Care: 3:00pm - 6:00pm

Administrative Staff

Recreation Supervisor:

Karen Kaspar

Phone: 630-323-7500 ext. 248

Email: kkaspar@thecommunityhouse.org

*Please note: Although staff may arrive at the site prior to the start of the program, they are not permitted to accept children earlier than the scheduled start time.

Purpose

The goal of The Community House's Summer Day Camp Program is to provide a safe, enjoyable, and positive experience for elementary age (1st through 8th grade) children. Summer Day Camp is staffed by qualified personnel who strive to develop a

warm and constructive relationship with the children. Summer Day Camp provides a creative and stimulating environment in which children can always grow and thrive at their own rate of learning and we try to meet individual needs and concerns.

We will provide each child:

- Time and space to run, play, exercise, and grow.
- The opportunity to express their individuality while being a member of a group.
- The opportunity to build confidence, self-esteem, and acceptance within a group.
- An opportunity to relax and refresh.
- The opportunity to develop healthy habits, a sense of fair play, and respect for equipment and property.

Summer Day Camp will be outdoors for most of the day and children should be sent in weather appropriate clothing. Please refrain from sending your child in clothing that may hinder their participation in activities or damage easily. Please send your child a water bottle daily.

General Safety Rules and Policies

The Community House's priority is providing a safe environment for campers to enjoy. Listed below is a set of rules that have been established and are expected that each camper will follow. Parents, we thank you in advance for supporting staff in the enforcement of these rules.

- Children should wear gym shoes every day to allow full participation in the activities.
- Campers are expected to respect and use camp supplies and equipment properly.
- When at the pool campers are to follow all pool rules and listen to the lifeguards.
- Parents picking up their child must take their child. It is not acceptable for a parent to "visit" and leave.
- No electronics, iPods, iPads, cell phones, or handheld games will be allowed. (Staff is not responsible for items children bring from home.) If a child has a personal device, it must be kept in their backpack, if a camper is caught with device their parent will be called to pick it up.
- No clothing or accessories that depict violence or inappropriate themes.
- Campers are expected to respect other campers and camp counselors.
- Inappropriate language is not acceptable.
- "G" rated movies may be shown. "PG" rated movies will only be shown with parent permission. No sharing of lunches, snacks, or candy. Gum is not allowed.

It is recommended that your child be sent with sunscreen every day. Sunscreen may not be shared except by siblings and staff CANNOT assist with applying sunscreen. Please send spray sunscreen as it is easier for children to self-apply.

Enrollment Policies

Registration may be completed at The Community House front desk, 415 W. 8th Street, Hinsdale, or online at www.thecommunityhouse.org.

To attend the program, your child must:

- Appear on our roster.
- Have submitted all medical information.
- Have completed authorized pick-up forms.
- Have submitted payment.

As a non-profit organization that does not receive tax support, we offer two prices for participating in our programs. Your registration fee pays for the program, but Key Holders help keep the organization strong. We also offer a discounted fee for

siblings to help make the program more affordable for families with multiple children. Further, families who need financial assistance can apply for discounted fees through the Jordan Crist Scholarship Fund forms can be found at the Front Desk.

Special Needs Accommodations

The Community House believes in the right to an excellent experience for all individuals from all backgrounds and ability levels. If your child has any special medical, physical, and psychological and/or emotional needs or receives special services from the school district, please list them in detail on the registration materials. Lack of communication may adversely affect The Community House's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. **Please allow at least 3 weeks for all requests.*

Attendance Policy

If your child is not in attendance for any reason, it is the parents' responsibility to report the absence. For the absence to be considered excused a parent/guardian must call, please do not have your child call in. To report an absence please call Karen Kaspar at 630-323-7500 ext. 248, email kkaspar@thecommunityhouse.org, call the site phone (630) 822-8195, or send a message in the Remind App.

If your child is sick, out of town, or any other reason and cannot come to the program you **MUST CALL THEM IN!**

Refund/Credit Policy

If you register and are unable to attend, you need to inform us **48 business hours prior to the date(s) you cannot attend**. With proper notice you will have the option to do in-house credit. In-House credits are charged a \$5.00 administrative fee and can be used for other programming offered at The Community House.

There will be NO REFUNDS for notification less than 48 business hours, missed days, unexcused absences, or removal from the program.

There will be NO REFUNDS issued on Field Trip Days. (Wednesdays) This does include in-house and off-site field trips.

General Health Policy

Please do not send your child to Summer Day Camp if they are sick. If they come to camp feeling ill or become ill at the program the child will be quarantined away from all other children. We will call you and require them to be picked up immediately so as not to pass along any communicable diseases. They will not be allowed to walk home from the program, an authorized pick-up must pick them up.

We understand this may cause a disruption to your childcare services. We will continue to work within the CDC guidelines and with the local health department to ensure strict adherence to appropriate protocol is followed throughout the Summer Day Camp operation.

In the case of any communicable diseases (chicken pox, head lice, COVID-19, etc.) please contact the Recreation Supervisor immediately for the health and safety of others. The Recreation Supervisor will notify parents of communicable diseases. This policy is not only for the protection of your child but also for the health of all the children in our care.

Medication

If your child is required to take any type of medication during Summer Day

All medication needs to be in the original bottle with the prescription label on the bottle, child's name, physicians name and title, medication

na completion date, and may not be expired or we will not dispense the medication.

Allergies

Food allergies have become an emerging health concern, especially among children, therefore we are a peanut free program. All our snacks are peanut free, and we ask if you are packing for your child that it is peanut free. We will be well versed on your child's food allergy.

As the parent of a child with a food allergy, it is critical that you tell us the following: the food they must avoid, the signs and symptoms of an allergic reaction, ways your child might describe an allergic reaction, and the role of epinephrine in treatment.

If your child has asthma or severe allergies, we require an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box and Ziploc bag with the child's name labeled on it.

Emergency Medical Form

It is the responsibility of the parent/guardian to notify The Community House, at the time of registration, of any medical condition or disability that may require special consideration by Summer Day Camp staff. Your confidentiality will be respected. The parent/guardian must fill out an Emergency/Medical Form at the time of registration for the registration process to be complete. If you wish to update the forms at any time, please contact Karen Kaspar (630)323-7500 ext. 248 or kkaspar@thecommunityhouse.org.

Emergency Medical and Health Policy

The Summer Day Camp staff will always try to provide a safe environment for your child, but occasionally, they are hurt or injured in play. In the event of such an occurrence, the procedure below will be followed:

1. Medical paramedics will be called to handle any serious accidents.
2. A call will be made to the parent/guardian to inform them of the situation. If they cannot be reached, we will call the emergency numbers provided.
3. If your child needs medical care, we will accompany him/her to the nearest facility.
4. The parent/guardian must meet us at the medical facility as soon as possible.

Confidentiality Policy

The following information relating to participants and their families shall be treated as confidential: names and addresses individually or by list, information contained in notes or other documents obtained from or about the participants and their family, records from the school and other institutions. Information shall be kept confidential except in the following cases: with the parent's/guardian's written consent and if the confidential character of the information is preserved.

Note: Confidentiality may not be preserved in the case of mandated reporting.

Prevention of Child Abuse Policy

Child Abuse is a serious concern for The Community House and will not be tolerated in any form from staff, parents/guardians, family, friends, or another child. Allegations will be taken seriously and will be reported to the proper authorities. Reports of suspected abuse are confidential, and The Community House will not confirm nor deny that a report was made.

The Community House staff are mandated child abuse/neglect reporters as required by Federal and State law. Please be aware that The Community House, its staff, members, and volunteers have the best interest of each child at heart.

Arrival and Departure Procedures

To minimize contact we will do outdoor sign-in and sign-out. A check-in/check-out area will be located outdoors between The Community House and the tennis courts. During inclement weather, we will have parents drive up to the front entrance of The Community House and a staff member will check your child in. If you are driving up, please remain in your vehicle. If you are walking up, please remain 6ft from other parents or children while waiting. If you will be walking to up drop-off or pick-up, please do not approach check-in staff until are directed.

Note: Sunrise and Sunset care are back! Registration is available for an additional fee.

Arrival/Sign-in

The Community House Summer Day Camp drop off is between 9:00am-9:30am, please make sure your child is at the program between those times. It is required that each camper be signed in by an authorized adult before entering the program.

If your child is late for camp for any reason, please call the site phone and inform staff, so we know when to expect your child. Parents dropping off after 9:30 time must stop at the front desk. Summer Day Camp staff will be notified and meet the parents.

*Sunrise Care drop off is between 7:00am-9:00am

Departure/Sign-out

The Community House pick-up is between 2:30 pm- 3:00pm. Please be sure to pick up your child no later than 3:00pm. If registered for Sunset Care pick-up is at 6:00pm

We will only release the child to people listed as emergency contact or authorized pick-up. Any guardian or authorized pickup person should be prepared for staff to take their picture upon 1st pick-up of child for future reference. You may add someone to your pickup list on your account online. Photo ID is required.

Please note that you may not call to send your child home early. If they must leave early a person from the emergency/pick-up list must come to pick them up. Photo ID is required.

Late pick-up notice & fees

We ask that you please be considerate of the staff's time and be on time. A late pick-up fee of \$1.00 will be charged for every minute after 3:00pm or 6:00pm Monday-Friday. Late charges are due the following day. After you have received 4 late pick-up notifications your fee will be increased to \$2.00 a minute which will occur on the 5th late pick-up and thereafter.

If no one has picked up your child by 6:00 pm and we are not able to get hold of you or your emergency contacts, the Sheriff's Department will be notified, and your child will be turned over to the custody of a proper official.

If a child forgets to bring their lunch on a field trip day, a \$20 charge will be added to your account to cover the cost of providing a meal.

Parent/Guardian Code of Conduct

Parents and/or emergency contacts/authorized pick-ups are required to follow The Community House policies while you are at our program. No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member. There will not be any physical violence or verbal threats toward staff, a child (your own or another), another parent, member or volunteer, materials, or property. If inappropriate behavior is displayed your child will be terminated from the program.

We are following strict state mandates and CDC guidelines in providing services, in addition to added safety precautions. Please be aware of, and prepared to adhere to the following protocols:

Do NOT allow your child to attend Summer Day Camp if any of the following apply:

If you, your child, or anyone in your household has a cough, fever and/or are suspected of being sick. If you, your child, or anyone in your household has had close contact with someone diagnosed with COVID-19. You should remain home for 14 days after last contact with the COVID-19 patient. If you, your child, or anyone in your household has symptoms of respiratory illness, they should remain home until at least 72 hours after symptom resolution. There is recommended exclusion for children or staff who are considered high-risk. To determine whether you meet a high-risk category, please consult OHA guidance on vulnerable populations.

Camper Code of Conduct

Our goal is to guide school-age children in skills designed to help them become competent, contributing, problem-solving members of their world. When discipline is necessary it is carried out in a way to help the child develop self-control and assume responsibility for their own actions. It is kind and gentle, yet firm. In this program, we have established certain rules to provide a safe and effective summer camp environment for your child. The following guidelines have been developed to help make programs safe and enjoyable for all participants and MUST be followed.

1. **FIGHTING** of any type will not be tolerated. This includes rough-housing or horseplay.
2. **THREATS, BULLYING, or FOUL LANGUAGE** of any type will not be tolerated.
3. Talking back or **DISRESPECT** to Community House staff, volunteers, or patrons will not be tolerated.
4. **VANDALISM** of any type will not be tolerated. (The Community House property and/or student property)
5. Children **MUST** always stay with their designated group.
6. Agree to follow all CDC COVID-19 safety regulations to ensure the safety of everyone in the Summer Program.

Discipline

If a child is disruptive to the program, or disrespectful to staff the following disciplinary actions will be taken:

- Verbal warning
- Cool down/decompress time.
- Written warning signed by children and staff. Parents will be notified and receive a copy of the misconduct form.

Staff will redirect the child/children to another activity or redirect the entire activity into a more wholesome direction. Staff will encourage children to work out their own solutions and help them understand each other's actions.

Parents will be notified of any serious or continuous behavior that arises, in person or by phone. A conference between parents, children, and staff will be scheduled as necessary to discuss serious behaviors and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after the set time, the child will be removed from the program.

Please understand we have established this policy for the protections of all children and staff involved in the program. We do not want to remove children from the program and will work with parent and child to develop a plan of action that best suits each child.

The following "Steps of Action" will be implemented for any child who breaks the Standard Camper Conduct Rules.

Steps of Action:

1st Infraction: Child is warned and reminded of the rules.

2nd Infraction: Discipline report is written up by staff and given to the parent/guardian at time of pick up. Parents will be asked to sign write up to confirm they have been notified.

3rd Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. Child may be suspended from program, Recreation Supervisor and/or Site Director along with parent/guardian will discuss a return date. Parents, staff involved, and Site Director will be asked to sign the write up to confirm they have been notified.

4th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be dismissed from our program immediately with no refund.

Upon return from a suspension, the child must sign a contract stating that he/she is prepared to follow the rules set forth by the program. If the behavior continues, the child will be dismissed from the program permanently.

In non-health and safety related issues, upon receipt of the 4th written warning the child will be dismissed from the program.

In health & safety related issues, upon receipt of the 2nd written warning the child will be dismissed from the program.

Leaving or Running Away from Summer Day Camp

In the event a child leaves or runs away from Summer Day Camp the following steps will be taken:

- Staff will encourage the child to return voluntarily.
- If the child leaves their group or The Community House property, the police are called to locate the child. Staff are unable to leave the immediate area.
- The parents are contacted.
- A conduct report is filled out and the child is given a one-week suspension.
- The second time results in removal from Summer Day Camp.

Discharge Policy

In addition to the rules mentioned above, a child may be discharged from the Summer Day Camp program if any of the following conditions arise. Discharge is the last alternative but will be implemented if the problem poses immediate danger to the welfare of the other participants and/or is a detriment to the quality of the program.

Our discharge policy will be implemented if any of the following violations occurs:

- Verification of falsified admission records, incomplete or missing forms including registration forms, health/emergency forms, and authorized pick-up forms
- Participant actions or activities are an endangerment to the safety of self and/or the other participants and staff of Summer Day Camp and newly established behavior management techniques fail. This includes inappropriate behavior, actions and/or language, or any disregard for the policy and procedures of Summer Day Camp. The childcare needs are incompatible with the curriculum structure of the Summer Day Camp program.

Any additional violations or concerns deemed unacceptable by the Summer Day Camp Director/Recreation Supervisor. A decision that results in discharge will be handled in the following manner:

- Parent(s)/guardian will receive a call from the Recreation Supervisor to set up a personal meeting. A meeting will commence that outlines the nature of the problem that has resulted in the discharge.
- As a follow-up to the meeting, the parent will receive in writing a letter that confirms the discharge actions.

• * These codes of conduct, rules and discipline are subject to change without notice. Policies are subject to change depending on the severity of the incident. There will be no refunds or prorating of fees due to absences or any type of dismissal from the program.

Personal Belongings

We will do our best to help your child develop a sense of responsibility for their belongings. However, The Community House will not be responsible for any item that your child brings from home. The Community House will not be held responsible for any lost, stolen, or damaged clothing, jewelry, or other personal items. Items will not be replaced, and there will be no reduction in fees or other forms of compensation. We suggest writing your child's name on everything they bring to Summer Day Camp. Anything in the lost and found box will be kept for one month at which time all unclaimed items will be donated to charity or be discarded.

Electronic games, cell phones, MP3 players, etc. are not permitted. If found, they will be confiscated and returned to a parent/guardian at the time of pick-up.

Bring only the essentials to camp - Toys, linens, electronics, and other personal items should be left at home.

We have added a lunch option to our program. Parents can now choose a lunch from Gourmet Gorilla for their child! If you prefer not to order, please send your child a sack lunch each day with his/her name printed on the outside of the bag. Please do not send children with breakable containers. Lunches will not be refrigerated and will be kept with the camper until lunchtime. Please label your child's water bottle clearly.

The Community House

Summer Day Camp Behavior Contract

Please Sign and Return

Conduct Rules

- Fighting of any type will not be tolerated. This includes rough-housing or horseplay.
- Threats or foul language of any type will not be tolerated.
- Talking back or disrespect to Community House staff, volunteers, or patrons will not be tolerated. Vandalism of any type will not be tolerated. (The Community House property and/or student property)
- Children need to always stay with their designated group.

The following "Steps of Action" will be implemented for any child who breaks the Conduct Rules.

Steps of Action:

1st Infraction: Child is warned and reminded of the rules.

2nd Infraction: Discipline report is written up and given to the parent/guardian at time of pick up.

Parents will be asked to sign the write-up to confirm they have been notified.

3rd Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. Child may be suspended from the program. Recreation Supervisor and/or Site Director along with parent/guardian will discuss a return date. Parents, staff involved, and the Site Director will be asked to sign the write up to confirm they have been notified.

4th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be cancelled from our program immediately with no refund.

Policies are subject to change depending on the severity of the incident.

I have read and agree to The Community House Summer Day Camp Behavior Contract.

Parent/Guardian Signature

Print Child's Full Name