



# L.E.A.D. SUMMER CAMP

## LEADERSHIP, EDUCATION AND DEVELOPMENT

2022

### POLICY STATEMENT

**\*\*Please note any violation of camp policies can lead to termination of care.**

#### JCPRD Children Services MISSION STATEMENT:

Developing health and happiness in our community's children through safe, diverse, and character building experiences.

#### PHILOSOPHY STATEMENT:

- Creating an environment that assures all children feel safe, secure, and nurtured.
- Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- Fostering relationships that promote open communication between children, parents, and service to the community.
- Introducing children to enriching activities that stimulate creativity, critical thinking, and exploration.
- Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.

#### L.E.A.D. MISSION AND VALUES STATEMENTS:

Building the character of young leaders through career and education exploration, community-service and stewardship, and engaging recreation activities.

##### • EXCELLENCE

We (participants & staff) continuously seek ways to improve our camp, our community, and ourselves. We recognize that excellence does not mean perfection, but rather making a constant effort to improve. We are a diverse and flexible organization and all of us share responsibility for guiding the L.E.A.D. Camp, solving problems, and directing and responding to change. We achieve success through adherence to our values, respect, teamwork, and mutual support.

##### • STEWARDSHIP

We strive to be responsible caretakers of our community's human, cultural, historical, and natural resources to ensure their protection for future generations. We accept, respect, and encourage the diversity of our community. We appreciate the wellness and opportunities afforded to us and welcome our obligation to help improve the quality of life in our community.

##### • VISION

We recognize that originality, imagination, ingenuity, and resourcefulness enable us to be leaders in all we do. The infusion of innovation and entrepreneurship into L.E.A.D. Camp objectives, efforts, and participant-attitudes provides direction for future improvement of the camp experience and its effect on the community.

##### • ADAPTABILITY

We respond to challenges with perspective and positivity, and focus on practical problem-solving. Our preparedness will be matched by our ability to pursue effective solutions in order to achieve goals and objectives.

##### • INITIATIVE

We recognize needs and take appropriate actions to guide the success of our camp experiences and service to the community. We do not hesitate to make important decisions, serve as leaders, and hold ourselves and others accountable.

- **LEARNING**

We view each experience, good or bad, as an opportunity to grow our knowledge and abilities. We desire to be informed citizens, who use information and character-skills as tools to improve our lives and the community's. We are determined to broadly explore the world through education, technology, social-interaction, service-learning, and recreation. We measure success by the effort made to improve our abilities and learn.

**1. PROGRAM ADMINISTRATION**

The camp programs are located in public city and county parks and are operated by the Johnson County Park & Recreation District. The space is leased to our agency with the expectation that our program function independently in both policy and procedure. We are guests of the park and seek to be compatible and unobtrusive to all other park patrons.

**2. EQUAL OPPORTUNITY**

Johnson County Park and Recreation District does not discriminate on the basis of race, color, national origin, sex, religion, age, ancestry, and/or handicapped status in the provision of service or employment.

**3. REQUIRED FORMS**

Kansas State law requires all children to have a personal data sheet, health history, and authorization for emergency medical care on file at the camp before attendance is permitted. **Kansas Department of Health & Environment is stringently enforcing this regulation.** Camps can be fined and even closed for non-compliance. Therefore, all forms must be submitted to our office two weeks prior to the first day of attendance. Children with incomplete records **cannot** attend the program.

**4. REGISTRATION REQUIREMENTS**

Children attending camp must be pre-registered in advance of attendance, by submitting the required forms and having made full payment for all weeks registered.

**5. TERMS OF CARE**

Campers must be pre-registered and full payment made. Children must fully comply with the Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of care. ***ALL FEES ARE NONREFUNDABLE with the exception of federal and state subsidies with proper termination notice.***

**6. FEE PAYMENT**

All weeks registered must be paid at the time of registration. Payment deadlines and associated penalties are a necessity for our registration department in the timely posting and deposit of payments from the 2,000+ enrollment of our summer camp programs. JCPRD does accept assistance programs such as Department of Children and Family Services. For information on how to enroll using an assistance program please call 913-826-3014.

***ALL FEES ARE NONREFUNDABLE with the exception of federal and subsidies with proper termination notice.***

***For Transfers:***

- A written request must be received two weeks in advance of the camp week
- Each request must state the reason for the withdrawal.
- These may be emailed to [registration@jocogov.org](mailto:registration@jocogov.org). No phone requests.
- Each transferred enrollment is subject to a \$15 processing fee.

**COVID-19 Summer Camp Addendum:**

Mandatory Quarantine: Fees will be prorated upon request if child is diagnosed with Covid-19 or is required to quarantine. A physician's note mandating quarantine will be required.

Facility Closure: Fees will be prorated/refunded if program/camp is closed due to illness, state or local mandates.

**\*\*COVID-19 related illness/symptoms may require longer exclusion times and can change throughout the summer.**

**7. CHILD RELEASE**

All individuals authorized to pick up children must be listed in advance on the personal data sheet. Until all authorized parties are known to the staff, photo identification will be required at the time of pick up. State law prohibits the release of children to parents and other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the camp to support law enforcement interventions. Children attending the camp cannot be released to walk home unsupervised.

**8. AFTER HOUR CARE CHARGES**

A charge of \$1.00 per minute past the 6:00 p.m. closure will be assessed to parents for after hour care. We realize that under some circumstances lateness cannot be avoided, and require parents to call us should such a situation occur. Regardless of

the cause of after hour care, charges are due the following business day to our registration office by 4 pm via walk-in or by phone to 913-831-3359.

#### **9. DISCIPLINE POLICY**

Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing/withholding of food or fear tactics. Parents will be notified of any inappropriate behavior and will be advised of steps taken toward improvement. All children enrolled must observe the Participant Code of Conduct while attending the program.

#### **10. STAFF-PARTICIPANT RATIO**

Participants must be able to function independently, and in accordance with the code of conduct, within a 1:15 staff to participant supervision ratio, as outlined by KDHE.

#### **11. PARTICIPANT CODE OF CONDUCT**

Participation in the program is a privilege not a right. The ability of each participant to consistently practice positive life skills is essential to on-going enrollment. The following set of non-negotiable standards for participation is designed to allow participants to self regulate behavior. These are reasonable expectations for any child participating in a group care setting. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful participation for each child through the joint understanding, support, and practice of these positive life skills.

- Respect the right of others to courtesy and personal space.
- Manage anger in appropriate ways.
- Respect and respond to adult authority.
- Accept differences among the group.
- Accept responsibility for own actions.

**Discriminatory statements or behavior that are based on race, religion, disability, sex or gender will not be tolerated and will result in disciplinary action, including suspension and/or termination from the program.**

#### **12. DISCIPLINE PRACTICES**

Discipline for inappropriate behavior will focus on consequences, rather than punishment, to help children self manage their behavior in the future. Counselors assist children in self-management through reminders, redirection, and discussions about consequences. When children consciously make a choice to ignore expectations, consequences in line with the behavior will follow. Interventions and consequences focus on as little counselor intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. Typical behavior interventions are as follows:

- Often closer counselor proximity and eye contact are all children need to self correct.
- On other occasions a reminder of the rule is effective.
- At times teachers and children discuss the inappropriate behavior and more acceptable alternatives.
- In some situations children are redirected to a solitary activity for a brief period of time.
- More serious behavior issues require a parent/counselor conference to develop an action plan for improvement.

#### **13. PARENT VISITATION AND INVOLVEMENT**

Our camp has on "open door" policy on parent visitation. Parents are also encouraged to become actively involved in the camp by: chaperoning field trips, decorating, planning and/or special events, and/or sharing your personal hobbies, talents and professional skills. Contact the director to express your interest and offer suggestions on program activities.

#### **14. SAFE ENVIRONMENT POLICY**

JCPRD strives to maintain a safe, healthy, and secure environment for children and youth under JCPRD's care and supervision. To protect the safety, health, and welfare of youth and staff in the childcare program and school, JCPRD staff may conduct a search and may seize any illegal, unauthorized, or contraband materials or items discovered.

The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons, fashioned or real, is prohibited and grounds for immediate expulsion. Statements by anyone that threaten violent action will be regarded as real and result in immediate contact of parents and law enforcement if appropriate.

#### **15. COMMUNITY SERVICE**

Student involvement in community service is a core curriculum objective. Service to others helps develop strong leadership and character traits in youth. Parent recognition of their child's efforts in this area will give lasting value to these experiences.

## 16. COMMUNICABLE DISEASE

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed for readmission. The Program Director shall exercise his/her discretion in determining if a child seems well enough to resume normal participation. Parents must report to the Program Director any exposure to communicable diseases. These guidelines can be found at <http://jcdhe.jocogov.org/files/docs/Exclusion%20Recommendations%206-11.pdf>. **Refunds will not be issued for absence due to illness.**

## 17. PRESCRIPTION MEDICATIONS

If your child is taking any prescription drugs while in attendance, these medications must be sent to the program director in their original containers and must have RX information affixed. All medications must be sent in daily dosages. Signed permission for administration of these medications must accompany them. Medication cannot be administered without signed parental consent.

## 18. DRESS

Dress for the weather. This is an outdoor camp, with the exception of fieldtrips or severe weather we remain outdoors. **Campers must wear camp T-shirt every day. Footwear must be sturdy, closed-toe shoes that are securely affixed to the foot. (Flip flops may be brought only in bag to wear at the pool).** Campers will not be permitted to stay without camp T-shirt or appropriate footwear. For swimming, campers must wear one piece bathing suits.

## 19. SUNSCREEN

Families are asked to contribute one large bottle of sunscreen per week, SPF 50 or greater, for each participant during the summer. Waterproof, lotion sunscreen is preferred. These bottles are stored securely by the program staff, and used by all participants throughout the summer. Please inform program staff if your camp participant has allergies requiring specific sunscreen. Participants will apply sunscreen regularly throughout each camp day, administered by program staff or under their supervision.

## 20. ABSENCES/DAILY SIGN IN/SIGN OUT

Parents must telephone the camp each day the participant will be absent from scheduled attendance. Parent/Guardian must sign their children into camp with time of arrival and initials. Then, at child pick up, parents/guardians need to initial and record time of pick up next to their child's name. Help us attend to this important safety issue by observing this policy. A photo ID may be requested by staff at any time for the safety of our participants.

*\*\*Due to COVID-19, parents may be limited or restricted from entering the camp area throughout the summer.*

## 21. PERSONAL BELONGINGS

**Label all personal belongings.** Toys, video games, radios and other items from home are prohibited. The camp is not responsible for loss, theft or breakage of personal belongings.

## 22. MEDICAL INSURANCE

During the course of normal participation, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. **The District does not carry medical insurance for participants.** Make sure your health insurance policy name and number are recorded on the Authorization for Emergency Medical Care form. In urgent care situations, staff will attempt to contact parents for child pick up and follow up medical treatment. In emergency care situations, children will be transported by ambulance to the nearest hospital. Be sure all of your child's records are up to date to assist us in effectively responding to emergencies.

## 23. PARENT CONDUCT

Our goal is to facilitate productive communication to aid in the success of each child and to maintain a safe environment for all. Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with JCPRD employees, participants, and their families. Kansas state law prohibits parents from disciplining and/or reprimanding other participants. Discriminatory statements or behaviors that are based on race, religion, disability, sex or gender will not be tolerated. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, yelling, and/or contact will result in the immediate contact of law enforcement. Failure to observe appropriate conduct will result in permanent expulsion from the program.

## 24. MANDATED REPORTERS

JCPRD staff are required by KDHE to immediately report any evidence of suspected child abuse or neglect to DCF or to local law enforcement agencies.

## 25. FIELD TRIP AND TRANSPORTATION POLICY

Due to staffing ratio needs, all children in attendance on scheduled field trip days will be required to accompany the group on the trip. Should you desire that your child not participate in activities at the trip destination, please advise staff so they can arrange for an alternate activity at the field trip site. Children will be transported by leased bus for large group field trips. Trips involving 13 or fewer children will be transported in Johnson County Park & Recreation District vans.

*\*\*Due to COVID-19 field trip may be limited or on-site only.*

## 26. CHRONIC HEALTH/SPECIAL CARE NEEDS

Written physician orders as well as a parent/staff pre-attendance meeting will be required to assure that chronic health conditions and any special care needs can be accommodated within the program.

## 27. PARENT ORIENTATION

Prior to the camp season, a parent meeting will be held to cover camp procedures and provide staff introductions. Plan to attend even if you have been enrolled in previous years. Parents unable to attend this meeting should contact your site director for orientation information.

*\*\*Due to COVID-19 parent orientation will be presented through a PowerPoint Slideshow that will be posted on the website.*

## 28. PARENT COMMUNICATION

Families receive information from the camp through: newsletters, dry erase bulletins, notes home, telephone, and informal and formal conferencing. Parents are encouraged to contact staff with any issue, concern and/or suggestion regarding their child or the program. Any specialist working with your child is also strongly encouraged to become part of the camp communication network. Your views are valued and appreciated and guide our efforts toward continuous improvement.

## 29. FOOD SERVICE

All children must bring their lunch daily in a reusable, insulated lunch bag. **There will be no refrigeration or microwave.** Please also use reusable containers to limit the amount of trash. The camp program will serve snack at 9:00 am and 4:00 pm daily. Children may select from a choice of snacks and water. Our snack menu is posted at the camp. **Please inform program staff of any camper allergies prior to attending.**

## 30. BIKE/WHEELIE DAYS

OST/Camps

Bike/Scooter Days are permitted in programs/camps. ONLY pedal bikes and foot push scooters are allowed and children/staff must wear safety helmets at all times. Children/Staff can ONLY ride the bike/scooter they brought; sharing not allowed. Staff should only be riding/scooting when foot supervision cannot be achieved, such as on a trail. Riding areas should be set up prior to children having access with cones/blockades to keep motorized traffic out of these areas and continue to monitor area while children are out. Any exceptions or questions regarding this need to be approved by Director and Specialist.

LEAD/CROSSROADS:

Bike/Scooter Days are permitted in programs/camps. Pedal bikes, foot push scooters, roller blades/skates are allowed and children/staff must wear safety helmets at all times. Children/Staff can ONLY ride the bike/scooter they brought; sharing not allowed. Staff should only be riding/scooting when foot supervision cannot be achieved, such as on a trail. Riding areas should be set up prior to children having access with cones/blockades to keep motorized traffic out of these areas and continue to monitor area while children are out. Any exceptions or questions regarding this need to be approved by Director and Specialist.

## 31. EMERGENCY CLOSING

Natural disasters and utility outages can result in emergency closure of the program. No alternate care location will be available in the event of emergency closures. Your director will notify you of the closure and again when care can be resumed.

## 32. INCLEMENT WEATHER

**Severe weather**- including extreme heat, lightning, thunderstorms, tornado, and horizontal rain with strong winds- warrants changes in camp activities. During these events, L.E.A.D. Camp will remain indoors, following additional safety procedures for severe weather as necessary. Changes to the camp schedule will be communicated through postings at the site, and through the camp's Twitter account. Additionally, parents may contact the program's office phone or mobile phone for updates. Regular pickup procedures will be followed during severe weather. @JCPRDLEADCamp

## 33. FAMILY SUPPORT AND COMMUNITY RESOURCES

The director is always available to help families access community resources designed to support and strengthen families. Your director can provide information on application for DCF child care subsidy and other community resources. The following

web sites also provide excellent and current information on a variety of family centered topics that can be accessed in the privacy of office or home. For Kansas Department for Children and Families general information, and family resources, visit <http://www.dcf.ks.gov/Pages/default.aspx>

**34. CONFIDENTIALITY STATEMENT**

All contents of children’s files including health history, medication form, emergency medical release, personal data sheet, correspondence from parents, IEP, incident reports, and staff generated correspondence are confidential documents. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children’s records available to designated parties through signed permission. Documents can be released only to custodial parent/guardian and SRS child protection agency representatives. Release under any other circumstances must be mandated by court order. Children’s records will remain on file at the camp until enrollment is terminated and the file is returned to the custodial parent/guardian.

**35. CHILDREN’S SERVICES PHOTO POLICY**

Unauthorized distribution or release of photos of children and/or staff engaged in Johnson County Park & Recreation District sponsored activities is expressly prohibited without written consent of all parties represented. The policy extends to traditional photo prints and negatives, CD’s, digital memory cards, electronic transmittals via email or through the web, and images captured on camera phones. Photos of participants are strictly limited to program use or other JCPRD publications with a signed waiver. Failure to observe this policy may result in termination of childcare.

**36. EMPLOYEE/PATRON RELATIONSHIPS**

District policy 402-01(B)(24) and the JCPRD Code of Ethics prohibit JCPRD staff from entering into personal employment arrangements with program participants and their families.

**RETAIN FOR FUTURE REFERENCE**

