

2023 SUMMER CAMP PARENT HANDBOOK



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KID'S CREATIVE CORNERS 122 S. Santa Fe

Program Description

Staff will provide activities and opportunities for emotional, social, cognitive, language, and physical development. (K.A.R.28-4-427). It is the intention of the center to provide an informal atmosphere and a child-oriented, developmentally appropriate curriculum where children learn through play and the exploration of their environment. Children have the opportunity to become independent and successful in this educational environment, to begin to effectively solve problems and to learn to express their ideas and feelings.

Note: During restrictions of COVID-19 additional safety precautions will be in place and will limit the interaction with those outside of the daily staff personnel.

Enrollment

Kid's Creative Corners enrolls school-age children for full-day programming. The children must be enrolled in Kindergarten at the time of enrollment and will not exceed the age of 12. Enrollment will not exceed 27 children based on our license and will be staffed with a minimum of two staff members at all times.

Kid's Creative Corners will enroll children on a first-come basis without discrimination. Enrollment will be based on a full-time or a part-time basis for the Summer of 2022. For those inquiring about part-time care, a spot must be available to offer those dates. Additionally, the days must be consistent each week.

Parents will be contacted to offer enrollment options. Once accepted, all enrollment forms, health assessments, permission forms, emergency medical care forms, and child information must be submitted before attending. The forms are mandatory and required for the safety of all children and staff. Child files will only be shared with authorized program personnel. Files will be kept onsite in a locked file.

Arrival and Departure

Kid's Creative Corners opens at 8:00 am and closes at 5:15 pm, each weekday. In the event of a later pick-up (past 5:15 p.m.), an extra childcare fee of \$10.00 for the first 15 minutes and \$1.00 for each additional minute after 5:15. At 5:30 pm, if staff have not heard from an adult authorized for pick-up, we will begin calling those on the Emergency Contact List. If we cannot verbally speak with anyone by 5:30 pm, then will contact the Saline County Police Department. We developed this policy to serve as a deterrent to lateness, and we hope to avoid the necessity of charging the fee.

Children will be released only to those adults who have written parental authorization and who show their drivers' licenses as proof of identification. A form is provided for this information at the time of parent meeting. If a parent wishes to have the child picked up by someone other than those individuals listed on the form, permission must be given in writing and include the date and parent signature. For the safety of the children, the staff will apply caution, even to the point of detaining the departure of a child, until they are satisfied that the person has the necessary parental authorization. In addition, children will be released only to parent representatives who are sober and not appear under the influence of drugs. The parent (or the emergency contact person if the parent is not available) will be notified when there is concern about the condition of the person who comes to pick up your child.

Field Trips

We will be going on 1 field trip during the summer. Parents will be notified of those and any extra supplies or payments that are needed for those field trips at parent meeting.

We also go out in the community every day: parks, library, field house, alley, smokey hill museum and many more.

Health and Safety

All children and staff will be screened to ensure they are not at risk of COVID-19 exposure. Additionally, all staff and children will provide daily documentation of health screenings. Individuals who have a fever or other signs of illness will not be admitted. Individuals with a history of COVID-19 exposure will be excluded for at least 10 days.

Parents are asked to keep their children away from Kid's Creative Corners if the child currently has or has had within the past 72 hours (Due to COVID Regulations) a fever of 100 degrees or higher and/or diarrhea (defined as more than one abnormally-loose stool per day) or vomiting (within 24 hours). Children with one or more of these symptoms will not be admitted to Kid's Creative Corners upon arrival and must remain home for at least 72 hours and may only return with a doctors note stating that they are not a risk of COVID.

If a child develops these symptoms or other indications of illness while at Kid's Creative Corners, he or she will be kept as comfortable as possible until the parent can pick up the child. Parents, or those designated as persons to be contacted in case parents cannot be reached, should come to Kid's Creative Corners to get ill children as soon as possible to minimize disease spread and to maximize child comfort. Parents who are not able to stay home from work with ill children are advised to make prior arrangements for alternative care when their children become ill. It is not our intent to allow children who are truly sick to stay, but it is also not our intent to exclude children who are only mildly ill. We are relying on parents to make good decisions regarding your child's health, so please do not send

them to the center if they are sick. The staff will assess and monitor the health of all children in the program and will need to decide if a child is too ill to attend. Please provide the teachers with accurate information about your child's health so they can make the best decision for the welfare of your child as well as of the other children in the program. We understand it can often be difficult to determine the seriousness of the situation when a child is not feeling well. We encourage you to consult with your physician as well as Kid's Creative Corners staff to help you determine if your child is too sick to attend. Due to COVID, the safety of our staff, and families, we have put extra precautions around recognizing illness. To prevent Kid's Creative Corners from a mandatory closure of 14 days due to KDHE, then families and staff are not allowed to return to the facility for at least 14 days if they have traveled to a non-travel site/state according to the State.

Every situation is different, but we will use three criteria to determine if a child needs to be excluded:

1. A fever is accompanied by any of the symptoms or conditions listed.
2. The illness prevents the child from participating comfortably in our daily routine and activities.
3. The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.

Please keep in mind that children should not be given fever-reducers, such as Tylenol, just prior to attending the center in an effort to disguise a fever. The medicine will wear off and, if a child is truly sick, s/he will relapse quickly and will most likely be sent home.

The child must maintain a temperature of at least 99° without medication for 72 hours before returning to Kid's Creative Corners. Further, a doctors note may be required based upon the current health concerns of the community.

When a child has been exposed to a communicable disease (i.e., chickenpox), parents are asked to report this to the staff. If a child contracts a communicable disease, parents must keep the child home

for the appropriate exclusion period and must report the disease to the child's teachers.

All parents will be notified when a child in the group has contracted a communicable disease.(K.A.R.28-4-430)

The exclusion periods for common diseases are as follows:

Bacterial Conjunctivitis (Pink Eye) -- Until discharge from the infected eyes ceases or until medical treatment has begun and a physician's written order allows the child to return to school

- Chickenpox -- Six (6) days after onset of first vesicles
- Group A Strep—24 hours after starting antibiotics AND until the child is fever free for 24hrs.
- Impetigo -- Until 24 hours after medical treatment has begun.
- Lice Infestation -- Until treated with adequate insecticide shampoo and nits are removed.
- Measles (Rubeola) -- Seven (7) days after the onset of illness.
- Ringworm -- Until treatment has begun.
- Rubella (German Measles) -- Seven (7) days after the rash appears.
- Scabies -- Until treatment with an appropriate anti-parasite drug has begun.
- Shigellosis -- For duration of acute symptoms.
- Trench Mouth -- Until treatment has begun.
- Whooping Cough (Pertussis) -- Twenty-one (21) days after onset of illness
- COVID-19 -- Individuals will not be allowed into the facility until they have written approval from a health physician and approval from the health department.

The use of sunscreen: You will be asked to provide sunscreen for your child and sign a permission form for us to use it in the afternoon for outdoor play. Please apply it in the morning before you arrive for protection during morning outdoor play.

Insect repellent containing DEET: As with sunscreen, please apply in the morning and with written permission we'll apply in the afternoon during periods of time when insects are active.

Staff are considered mandated reporters by the State of Kansas. As such, staff must report any suspicious marks or bruises found on children to the local DCF office for investigation of potential child abuse.

Injury

The teachers are constantly alert to the need for providing a safe environment for the children. However, occasionally, accidents may happen that involve injury to a child. In the event of accidental injury, the teacher in charge will check the injury for its seriousness. If the teacher determines that the child needs more than "first aid," an attempt will be made to contact the child's parent(s). If a parent cannot be reached, the persons designated by the parents to be called in an emergency will be contacted. It is important to update parent daytime phone numbers and alternate emergency contact numbers, when appropriate. If neither a parent nor the emergency contacts can be reached, the child's physician will be called and his/her directions will be followed.

In the event of a life-threatening injury or illness, the staff will call "911" for transportation of the child to an emergency facility, at parental expense, and a teacher will accompany the child for emergency treatment. Parents will be contacted by another staff member and will be told to meet the child and teacher at the emergency facility. A form granting permission for emergency treatment must be on file at the Center for each child.(K.A.R. 28-4-127 b,c,d)

Drills

Drills will be held monthly. The time of day should be varied so that the teachers and children know how to evacuate at any time. The drill should not be announced ahead of time. All persons -- all teachers and children -- must evacuate the building for drills. Teachers are responsible for taking the phone, first aid kit and attendance sheet with them during these drills. The building must be evacuated even in the event of "false alarms." Children and teachers will leave the building following pre-specified pathways and will meet at a predetermined gathering

place outside the building. When fire drills are held, they are documented by recording them on the appropriate forms. The program director is responsible for documenting the drills. Classroom maps and evacuation routes are posted in each classroom.

Tornado: will be held monthly and are documented by the program director. Children are taken to a predetermined area that limits exposure to windows and doors that directly access outside. Teachers should have the first aid kit, cell phone, and attendance sheet with them. Activity boxes, flashlights and battery operated radios are located in the lower level laundry room as well as emergency drinks and snacks. As with fire drills, all teachers and children in the building should participate in the tornado drills. When the weather looks threatening, the teachers turn on a radio to listen for tornado watches and warnings.

Fire: Children will be directed to leave out on East or West exit doors. Staff will check restrooms and back room for children. Children will meet on the North side of the building in walkway (map is posted). If needing to move further away from building children and staff will go East across the walkway to Prickly Pear to their stage for meeting ground. Parents will be notified through communication app.

-Tornado: Children will head into back room against North wall. There are no windows on this wall.

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Crisis Plan

In the event of a crisis, the Program Coordinator and Program Director will work closely together to ensure the safety of all children. Depending on the emergency, staff and children will evacuate the facility and meet in the designated meeting spot. Once the emergency has been lifted, then children and staff will return to Kid's Creative Corners. At that time, parents will be notified of the emergency and any other information that is pertinent to the safety of their child(ren). If children and staff cannot return to the facility, then parents will be notified for pick-up and provided the safe designated evacuation location. When leaving the building we will exit the safest way (through the east or west doors) We will use cross walk and move over to the Prickly Pear across the street. If weather is bad, we will move inside restaurant. If the weather is nice, we will meet in their open area of the patio. We will be using an app to contact parents.

Lock Down

In lock down situation, we will lock doors to the public and turn off lights. Children will be moved to back room with door shut and windows closed. With two exits if it is safer to exit out back or front door then we will do that and move to our meeting spot.

Utility Failure

In the event of a utility failure, staff will use their cell phones to notify parents. In the event that we are unable to maintain proper temperatures and safe food service, parents will be called to pick up their children.

Chemical or Gas Leaks

All occupants will be informed to evacuate the building immediately, and report to the designated meeting area. The Program Coordinator and/or Group Leader will take the emergency backpacks, files, attendance sheet, and cell phone and accompany children outside. The program coordinator will call 911 and report the suspicion. Stay out of and away from the building until authorized to re-enter by police department and fire officials. Parents will be notified, and everyone will stay out of the building until the fire department announces it is safe to return and re-enter.

Special health or mobility needs will be discussed with parents and child as to what their needs are to complete safety task. A plan will be put in place for that individual to meet their needs. (Ex. If it is safer to lock and not leave for that child then to run with intruder then that is what we will do.) All routes of walking are wheelchair accessible.

Missing Child

Kid's Creative Corners Staff will contact law-enforcement immediately (911), and provide them with date, time, location where the child was last seen. Then, contact the Program Director and the parent or guardian. Search any and all areas where a child could hide. Provide descriptive information for responders that includes height, weight, hair color clothing and provide a picture if available.

Discipline

The general goals of guidance and discipline at Kid's Creative Corners are to help the individual child to:

- become increasingly responsible for his/her own behavior
- contribute to the group of which she/he is a member
- develop and use potentialities as fully as possible
- manage his/her own affairs with due consideration for others
- solve problems intelligently and think for her/himself
- react constructively to change
- manage feelings and emotions in an appropriate, constructive manner
- develop age-appropriate self-help skills.

The philosophy of natural and logical consequences serves as a basis for all interaction with the children. In this approach, children experience the consequences of their own behavior, rather than a "punishment" from an adult. The consequence is related to the behavior in each situation and to social order. For example, one who pours milk on the floor will simply wipe it up. No judgment is made on the child or his/her choice of behavior. An effort is made to structure the environment (e.g., through routines and limits) so that positive and desirable habits of conduct may be established with as little friction as possible. When verbal guidance is appropriate, teachers use meaningful phrases that are positive, clear, and encouraging, rather than negative in form. For example, a teacher would say: "Put the chair on all four feet," rather than "Be careful, you're going to fall!" When direct verbal instruction is needed, it is followed by rationale, so that the child begins to see relationships between reason and behavior. Because development is progressive and each child is viewed as an individual, teachers strive to utilize guidance and discipline techniques that are age appropriate and appropriate for the individual child. The interaction style is one of warmth, firmness, and mutual respect for individuals. Kid's Creative Corners Staff and KDHE consider the following practices unacceptable and will not tolerate their use: (K.A.R. 28-4-427 d 2) *corporal punishment ie. shoving, hitting, shaking, spanking,

*harsh, belittling, or degrading treatment *confinement, unsupervised separation from others, physical restraint as punishment *depriving children of meals, snacks, outdoor play, rest or necessary use of the toilet as punishment Conferences will be scheduled with parents if particular disciplinary problems occur. Together, parents and the Program Director and Coordinator will decide on a behavior action plan and put it in writing for signatures of both parties. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right to, after meeting with the parents and teacher and documenting behavior problems and interventions, terminate childcare services for that child. You will receive a copy of our complete discipline and guidance policy upon enrollment. A signed copy will be kept in your child's file.

An email will be sent out for parent meeting in April. We will be filling out documents, going over schedule and communication app. **A parent must attend meeting!**

We can't wait to have an amazing summer!