

Kings Kids

Summer Camp Parent Handbook



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KINGS KIDS MAIN OFFICE LOCATION

Kings Education Center (KEC)

1797 King Avenue

Kings Mills, Ohio 45034

Phone: 398-8050 ext. 10040

Welcome and thank you for choosing the Kings Kids Summer Camp Program!

We are proud to be a Summer Camp program for Preschool through School Age children licensed by the Ohio Department of Education Preschool to School-Age Child Care division. This handbook contains information regarding the Kings Kids Summer Camp Program, grades Preschool through six.

Children living in the Kings Local School District are eligible to participate in our Kings Kids Summer Camp program and is also offered to the community in other school districts. Other programs offered to Kings Local School District residents include Kings Kids Preschool (childcare available) and the Before and After Programs located at each of the elementary schools. Information on these programs is available on request from the Preschool and Childcare Office. Please feel free to stop by our office or call 513-398-8050 ext. 10040 for further information.

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KINGS KIDS SUMMER CAMP PROGRAM



STATEMENT OF PHILOSOPHY

The Kings Kids Summer Camp Program is a supportive addition to the lives of the parents who work outside the home and for their children. A parent's decision to place a child in one of our programs is viewed as a loving choice to give the child opportunities for play and social experiences during times between school and home. It is hoped that this bridge between school and home will help family times be relaxed and positive.

A program will compliment and extend upon experiences children have at school and home. Children choose freely among activities they can do successfully and independently. Many opportunities for learning exist, free from the pressures of performance requirement. Adults provide a balance of structured and free-choice activities to meet the child's social, emotional, intellectual and physical needs.

Kings Kids strives to provide a balance to the academic emphasis of the regular school day. Our goal is to provide a safe and nurturing environment. Our childcare curriculum provides opportunities for social and emotional growth, cognitive growth and physical growth through outdoor play, group games and recreational experiences. We work to address the individual needs, personal interests, and developmental needs of all of our students.

Children are valued as members of special families and parental feelings and preferences are considered. Our program professionals actively foster and participate in our programs and work to facilitate your child's growth through a home-cooperative approach.

Kings Kids provides an environment that is responsive to and respectful of individual differences, learning styles, interests, family backgrounds, gender, race and religion.

KINGS KIDS SUMMER CAMP PROGRAM **FACT SHEET**

We welcome you and your child(ren) to the Kings Kids Summer Camp Program. The primary purpose of this program is to provide quality care and a safe environment for children while attending the summer camp program. Within this framework, the program seeks to provide a recreational/educational alternative to parents for adequate summer camp care for their children in grades preschool through six. Children entering the sixth grade must not be older than 12 years of age when school begins. The Kings Education Center has designated classroom space for our Kings Kids Summer Camp program. All children will be able to participate in a variety of activities such as crafts, outdoor/indoor play, group and individual reading, puzzles/games and imaginative play. All children will also have the opportunity to attend weekly field trips as well as participate in a variety of in-camp programs.

All students must be able to function and care for themselves in a large group setting and must be toilet trained. It is not part of our licensure to change diapers or pull-ups.

PROGRAM OBJECTIVES

1. To provide the students and parents with an alternative to having a child unsupervised during the summer day.
2. To provide a balance of structured and free-choice activities to stimulate the child's social, emotional, intellectual and physical development.
3. To provide an opportunity for assistance with homework and various subject areas.
4. To develop emotional and social growth; and to improve the overall school behaviors/attitudes of the children.
5. To provide a supervised preschool – school age childcare program for the safety and welfare of children.

KINGS KIDS STAFF/SUPERVISION

The Kings Kids Summer Camp Program adheres to the guidelines set forth by the Ohio Department of Education with regards to student/staff ratios, required in-service trainings, professional development and employee recruitment. We strive to provide the most efficient and appropriate supervision to all of our children in order to maintain a safe environment.

LOCATION

Kings Kids Summer Camp

Kings Education Center
Rear entrance door C-1
1797 Kings Avenue
Kings Mills, Ohio 45034
513-398-8050 ext. 10042

Kings Kids Main Office

Kings Education Center
Rear entrance door C-1
1797 King Avenue
Kings Mills, OH 45034
(513) 398-8050 ext. 10040

HOURS OF OPERATION

Hours of operation are from 6:30 AM to 6:00 PM Monday through Friday. The Kings Kids Summer Camp program will be closed on July 4th in observation of the Fourth of July. Parents will be advised well in advance of any additional holiday closings and/or changes to the calendar.

EMERGENCIES

Emergency medical forms will be kept on file in the Kings Kids Childcare Office and a copy will be kept with each group. Parents or other authorized adults listed on the emergency forms will be contacted in case of emergency. **PARENTS ARE ALWAYS CONTACTED FIRST.** The State of Ohio, Department of Education requires that **three** such names and numbers are listed on every registration form. It will be the parent/guardian's responsibility to provide the Kings Kids office with any emergency contact changes.

RULES & REGULATIONS

We want our students to enjoy their time with us at Kings Kids. Rules have been established to ensure the children's safety and well-being while at the program.

Children are to behave in the same manner as they are expected to during the regular school day. Kings Kids abides by the rules and guidelines set forth for students in the Kings Local School District and by each building in which they attend. Participants are expected to follow the same rules of conduct as stated in the child's school handbook.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

In the event that severe weather causes school officials to dismiss the children early, the Kings Kids Summer Camp program will not be open for the full time. When you receive the "School Messenger", you will need to have a plan to pick up your child. Your child will remain at Summer Camp until an authorized emergency contact can pick up your child. We ask that you pick up your child within an hour of the summer camp's release time. Children are to be picked up at their Kings Kids Summer Camp classroom.

BREAKFAST & SNACKS

A light breakfast of cereal and milk is offered each morning. Snacks are provided in the afternoon. These are served at no cost to the parent or child. Snack menus are posted at Summer Camp.

ARRIVAL AND PICKUP

All children attending the Kings Kids Summer Camp Program **MUST BE SIGNED IN AND OUT BY AN ADULT (PARENT OR AUTHORIZED DESIGNEE).**

A parent or other authorized individual is **REQUIRED** to come into the building to pick up and sign the child out. Parents are not to take the child from the playground without being signed out first. If your child is to be picked up by someone other than the individuals listed on your registration form, please notify the Kings Kids childcare office in writing. Only emergency telephone notification will be permitted. The childcare office is also to be notified, in writing, if there is an individual who should not be permitted to pick up your child due to court mandated custody. *A divorce decree or other court documentation must accompany your registration if applicable.*

All parents/guardians are to enter the building through appointed Kings Kids doors. A sign will be posted on the proper door. Please do not enter the building from any other entrance.

MEDICATIONS

There will be no nurse on duty during Summer Camp hours. However, if your child requires medication for allergies, etc, staff members will administer medication if all proper forms are completed and on file.

DISCIPLINE

Kings Kids follows all guidelines provided by the Ohio Department of Education.

The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means. A calming area will be provided for the child.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations
2. Providing a structured environment
3. Children are recognized with praise for respecting limits

A child having behavior problems during his/her stay in childcare may:

1. be removed from the group to a designated calming space
2. for serious or recurrent problems, the parents will be notified
3. for continuous serious or recurrent problems infractions, a child's enrollment may be terminated.

NEW REGISTRATION

Kings Kids Summer Camp registration will be offered the third week of March between the hours of 8:00 AM – 4:00 PM, Monday - Friday at the Kings Education Center. Children must be registered and any fees must be paid either at the Kings Kids office or via Myprocare.com. Registration fees are non-refundable.

TERMINATION OF CHILDCARE

Termination by Parent

Ten (10) school days written notice is required. All tuition that is due must be paid.

Any parent who terminates without paying all tuition and notice fees will receive a statement of account specifying a due date for payment. If payment is not received, the program reserves the right to use whatever means necessary, including all legal avenues, to recover the amount due. *Additionally, any future childcare programs will be unavailable due to non-payment.*

Termination by Program

Termination by the Program's Choice: Reasons for the Kings Kids Coordinator to end a family's participation in the program **include, but are not limited to:**

1. **A child's misbehavior.** Program staff will work with children in a positive manner as specified in our discipline policy. Children who do not respond and who create situations that are dangerous for themselves, other children, or staff members may be better accommodated in another setting. Parents will be consulted whenever any difficulties arise and kept informed about disciplinary processes. A request to find another setting would not be unexpected. Parents in this situation would be given (2) weeks (14 days) notice to find other accommodations if possible.
2. **A child's severe and repeated misbehavior.** Immediate dismissal from the program.
3. **Parent's non-compliance with program policies and requests for cooperation in working with a child.** The Kings Kids Coordinator will notify parents verbally of the program guidelines. If parents disregard such specific requests for cooperation, the Coordinator may choose to give two (2) weeks (14 days) notice.
4. **Repeated non-payment of tuition.**
5. If a child has been dismissed from any of the programs, it will be up to the discretion of the Summer Camp Coordinator, Preschool Principal, and/or Before and After Coordinator to re-enroll the child in the future.

TUITION/FEES

Weekly tuition is expected to be paid in full each MONDAY following your child's stay. *If tuition is not received by Wednesday (following the tuition due date of Monday), a late fee of \$10.00 will be assessed.* Parents may also pay monthly, in advance. Monthly payments are due the 1st day of each month.

By paying for tuition with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary re-deposited by paper draft. You understand and agree that we may collect a return check processing charge of Thirty Dollars (\$30.00), by the same means and allowable by law.

Two weeks' delinquent tuition may require that the parent make alternate childcare arrangements. More than two returned checks in three months will require that you pay with a money order.

<u>Summer Camp options</u>		<u>Weekly Fee</u>
One day	1 <u>specified</u> day	\$ 65.00
Two day	2 <u>specified</u> day(s)	\$120.00
Three day	3 <u>specified</u> day(s)	\$160.00
Four day	4 <u>specified</u> day(s)	\$170.00
Five days		\$185.00
Non-refundable registration fee		\$60.00

Kindergarten and up attending on Tuesdays:

- Coney Island Season Pass - \$75.00 (ages 8 years old and up)
- Coney Island Season Pass - \$50.00 (ages 7 and under)
- Coney Island Transportation - \$30.00

Total:

- Coney Island field trip cost per child - \$105.00 for 8 years and up
- Coney Island field trip cost per child - \$70.00 for 7 years and younger

**We regret that we cannot accept cash. Please pay with check, money order, MasterCard or Visa.*

LATE FEES

Children may not be signed in before 6:30 AM. The program closes at 6:00 PM. Late fee pick-up fees are \$15.00 per child starting at 6:01 PM and \$5.00 every five minutes thereafter. After 4 late occurrences, the child may be dismissed from the program. The late fee may be paid at the time of pick-up or with the following week of tuition. If you feel you may have an occasional "pick-up" problem, please make arrangements with friends or relatives to have your child picked up on time. We appreciate your cooperation regarding this matter.

Summer Camp Program Schedule

Morning Schedule

*Preschool will go directly to their classrooms at 6:30 AM

6:30 AM – 8:00 AM	KG – 6 th will be in the playroom - Crafts, Centers Breakfast until 7:45 AM
7:30 AM - 8:00 AM	KG, 1 st , & 2 nd grade in gym
8:00 AM	All groups dismissed to their classrooms
8:00 AM – 4:00 PM	All groups follow their classroom schedule

Afternoon Schedule

4:00 PM – 5:15 PM	All groups – outside, playground, or gym
5:15 PM - 6:00 PM	Gym and/or playroom
6:00 PM	Kings Kids Closes

Schedules vary based on the age group and will be posted in each classroom.

OTHER PROGRAMS

Other programs available include the Before and After Program at the three elementary buildings - JFB, KME, and SLE - as well as the Preschool and Preschool Childcare program located at Kings Education Center. All children currently registered in one of these programs will be given advance notice of the registration in the Summer Camp Program. However, the Summer Camp Program is filled on a first come, first serve basis.

COMMUNICABLE DISEASE/ILLNESS

1. A communicable disease chart shall be posted in each classroom.
2. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group.
3. All parents shall be notified if their child has been exposed to a communicable disease when applicable.
4. Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot, and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent and the blanket shall be laundered upon discharge of the child.
Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian or person designated by the parent:
 - a. Diarrhea
 - b. Vomiting
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis (no red eyes/crustiness present to return to school)
 - f. Temperature of 100 F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
 - g. Unusually dark urine and/or gray or white stool
 - h. Stiff neck
 - i. No unknown rashes of any kind.
5. **A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.**
 - a. Unusual spots
 - b. Sore throat or difficulty swallowing
 - c. Untreated, infected skin patch(es)
 - d. Severe coughing
 - e. Evidence of lice, scabies, or other parasitic infestations
6. No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculocide.
6. Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behaviors

LICENSING INFORMATION REQUIRED

Each facility is licensed to operate by the State of Ohio Department of Education. The license is posted at each the KEC Summer Camp office location. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

Any parent, custodian or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator or Staff of his/her presence.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Concerns, questions or input can be directed to the Summer Camp Coordinator.