



# ARC Summer Day Camp

1202 E. 10<sup>th</sup> St. Alliance, Ne 69301

## PARENT HANDBOOK

Dear Parent/Guardian:

ARC Summer Day Camp will provide a safe, fun, and educational full day summer camp at the Alliance Recreation center for the duration of the summer. ARC Summer Day Camp will provide a variety of things including academic opportunities, sport skills, games, arts, crafts, nature activities, social skill development, computer skills and more! ARC Summer Day Camp is an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development. Our program utilizes outdoor areas, including public parks and playgrounds, and swimming pools.

Parent and participants can expect:

- A focus on large and small group games and active play
- Exploration of individual interests through a wide range of activities
- A 1:15 ratio of staff to youth

Parents provide:

- A hot or cold lunch each day of camp (daily snacks are provided by the ARC)
- 1 bottle of bug spray (once for the duration of camp)
- 1 bottle of sunblock (once for the duration of camp)

### **Location and Staff**

The Program Director will be available to communicate with parents. Please call the Alliance Recreation Center, if you would like to set up a time to meet. The program director will be located at Alliance Recreation Center.

### **Fees and Assistance**

ARC Summer Day Camp is a fee-based program. Fees are auto-drafted weekly out of a bank account in full on Sundays. We do not charge for days ARC Summer Day Camp is not session; the weekly charge is automatically prorated. We require a 2-week cancellation notice. Cancellation forms are available at the front desk.

Financial assistance is available, but spots are limited. Please provide a copy of the letter stating your child qualifies for free or reduced lunch services. If you do not have the letter, you may contact the school administration office for assistance.

### **Hours of Operation**

The hours of operation will be 7:45am-5:30pm Monday through Friday.

The facility is not open prior to the opening times. Children must be picked up by 5:30pm Monday through Friday. Appropriate authorities will be contacted for children abandoned for more than 30 minutes. Excessive tardiness will result in removal of the child from ARC Summer Day Camp as determined by the Program Director.

### **Attendance Policy**

Please contact the ARC if your child will be absent for any reason. Regular attendance is highly recommended to reach the goals of ARC Summer Day Camp. If a child is frequently absent from the program, the program director will contact a parent/guardian to discuss the child's enrollment. If a child will not be regularly attending the program and there is a waiting list for other children to enroll, the program director has the right to terminate enrollment to offer the program to another child.

During the summer period, we will allow you to choose up to 2 weeks (consecutive or non-) to pause your auto-draft to allow for absences due to summer vacations, etc. We require at least a 1-week notice to make necessary program accommodations and to successfully pause your pre-scheduled payment.

### **Dismissal Policy**

Each child will be dismissed daily as indicated on the registration form. All parents/guardians must sign their child out at the end of each day. Persons other than parents/guardians picking up children **must be listed** on the registration and may be asked to show identification. Parents must provide written notification for children to leave with a person not listed on the registration. A verified phone call may be used in case of emergencies only. The program director may call and request a parent to pick up a child that normally walks or bikes in the case of bad weather or illness.

### **Illness Policy**

For the health and protection of all, children will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu-like symptoms, streptococcal infection, pinkeye, lice, or scabies. Children will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Children with chickenpox will be excluded from attendance for at least 6 days or until without fever.

### **Injury and Emergency Policies**

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergent situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

### **Medication Policy**

ARC Summer Day Camp staff is not authorized to disperse medication. If a child requires medication during ARC Summer Day Camp hours, it will be the responsibility of the parent/guardian. The ARC Summer Day Camp staff will ONLY provide medical attention in the form of soap, water, ice and bandages.

### **Confidentiality Policy**

All child files will be kept confidential. ARC Summer Day Camp will release information to authorities with proper legal request in cases of suspected child abuse and neglect. ARC Summer Day Camp staff and volunteers are required to follow the confidentiality policy.

### **Behavior Policy**

ARC Summer Day Camp staff will guide children to manage their own behavior. Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging facility and personal property.
- Refrain from physical fighting or excessive contact.

-Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see below:

**Minor Problem Behavior:** Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.

**Major Problem Behavior:** Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day, which will be placed in the child's file. The Program Director will make parent contact to discuss the behavior.

If a child exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the ARC Summer Day Camp program staff.

### Minor Problem Behavior Definitions

Continued Disruption	Child engages in low intensity, but inappropriate disruption.
Inappropriate Language	Child engages in low intensity instance of inappropriate language (rude, crude).
Inappropriate Physical contact	Child engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving.
Inappropriate use of work time	Child does not use time to complete work.
Lying	Child delivers message that is untrue.
Noncompliance	Failure or refusal to comply.
Other	Child engages in any other minor problem behaviors that do not fall within the above categories.

### Major Problem Behavior Definitions

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Child treats others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Child continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual non-compliance after implementing several strategies for the child to comply.

False alarm	Child pulls the fire alarm or delivers a message of possible explosive materials being on or near the Alliance Recreation Center, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Misuse	Child engages in inappropriate use of ARC property, desks, bathrooms, cell phone, music/video players, camera, and/or computer.
Theft	Child is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Threat	<p>Child delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>Declaration of an intention or a determination to inflict harm on another:</p> <ol style="list-style-type: none"> <li>1. An expression of an intention to inflict pain, injury, evil, or punishment.</li> <li>2. Warning - a message informing of danger or harm</li> </ol>
Vandalism	Child participates in an activity that results in substantial destruction or disfigurement of property. Child deliberately impairs the usefulness of property.
Weapons	Child is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

### **Parent Information**

I understand and am aware that my child(ren) is/are participating in physical activities and that the potential for accidents does exist. In consideration for being allowed to participate in the ARC's program, I agree to assume the risk of such exercise and further agree to defend and hold harmless the Alliance Recreation Center and its staff conducting this ARC program from any and all claims, suits, losses, or related causes of action for damages, including (but not limited to) such claims that may result from injury or death (accidental or otherwise) during, or arising in any way from the program. I also understand that the Alliance Recreation Center may use, for publicity and /or promotional purposes, my (or my child's) name or pictures participating in this program, without obligation or liability to me or my family.

Parents are welcome to contact the Program Director with any questions, concerns and suggestions. Parents interested in providing support can contact the Program Director and help by simply telling others about the program or offering to volunteer time and/or resources.

***Welcome to ARC Summer Day Camp!***