

Kids Camp, 2020: PARENT HANDBOOK

Philosophy

Kids Camp is a licensed summer program that is a combination of strengthening literacy and numeracy skills along with a rich and wholesome summer vacation experience. The children will be able to play with others their own age in a school setting. We are able to supplement the academic schedule with arts and crafts, drama, music and movement, water play outside and sports in the gymnasium. Kids Camp provides an environment where children can learn through play and exploration by learning to ask questions and make choices and thereby achieve successes. Children are taught to show compassion and respect with each other, at home and in their community. We plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.

As you walk into the classroom, you will see these words written on the wall, "Belonging, Well-Being, Encouragement and Expression." We have taken these valuable characteristics from the document [How Does Learning Happen, 2014](#) and incorporate these important values into the daily routine of our classroom. We are guided by this document as this is Ontario's Pedagogy for the Early Years as a professional learning resource guide for educators to support pedagogy and curriculum/program development in our preschool program.

Our program provides opportunities for children to learn through child initiated and adult supported experiences. Most importantly, children need to feel cared for and safe in this environment. We are committed to ensure that the provisions set out in the Child Care and Early Years Act, 2015 will strengthen compliance and health and safety in our Kids Camp classroom.

Program Development:

The program will be regularly evaluated to reflect the changes within the Child Care and Early Years Act, 2015 in Early Childhood Education. Our teachers use an emergent curriculum style that is posted outside the classroom. This is based on the children's changing interests and skills. We receive annual inspections from the Ministry of Education that are posted on our Kids Camp bulletin board. Any serious occurrences that occur in the program are required to be posted for 10 days.

We actively work with our community partners and refer children that require extra support from the following organizations: Public Health, Speech and Language, Children's Mental Health (Open Doors), Early Integration, libraries and other community resources. We value these connections that we continue to build and believe families are better served with integrated services

Kids Camp Staff

All of our Kids Camp staff have completed CPR and First-Aid training, a vulnerable sector check, have current immunization and have signed off on all our policies and procedures. Every Kids Camp program has a Registered Early Childhood Educator. There is a supportive environment in relation to continuous professional learning.

Parental Involvement

When leaving your child, it is best to do so quickly and as smoothly as possible. For the first day, feel free to remain in the building (out of sight) for a few minutes until you feel comfortable leaving.

Please keep us informed of any changes which may affect your child. Your comments and evaluations are of vital importance to improving our program, so please keep us informed.

Ages of Children

The Kids Camp program has licensed facilities to accommodate 16 children ages 4 to 6 years of age. The adult to child ratio is 1:8.

Days and Hours of Operation

The Kids Camp program operates from Monday to Friday. We run weekly summer camp programs for the month of July. Each child is registered for a week at a time. Our hours of operation are 8:30am to 4pm.

Arrival and Pick-Up

Children depend on regular routines for their own security. It is therefore recommended that you follow our fixed hours to pick up and drop off your child. **When your child arrives, please notify a member of the staff as to his or her presence.** Similarly when picking up your child, enter the building and make certain the staff knows you're leaving. Unless otherwise arranged, children will not be released to any other person than those who are specified on the registration form. Please use main (double) doors to enter the school.

Parking

Please use the parking lot when dropping off and picking up your child.

Nutrition

Families need to send a healthy bagged lunch with their child with snacks for the morning and the afternoon. Please send a water bottle as well. Please read the policy

and procedure for our bagged snack and lunch program and sign and return the consent form.

Health and Administration of Drugs

Prescription drugs that are prescribed by a physician will be administered to any child in the Kids Camp program. Attached medical form will need to be completed first. These forms can also be found on the school website: www.calvaryca.com under tab “our school” and “school forms”. All our Kids Camp teachers and support staff are trained in both CPR and first-aid.

Children should stay at home from Kids Camp if they have the following illnesses: diarrhea, vomiting, impetigo, influenza, measles, meningitis, mumps, untreated pink eye, German measles, strep throat, scarlet fever and whooping cough. Please see www.healthunit.on.ca for more details.

Please keep your child at home if he or she has:

1. A fever or has had one in the past 24 hours.
2. Stomach or intestinal disturbances.
3. A fresh cold.
4. Respiratory symptoms.
5. A heavy nasal discharge.
6. Possible communicable disease.

Clothing and Possessions

Your child should be dressed in clothing appropriate for physical activity, the weather and the season. A second set of clothing (for emergencies) and bathing suit/towel should be brought to Kids Camp. All clothing should be labeled with your child’s name.

Discipline

Children are disciplined in a positive manner at a level that is appropriate to their age in order to promote self-discipline, ensure health, safety and respect for themselves and the rights of others. If your child is not managing, they will be able to have a “time apart” in the classroom to look at a book and take a moment to self regulate. Kids Camp does not permit spanking or any other form of corporal punishment.

Prohibited Practices

The following behaviours by a staff member towards a child are prohibited:

1. Corporal punishment of a child (e.g. spanking, hitting, shaking, biting etc.)

2. Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self respect (e.g. shouting, yelling, sarcasm, put downs, force feeding etc.)
3. Deprivation of a child of basic needs including food, drink, shelter, clothing, toilet use or bedding.
4. Being confined in a locked room or area or physically restraining a child for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used as a last resort and only until the risk of injury is no longer imminent.
5. Locking the exits of the Preschool for the purpose of confining a child
6. Inflicting any bodily harm on children including making children eat or drink against their will.

OPERATIONAL PROCEDURES

Registration and Fees

Summer camp fees are to be paid upon registering your child. The cost is \$165 per week. A registration package needs to be completed **before** your child starts Kids Camp. There is a \$10 charge for every NSF cheque and \$25.00 charge for any subsequent NSF cheques.

Admission

Upon enrolling your child, the Ministry of Health requires you to provide proof of updated immunization or a notarized letter of exemption.

Volunteers and Students

We do allow volunteers and students to help in the Kids Camp program. They are required to adhere to our volunteer policy, obtain a vulnerable sector check and are not allowed to be left alone with the children.

Fire Drills

In keeping with local fire regulations, we will have a monthly fire drill. Staff conduct these drills with a whistle. In the event the building needs to be evacuated, arrangements have been made to take the children to the Franktown Community Center on Church Street. At that time, parents will be contacted to pick up their child.

Parental Concerns

If you have a concern about the Kids Camp teachers or program and you have tried to resolve your concerns in person, please submit a letter to our school principal,

Tom Bourne. You can bring this letter to the school front office. You can expect a response in a timely manner.

Waiting List

A waitlist will be formed when Kids Camp reaches full capacity of enrolment on a specific week.

Children will be accepted into the program on a first come first served basis when spots become available. Priority is established by the date of a submitted registration package however siblings of children currently enrolled in our program will be given priority status.

There is no fee to have your child placed on our waiting list.

When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a Kids Camp spot. If the family accepts the offer we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed

Daily Schedule:

8:30 – 9:00 Drop off

9:00 – 10:00 Outside play (nature walk, organized group games, free play)

10:00 – 10:30 Morning Snack, story and letter games

10:30 – 11:30 Literacy-Numeracy- Craft activities

11:30 – 12:00 Individual Learning Centers

12:00 – 1:00 Lunch time and Recess outside

1:00 - 2:00 Fine motor activities/Quiet Time

2:00 - 2:15 Afternoon Snack

2:15-3:00 Outside Free Play

3:00 – 3:30 Stories and daily review of activities

3:30 – 4:00 Pick-up (in the gymnasium) and Home Time