



## KINGDOM KIDS SUMMER CAMP POLICY & PROCEDURES

Our Pledge Hope Covenant House offers an array of summer day Kingdom Kids Summer Camp experiences guaranteed to meet the needs of all children. Staff dedicated themselves to provide children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves. Children love the opportunity to explore unique outdoor experiences and welcome the chance to have control over part of their day.

### **Hope Covenant House Kingdom Kids Summer Camp Values**

Hope Covenant House Kingdom Kids Summer Camp tries to guide children in making the right decisions, building self-esteem and displaying empathy and compassion for others. Our staff demonstrates, develops and promotes caring, honesty, respect and responsibility throughout the Kingdom Kids Summer Camp duration. A strong partnership between parents and staff, including the support and reinforcement of our values to foster the growth of happy, confident, and caring children.

### **Safety and Security**

Drop of Hours Kingdom Kids Summer Campers may be dropped off at 8:00 am and picked up at 6:00 pm. There will be an added \$10.00 fee per each 15 minutes parents are late picking the child up from the camp. When dropping the child, parents should make eye contact with staff and inform the staff about any necessary information.

### **Secure Pick Ups**

Names of anyone other than a parent/guardian who is authorized to pick up your child should be clearly listed in the office and a government issued photo ID will be required of anyone who we do not recognize. Under no circumstance will we release a child to anyone unless they are on the pickup list or informed by the parent.

### **Behavior Management Policy**

The Hope Covenant House Summer Kingdom Kids Summer Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate. Teachers and staff will try positively to redirect a child's behavior and, if necessary, will seek the assistance and if the inappropriate conduct issue continues, the parents will be notified.



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### PROGRAM RULES:

- Fun and Safety are first, stay within the designated area both inside and outside the building
- Wash or sanitize hands before all meals and after using the restrooms
- Sit at a table while eating lunch and snack, and clean up your area after lunch and snack
- Follow directions and listen the first time
- Keep your hands and feet to yourself
- Equipment shall be taken care of and returned to its proper place
- Talk in quiet voices while in any inside area that is not meant for loud voices
- Tell a counselor if someone or something is bothering you
- No child is to be away from their group without a counselor with them
- Do not show disrespect to staff or other children at any time

(Parents are encouraged to review these rules with your child(ren). Every group/ Kingdom Kids Summer Camp site may have specific rules as needed; these rules will be posted and reviewed with your child)

### **Bullying**

Bullying is when one or more children (the bully/ies) target a child (the victim) and that a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damaging their property or insulting / demeaning the victim. **Hope Covenant House has a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property.** These actions are disruptive and result in negative experiences for fellow Kingdom Kids Summer Campers. Hope Covenant House reserves the right to suspend or terminate a Kingdom Kids Summer Camper's participation at any time for failure to adhere to the rules and value of the summer Kingdom Kids Summer Camp. Please understand that there will be no refunds given the children who are suspended or terminated.

### **Medication Policy**

If your child needs to take any medication during Kingdom Kids Summer Camp hours, the medication must be delivered to the office to supervisor or assistant supervisor. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at the Kingdom Kids Summer Camp. For those Kingdom Kids Summer Campers requiring epi-pen, please provide just one, due to limited storage space we do not have room for multiple epi-pens. A medication consent form must be completed prior to the first day of the Kingdom Kids Summer Camp session, and the forms are available in the Kingdom Kids Summer Camp office.



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### Allergies

If your child suffers from severe allergies, diabetes or any other debilitating condition, you must specify it clearly on the application form and allergy sufferers must also provide an Epi-pen and Benadryl to the office.

### Illness

If your child has communicable disease, they may not return to Kingdom Kids Summer Camp without a doctor's note. If your child becomes ill at Kingdom Kids Summer Camp, you will be notified immediately to pick up your child, Hope Covenant House does not provide care for sick Kingdom Kids Summer Campers. Please understand that the child may not return to Kingdom Kids Summer Camp until they are fever free for 24 hours and the same holds for children who have been vomiting or have diarrhea. Parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification.

### Injury

If your child becomes injured at Kingdom Kids Summer Camp, you will be notified. All staff are certified in CPR and First Aid, there is a first aid kit located in each classroom and during outdoor time the teachers have a first aid kit with them at all times.

### Sunscreen

Please provide sunscreen with the child's name on it either in their back pack or you can drop it off in the office. Staff will apply sunscreen twice per day but we encourage parents to apply sunscreen to their children before dropping them off in the morning.

### Field Trip

Please note that there will be a scheduled field trip every Friday of each week of the summer Kingdom Kids Summer Camp for the children between the ages of 4-14. There will be an additional cost for the field trip and will be different each week based on the location selected. Parents will be notified the Monday of the new week about upcoming field trips and are required to sign a field trip permission form.

### Snack and Lunch Procedure

For the duration of the day, children are provided with snack and lunch each day. Please understand that with the combination of weather and activities, it is very important that every Kingdom Kids Summer Camper eats and will be provided with nutritious meal.



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### Lost and Found

Lost and Found bin is located in the back of the hallway and due to the large number of Kingdom Kids Summer Campers and the volume of items that are found not labelled, lost items are only kept for one week. Staff will encourage children to look through lost and found items before the end of each week.

**Cell Phone, iPad and Laptop Policy** Cell phones are strictly prohibited at the Kingdom Kids Summer Camp. The use of iPad and Laptop is conditional if and when decided by the staff and will be informed to the parents. Electronics if brought into Hope Covenant House must be labeled and left in the office and collected by the end of the day.

### Bathroom Policy

Children are not permitted to go to the bathroom without a staff/teacher accompanying them.

### Backpack Policy

Please check your child's backpack every evening to ensure that no one else's belongings accidentally ended up in your child's backpack. If this happens → please return lost items to the office the next day.



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### General Kingdom Kids Summer Camp Rules:

When allowing your child to participate in Hope Covenant House Summer Kingdom Kids Summer Camp, the following policies must be followed:

- o Your Kingdom Kids Summer Camper is a child who can and will participate in the program and is in good physical condition, unless otherwise communicated to the center in writing.
- o A Kingdom Kids Summer Camper is expected to enter the Kingdom Kids Summer Camp at the beginning of the session and remain until the end of the session. No reduction in cost can be made for late arrivals, early departures, or missed days. o It is agreed that the Kingdom Kids Summer Camper will cooperate and accept Kingdom Kids Summer Camp guidance in standards of behavior.
- o Day Kingdom Kids Summer Camp activities/ themes may be rescheduled, at the discretion of staff.
- o Rules for acceptance, participation in the Hope Covenant House Kingdom Kids Summer Camp program are the same for everyone regardless of race, color, ethnicity, religion or sex.
- o Please send children with appropriate clothing each day. In cool weather or rainy days, please send your child with a label jacket/sweatshirt
- o Sneakers are a must! Children participate in many active activities and are prone to injuries without the proper foot attire.
- o Hope Covenant House is not responsible for personal items brought to the Kingdom Kids Summer Camp should they be misplaced or damaged. Parents who allow Kingdom Kids Summer Campers to bring items from home do so at their own risk.

Payment Policies When registering for the Kingdom Kids Summer Camp, the following payment policies must be honored:

- o The application for the Kingdom Kids Summer Camp will only be considered complete when a payment option is provided such as check or credit card number. Failure to do so can't confirm a spot in the Kingdom Kids Summer Camp week.
- o To receive full refund, a month's notice should be provided to Hope Covenant House to withdraw from or change the summer Kingdom Kids Summer Camp weeks selected.
- o Summer Camp receipts will be provided after payment received.



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### **PARENT AFFIRMATION:**

I understand that these policies and procedures have been formulated for my child and/or children attending Hope Covenant House Kingdom Kids Summer Camp.

I understand it is my responsibility to become aware of the contents of this Handbook and that I have the opportunity to ask questions about any policy or procedure in this handbook.

\_\_\_\_\_  
Child/Children's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Please return to Hope Covenant House Kingdom Kids Summer Camp Office.

Thank you.