



# Parent Handbook

Vacation Kids Summer Camp

10050 Woodlawn Blvd Woodlawn, Ohio 45215

**Program Overview**

## **Mission Statement**

The mission of Vacation Kids Summer Camp is to enable children to reach their full potential by providing services that meet their social and overall health and wellness needs.

## **Our Vision**

We are cultivating an arts-focused curriculum with the intention of broadening the horizons and world view of our campers through a multitude of artistic mediums.

## **Our Mission**

Vacation Kids Summer Camp strives to provide an educational, art-centric adventure shaped by fun, friends, recreation, and academics in a safe and nurturing environment. We provide opportunities for campers to grow and challenge themselves while discovering their own artistic abilities and developing an appreciation for the arts.

## **Our Values**

Integrity

Empathy

Creativity

Critical thinking

Community

Sportsmanship

## **Leadership**

### **Through our programs, we seek to:**

- Foster curiosity, creativity, academic enrichment, and critical thinking in our campers, enabling them to draw their own conclusions about the world around them
- Integrate math and literacy learning to avoid summer learning gaps
- Provide a safe and fun environment for personal, social, and artistic growth
- Encourage exploration of the natural world
- Cultivate community by sharing ideas and working together
- Have fun!

## **Vacation Kids Summer Camp Covid-19 Precautions & Restrictions**

The COVID-19 pandemic presents an ever-evolving set of circumstances. Vacation Kids Summer Camp will follow all guidelines set forth and required by the Governor of Ohio's office to ensure your child's health and safety needs are met.

### **Family Involvement & Feedback**

Family involvement and input are essential to our program! Maintaining an open relationship with all family members ensures better care for children. Parents are welcome and highly encouraged to participate in any activities planned for the children by the staff. Parents are especially welcome on field trips. Parents are welcome to volunteer their time and talents. Any family member with a special interest or skill to share should notify the Camp Director (Cameya Edwards). Any parent/guardian concerns will be addressed with care and concern by our staff. Our program has an "open door" policy. Conferences with the Camp Director are welcome and available upon request.

Parents can contact the Camp Directors at 513-501-8156 or during office hours. Please note that we will have opportunities throughout the summer for parents to meet on a more casual basis with program staff. We also appreciate any overall suggestions or feedback that families may have concerning their experience with our programming.

### **Camp Evaluations**

We will conduct monthly camp evaluations. We strongly encourage you and your camper to complete and return these evaluations so that we may make ongoing changes based on your feedback and continue to provide services that are important to you and your camper.

### **Volunteer Opportunities**

Vacation Kids Summer Camp is a volunteer-driven organization. We welcome volunteer assistance in all our programs and program development. Volunteer opportunities may include youth coaching, fundraising, and special events. Please contact us for more information on how to get involved.

### **Parent/Staff Communication**

We believe that activities designed to involve parents in their child's development should be included in any summer program. Parents will be notified of events through newsletters and other oral/written communications. Weekly camp newsletters will be available at sign-out each Friday. Please keep the Camp Director informed of any changes during the summer so we can keep our records updated. These changes may include, but are not limited to, medical history, address, phone numbers, email address, etc.

## **Sensitive Issues**

Vacation Kids Summer Camp is aware that many children and families encounter sensitive issues or events. These issues are handled on an individual basis to the best of our staff's ability and training. Staff will involve parents in this process and provide resources for support when appropriate. Any problems your child may be having at home may affect their behavior at the camp. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. Parents need to talk with staff, and staff will also keep parents informed.

## **Code of Conduct**

The Vacation Kids Summer Camp has a clear responsibility to protect the children in our programs and to promote our mission. In support of this responsibility, our Code of Conduct governs the behavior of all participants in our camp. Adults must always treat each other professionally, with respect, and act as role models for the children. In addition, the Code of Conduct identifies unacceptable behaviors by staff, parents, visitors, program participants, and campers while in any space designated for our camp programming.

### **Misconduct includes but is not limited to the following:**

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction of programming
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing inappropriately
- Possessing illegal substances (including alcohol, tobacco, and other drugs)
- Engaging in sexual activity, harassment, or other sexual display or conduct
- Misusing electronic/photographic devices

By following these guidelines, we can ensure a safe and respectful environment for everyone involved in Vacation Kids Summer Camp.

## **Camp Rules**

At Vacation Kids Summer Camp, all campers must adhere to the following rules at all times:

1. Keep your hands to yourself.
2. Use appropriate language.
3. Respect all campers and staff.
4. Follow directions.
5. Stay with your group.
6. Keep all toys and games at home.
7. Leave money at home (except for swimming and field trips).
8. Keep electronic devices put away (except for designated times).
9. Keep pets out of the program area.
10. Wear appropriate footwear (closed-toed shoes).

## **Discipline**

In Vacation Kids Summer Camp, we strive to meet the needs of all children without ignoring the demands of any individual. It is necessary to set limits and guidelines when organizing a large group of children. When these boundaries are crossed, it is essential to enforce established disciplinary actions.

### **The Vacation Kids Summer Camp Discipline Policy:**

1. Each child is treated with respect and concern for their developmental needs.
2. Guidance and discipline are positive, non-punitive, appropriate to the situation, and tailored to each child's development level.
3. The staff utilizes verbalization of feelings, redirection, and problem-solving techniques to guide children's behavior.

### **Additional discipline guidelines we follow:**

- No cruel, harsh, or unusual punishment, including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted. Physical exercise is never used as a punishment or discipline method.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In the case of physical fighting among children, restraint by staff may be used for the safety of the children involved, but no form of physical restraint is ever used as punishment.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, drink, rest, or bathroom breaks ever withheld as a means of discipline.
- Children are never permitted to discipline one another. An entire group will not be disciplined due to the unacceptable behavior of an individual.

By adhering to these rules and discipline guidelines, we create a safe, respectful, and nurturing environment for all campers at Vacation Kids Summer Camp.

### **Camper Safety Procedures for Emergencies or Accidents**

At Vacation Kids Summer Camp, we prioritize the safety and well-being of all program participants. While every effort is made to ensure safety, it is important to be prepared for emergencies or accidents. The following procedures are in place to address such situations:

1. Communication and Emergency Contacts:
  - A telephone is available for emergencies and communication with parents. The camp can be reached at 513-771-7713.
  - Copies of enrollment forms, including emergency contact information, are accessible to counselors at all times, including during field trips.
2. Handling Emergencies and Accidents:
  - Emergencies and accidents will be handled as requested by the parents.
  - Each program space is equipped with a first aid kit, and each group will carry their own kit.
  - Staff members are trained in basic first aid and recognizing signs of communicable diseases and other illnesses.
3. Transportation:
  - Vacation Kids Summer Camp staff will not transport children in their personal vehicles, even in emergency situations.

#### **In the Case of a General Emergency:**

General emergencies include threats to the safety of children due to environmental situations or threats of violence, as well as natural disasters such as fire, tornado, flood, or loss of power, water, or heat. The staff will follow the posted procedures by Vacation Kids Summer Camp in response to general emergencies.

- If camp needs to be evacuated, all emergency contact paperwork will accompany the participants and staff. Parents will be notified of the whereabouts and the emergency situation.
- Staff will ensure that children are supervised at all times, and no child will be left unsupervised.
- In the event of a facility lock-down, children will be relocated to a designated space in the building, depending on the emergency.
- In situations where there is a loss of power, HVAC, or water, parents will be contacted to pick up their children for the remainder of the day.

#### **In the Case of Accidents/Illness:**

All Vacation Kids Summer Camp staff members are trained in basic first aid and are knowledgeable about recognizing signs of communicable diseases and other illnesses. The following procedures are followed:

- For minor accidents such as cuts, bruises, scrapes, or bumps to the head, a qualified staff member will provide appropriate treatment.
- In the case of minor illnesses, the child's parents or guardian will be contacted for pickup.

By implementing these safety procedures, Vacation Kids Summer Camp aims to provide a secure and protected environment for all campers.

In the case of serious accidents or illnesses at Vacation Kids Summer Camp, the Camp Director or WRC Director will attend to the child while other staff members keep the area clear and supervise other campers. The following procedures are followed:

**1. Contacting Parents/Guardians:**

- Parents/guardians will be contacted first if a child is injured or becomes severely ill at camp.
- If transportation to a hospital is required, staff will call 911 and an emergency squad will transport the child to the appropriate facility.
- A staff member will accompany the child until a parent/guardian arrives.
- The staff member will carry a copy of the signed enrollment form and any other vital medical information from the child's file, if transportation is necessary.

**In the Case of Child Abuse or Neglect:**

Staff members at Vacation Kids Summer Camp are trained to observe children for signs of child abuse or neglect on a daily basis. The camp program has policies and procedures in place to help safeguard and protect children. The Director, Camp Director, and each staff member are legally required to report any suspicion of child abuse or neglect to Child Protection Services.

**Incident/Accident Reports:**

If a child is involved in an incident or accident during camp, staff members will complete an Incident/Accident Report. The same form will be filled out if there are suspicions of abuse or neglect. Incidents or injuries that require a report include illnesses, accidents or injuries that require first aid treatment, bumps or blows to the head, or any unusual event jeopardizing the safety of children or staff. The original report will be retained on file, and parents will receive a copy of the report for their records.

**Illnesses/Illness Prevention:**

At Vacation Kids Summer Camp, all staff members are trained to recognize signs of communicable diseases and other illnesses. The following measures are taken for illness prevention and management:

1. Observation and Handwashing:
  - Trained staff members observe each child as they enter the program.
  - All children are required to wash their hands before meals, snacks, and after using bathroom facilities.
2. Isolation and Return to Camp:

- If a child develops symptoms of illness while at camp, they will be immediately isolated in the designated first aid area until discharged to their parent/guardian.
- The child may only return to camp with a doctor's note stating that their condition is not contagious.
- Symptoms that require isolation include a temperature of at least 99.5 degrees F when combined with any other sign or symptom of illness, severe coughing that causes the child to become red or blue in the face or make a whooping sound, difficult or rapid breathing, and other concerning symptoms.

By adhering to these procedures, Vacation Kids Summer Camp aims to prioritize the well-being and safety of all campers.

#### **Additional Symptoms and Isolation Precautions:**

The following symptoms require isolation and dismissal from camp. The child may be readmitted after being symptom-free for 24 hours:

- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, or itching
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign or symptom

Children exhibiting other symptoms will also be isolated and dismissed from camp. They may be readmitted after being symptom-free for 24 hours. These symptoms include:

- Diarrhea (three or more abnormally loose stools in a 24-hour period)
- Evidence of untreated lice, scabies, or other parasitic infestations
- Untreated infected skin patches, unusual spots, or rashes
- Sore throat or difficulty swallowing

#### **Isolation Precautions:**

A child isolated due to a suspected communicable disease or symptoms listed under the illness policy will be:

- Within sight and hearing of an adult at all times
- Cared for in another room or portion of a room away from other children
- Made comfortable in that area
- The isolated area will be disinfected with an appropriate germicide after use, or if soiled with blood, feces, vomit, or other bodily fluids, it will be cleaned with soap and water and disinfected with an appropriate germicide.

#### **Management of Illness:**

Mildly ill children or staff members, experiencing minor cold symptoms, are not allowed to attend the WRC Summer Arts for Youth Camp. If a child cannot participate in the regularly scheduled programs due to illness, they should remain at home. Employees will also follow the same communicable disease policy as the children, meaning they are not permitted to work if they display any symptoms listed in the illness policy.

If a child becomes ill during the day, they will be dismissed to their parent/guardian as quickly as possible. If the parent/guardian is unable to pick up the child, the staff will dismiss the child to the person designated by the parent. In the case of a known exposure to a communicable disease, parents will be notified through written communication.

## Vacation Kids Summer Camp: What to Expect

### **Daily Procedures:**

Campers are to be signed in and out by an authorized adult on a daily basis. Please ensure that an authorized adult accompanies your child each day. The only exception to this is those campers whose parents/guardians have completed the "walk home" authorization form provided in the registration packet.

### **What to Wear:**

Your child will get dirty at camp! It is important that campers dress appropriately for any weather and that they are comfortable. On rainy days, campers will still go outside and may need to pack a light wind jacket or extra set of clothes to change into. No sandals, flip-flops, mules, crocs, or dress shoes are allowed. All children must wear tennis shoes with socks. The exception to this rule is during swim time when sandals and flip flops are allowed.

### **Outdoor Activities:**

Weather permitting, campers are outside at least once a day. In the event of inclement weather conditions such as severe storms, winds, or extreme high or low temperatures, where it is not safe to remain outdoors, the program will provide alternate indoor activities. This may include organized games such as kickball, basketball, tag, developmentally appropriate group games, board games, and individual activities. Indoor activities will be conducted at the camp facility. Camp staff maintains daily contact with local weather services and monitors for storm watch and weather signals. Campers will be moved to an indoor location at the discretion of camp staff as the weather changes. However, in the case of a quick and light summer shower, campers may remain outdoors as we embrace our love for nature.

### **Swimming Policy:**

Parents may opt to limit swimming to only the shallow area or disallow swimming altogether. Certified lifeguards with CPR and First Aid training will be present at all times during swimming activities. Staff members will always accompany and supervise children at swimming sites. Staff members will review all

swim rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained, and the buddy system will be implemented to ensure additional safety measures.

**Food Information:**

Nutrition plays a vital role in a camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. A child's lunch and snacks should be nutritious and help fulfill their recommended daily dietary allowances. A healthy and balanced breakfast and lunch will be provided to all campers. Parents are advised to send a snack with their child, but it is not required. Please inform staff of any special dietary needs your child may have.

**Lost and Found:**

It is important to label each child's possessions. All campers' items should be labeled with their last name or first and last initial (Sharpies work great!). This greatly improves the chance of items being returned if they are misplaced. Camp staff will do their best to remind campers to collect their belongings daily. Lost and found items will be kept for one week, and unclaimed items will be donated to Goodwill. Vacation Kids Summer Camp will not be held responsible for lost or stolen items.

**Field Trips & Excursions:**

Copies of registration paperwork complete with emergency contact information are kept with the camp staff at all times. A complete first aid kit will be taken on field trips as well. Attendance will be taken multiple times during travel and while off-site. All participants will adhere to bus rules and camp safety guidelines during transportation. Vacation Kids Summer Camp will only use a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to ensure passenger safety. Unless otherwise noted in the weekly newsletter, all campers must be signed in by 9:00 am on field trip days to attend. If a child misses the bus on a field trip day, alternative childcare will need to be secured

go swimming. Staff/child ratios will be maintained, and the "buddy system" will be in place during swim activities. Certified lifeguards with CPR and First Aid training will be present at all times. Campers should arrive prepared to swim on any day and should pack appropriate swimwear and extra undergarments.

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## **Backpack Checklist (What to Bring)**

**Remember to label ALL of your camper's possessions!**

**What to bring:**

**Mandatory:**

- **Backpack or tote bag**
- **Refillable water bottle**
- **Swimsuit**
- **Towel**
- **Sunscreen**

**Optional:**

- **Goggles & nose plugs**
- **Hat for sunny days**
- **Jacket/sweatshirt for cool days**
- **An extra pair of socks or undergarments**

**What to leave at home:**

- **Playing/trading cards**
- **Makeup & nail polish**
- **New or expensive clothing & shoes (They WILL get dirty)**
- **Toys**
- **Animals**
- **Gaming/non-phone electronic devices (e.g., iPads, Game Boys)**
- **Headphones, AirPods, etc.**

