

Mine Hill Educational Foundation

Welcome to
Canfield Kids
Summer Camp



2011 Policy Manual



The Mine Hill Educational Foundation

Enhancing Educational Opportunities

Canfield Kids Summer Program Policy and Procedure Manual

About Us

During the school year, *Canfield Kids* offers a fun and enriching year-round program for children ages 2 ½ to 13 of all ages. Our Pre-School 3 program is a strong academic foundation for children 2 1/2 years of age and up, while our K4 and K5 programs are packed with curriculum reinforcement, life skills, and character building. Our before and after school program is open to children up to 6th grade and offers a fun, safe environment for peer interaction and socialization, as well as homework support. Our facility is licensed and regulated by the New Jersey Department of Human Services.

During the summer months, we switch gears to a fun and exciting 10 week summer program. We offer many entertaining games, trips, and events year after year, yet strive to incorporate new activities. We pride ourselves on the clean, warm and welcoming atmosphere created by our staff of devoted teachers and councilors who foster a love of discovery and learning. Our activities are always stimulating, age appropriate, and challenging. We are located in the Canfield Avenue Elementary School. Our facility includes: 5 age appropriate rooms, the gymnasium, a state-of-the-art playground, basketball courts, reading garden as well as a new baseball field. We also have a waterslide and a bounce house that we set up at least 3 times a week.

CK Staff

The staff at *Canfield Kids* is an asset! The teachers and counselors are professionals who have experience in working with children of all ages. Prior to employment at the camp, everyone goes through extensive interviews, background and reference check procedures, including criminal history release screening (as required by NJ law). All staff members receive ongoing continuing education with special emphasis on safety, security, hygiene, health and sanitation. Staff members that work directly with children have obtained or will attain CPR certification and basic life training.

Admission and Enrollment

Canfield Kids requires a completed enrollment packet for all children no later than 48 hours prior to the child attending camp. This packet includes this handbook, registration and contact information, medical emergency authorization, photo release, and procedures for obtaining immunization records and medical status, as required by Canfield Kids and The Department of Children and Families. Additional forms may be included at the discretion of Canfield Kids. Applications for enrollment are accepted without regards to race, religion, sex, or national origin. Canfield Kids reserves the right to refuse service to any family or child who does not follow the rules or poses an emotional or physical threat to other children.

Operating Hours

Canfield Kids is open 7AM to 6 PM Monday – Friday. These times are **not** subject to change. Canfield Kids reserves the right to change operating hours at any time.



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Overtime

The camp closes at promptly 6 pm. All children must be picked up by this time. A late fee of \$15 per quarter-hour after 6 PM will be assessed. Please call when you know your pick up will be delayed.

Care, Custody, and Control of Enrolled Children

For before camp drop off:

All children under the age of 8 must be signed in to the custody of Canfield Kids by their parent or accompanying adult. Children ages 9+ may come to the program unattended, however, it remains the responsibility of the parents. Children over the age of 8 can be signed in and out by the Canfield Kids staff, but they may not sign themselves in or out. Any morning drop offs must enter the school through the main CAS entrance by the main office only. **Until a child is signed in to our custody, they are not our responsibility.**

Release of Children Policy

Children may be only released by their parents or by a designated person on their "pick-up" list. Picture identification (drivers' license, state identification card) will be required and a phone call to a parent will be made if the childcare provider is still in doubt. If someone not on the list is to pick up, written notification from the parent or guardian will be needed or the child **WILL NOT** be released.

If the parents fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parents); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parents have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent is able to pick-up the child.

If the parents appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person authorized by the parent; and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Absence Policy

It is the responsibility of the parent to notify Canfield Kids if your child will not be attending camp. Because most of our trips require a head count before attending, we need to know if and when your



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child will not be joining us for the day. Please call our offices in the morning to let the CK staff know of any scheduling changes. If you are taking the day off from work, are out of the office, or your child will be staying with someone else, please let us know how you can be properly reached in case of an emergency.

Tuition Cost

In order to ensure adequate staffing and trip planning, parents will indicate the weeks their children will attend the Canfield Kids Summer Program on the initial enrollment application. Payment will be due no later than the **MONDAY** of each week of attendance. Tuition cannot be pro-rated for hours or days missed for any reason. Tuition payments reserve the child's space with Canfield Kids. **A fee of \$50 for insufficient funds (bounced checks) will be assessed.** This would cover bank charges & additional time for bookkeeping.

The weekly rates are as follows:

\$215.00/week	5-Day Week (includes all trips)
\$125.00/week	3-Day Week (does not include trips)
\$99.00/week	Half Day-Up to 4 hours a day, M-F (does not include trips)
\$45/day	Daily Rate-Full Day, any day of the week (does not include trips)

We also offer a 10% sibling discount.

Trip Information

Please indicate the weeks your child will be attending Canfield Kids. Please know that once you are signed up for a particular week, you are locked into the indicated rate and *you are responsible for payment of the weeks you are signed up for, regardless of attendance.* Availability for all trips will be contingent upon available bus seating, offered first to full time campers, next to 3-day a week campers, and finally half day and daily drop-ins. Trips are included in full time enrollment prices, but **NOT** all others. Canfield Kids reserves the right to close out **ANY** trip registration at any point during the summer.

****NO** permission slips or payments will be accepted the morning of a trip, as we are required to pay all vendors and give final head counts **PRIOR** to the event date. In the event that there is availability for a trip due to cancellations we will post a sign-up and we will accept campers on a first come, first serve basis.

Registration Fees

There will be a non-refundable registration fee of \$50.00, to be paid with submission of the enrollment packet. This deposit will be applied to the first month's tuition.



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Open Door Policy

Canfield Kids has an open door policy. Quality care for your child includes good communication between the parents and the center's staff. Parents are welcome to come by unannounced, anytime during the day to visit. The staff is proud of the camp, the children, and their work, and they welcome the opportunity to show that whenever possible!

Child Custody Issues

Canfield Kids has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a *parent*. Any restraining orders restricting access to a child must be presented to Canfield Kids. A recent and representative photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Wharton PD while the child remains in our custody.

Canfield Kids takes the responsibility for your child's safety very seriously. In the event a staff member feels threatened or that potential harm might be imminent, they will release the child, notify the police and request an Amber Alert. Any additional information or questions regarding this should be addressed with the Director.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from CK:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments. If a family becomes more than 5 days late with payment, access to the program may be denied.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

SCHEDULE OF EXPULSION



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- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with CK.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the camp.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding any alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the camp.
- Questioned the camp regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will always use positive methods and language while disciplining children.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.

Dress Code

Children should arrive clean and dressed. **Canfield Kids** Summer Camp incorporates a lot of recreational games and outdoor play. Parents should dress their children in comfortable, washable play clothing. Children will get dirty and clothes may even be stained, so prepare for the worst by not dressing the children in their best clothing. All clothing including bathing suits, towels, and any extra footwear should be labeled with your child's name.

Children must wear shoes at all times. For waterslide and sprinkler play, we ask that you bring water shoes or flip flops. For the playground, children **MUST** have sneakers or other non-slip shoes with closed toes to prevent accidents or discomfort. **Please note, children will only be allowed on the**



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playground when sneakers or other closed toe, rubber sole shoes are worn. This is for the protection of the children.

Jewelry

Some pieces of jewelry pose choking and entanglement hazards and is unsafe to wear at the daycare. Rings, bracelets, necklaces, anklets, and toe rings are not permitted at the center. **Jewelry will be removed and Canfield Kids will not take responsibility if it is lost or stolen. PLEASE leave jewelry at home!**

Discipline Policy

The staff at *Canfield Kids* is committed to providing an environment where children feel safe and comfortable. The staff always will use a positive approach to discipline. Good behavior is encouraged through example and always recognized. CK Teachers make every effort to continuously praise any child displaying good listening skills. All children are encouraged to use skills that will allow them to resolve conflicts and have their needs met without resorting to aggressive or destructive behavior. Discipline and guidance of your child will be as consistent as possible. It will be based on an understanding of their needs and development. Children will be disciplined with positive reinforcement that promote self-esteem, encourage self-control and self-direction. Occasionally, a short "cool down time" will be applied when a teacher feels that it is necessary to remove a child from a situation. This gives the child time to think about their actions and to cool down. **At no time will there EVER BE any form of physical punishment at Canfield Kids.** If the staff is unable to help the child control a child's behavior a parent will be contacted to intervene.

Allergies and Medication Administration

Allergies

ANY and ALL food or other allergies MUST be brought to the attention of Canfield Kids. Special medical arrangements or dietary needs will need to be discussed with the Director to determine the best course of action for the safety of all the children.

Medication

We will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the camp.

Please observe these medication guidelines:

- Parents must provide written permission before any medication or health care procedure is administered to a child. All medications must be signed in and out.
- Medications must be brought to camp in a zip lock bag with a calibrated measuring spoon.



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- Medication must be in its **original container**, labeled with the child's name, name of the medication, date it was prescribed or updated, the expiration date, and directions for administration.
- Administration of prescription medication requires a doctor's statement on the child's condition and health status. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical preparations (such as sunscreen).
- If a child needs a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health care provider.
- Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider.
- Any medications which read "consult a physician" will require a written statement from your physician defining the appropriate dosage.

Medication or health care procedures will only be given by authorized staff that is informed of the child's health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

Injury and Emergency Procedures

Severe Personal Injury

The following steps will be followed in an emergency situation:

1. The parent/guardian will be contacted immediately.
2. The child's health care provider will be contacted.
3. We will attempt to contact you through all of the emergency persons listed on the child's application form.
4. If we cannot contact you, your child's health care provider, or other emergency contacts, we will do any or all of the following:
 - (a) Call for emergency first aid assistance/transportation.
 - (b) Have the child transported to an emergency hospital in the company of a staff member.

****In cases of severe emergency, 911 will be the first action taken, followed by parent/guardian.**



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Required Medical Assessments

Health Physical

All children enrolled in Canfield Kids Summer Camp must have a complete health physical and return the Medical Declaration Statement (included in your enrollment packet) to the Director prior to their start date.

Immunizations

Each child enrolled at Canfield Kids Summer Camp must meet the applicable immunization requirements specified by the State of New Jersey. All immunizations required for the child's age must be completed and documentation provided to the center 48 hours prior to admission into the center.

Management of Communicable Diseases

Childhood diseases are a natural part of life. When a child contracts a communicable disease, all parents will be notified in accordance with the guidelines established by the "Communicable Disease Chart" (see below).

Illnesses

In order to prevent illness from being spread among Canfield Kids, please observe the following guidelines. Your child will be sent home if exhibiting any of the following symptoms:

- Severe pain or discomfort accompanied by any abnormal symptoms
- Acute diarrhea (3 or more episodes)
- Two or more episodes of acute vomiting
- Elevated ear temperature of 100.4 degrees Fahrenheit
- Sore throat with fever or white spots on tonsils
- Lethargy accompanied with fever, rash, or crankiness
- Severe productive coughing or uncontrolled nasal discharge (green in color)
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

When a child becomes ill while at camp a parent or guardian will be contacted to pick up the child ***immediately***. After receiving notification, we require that your child be picked up from the program within one hour. Failure to pick up a sick child in a timely manner endangers the health of all children in the program and may result in termination from Canfield Kids. Ill children must be "fever-free" at least 24 hours before returning to camp.

Children sent home or absent due to a contagious disease may return to camp with a physician's statement indicating the child is no longer contagious and is ready to return to camp activities.



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If your child is sent home sick from CK for vomit/fever they must **not** attend CK the next day.

Table of Excludable Communicable Diseases

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Health and Safety

Canfield undergoes routine inspections for health, fire, and safety as outlined and defined by the requirements for operation in a public school building, as well as the requirement of the NJ Department of Children and Families.

Emergency Evacuation and Relocation

An emergency evacuation and relocation plan is posted at the center. A fire drill will be conducted twice a month for the children and staff to stay prepared.

Meals

Children will eat the meals and snacks they bring from home at a scheduled time each day. Discretion is exercised as needed. Sharing of food and snacks, while not forbidden, is discouraged and parents are asked to reinforce this policy. Foods that require cooking or reheating should be sent warmed and wrapped for your child to eat at lunchtime. **The CK staff is forbidden to cook, reheat or prepare foods in accordance with our license. Please send in any foods in a "ready to eat" condition.**

Every child will need a morning snack, lunch, and afternoon snack. We ask that you bring a several drinks for them to have throughout the day, and it must be in an insulated lunchbox with an icepack.



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Parental Involvement

The program established at *Canfield Kids* encourages and promotes parental involvement with an open door policy, continual communication between center and parent, along with opportunities for parents to share ideas and concerns in a positive way.

CK will occasionally notify you of different opportunities for parental involvement. This may include supply requests for special projects, assistance with field trips, or notification of events and/or resources parents might find useful. Parents are always welcome to make suggestions or relate ideas of interest.

Video and/or Photographs

The center may produce camp photographs and/or video tapes of the children for staff training purposes, for marketing of the program, for use by the press and for use in grant application materials. These photographs and videos may be reproduced and/or published on the Foundation's website or in printed publications. A permission slip is required before any child's photo/video will be release.

Personal Items at Canfield Kids

During the summer months, we like the children to have many options of how they prefer to spend their time. We offer many exciting clubs and activities, so personal items are strictly prohibited. However, **children Grades 2 and up** may bring in electronic devices to use during free time, but a permission slip is required. Please understand that we **do not** lock up any unattended items while in the gym, on the playground, or when we're away on a field trip, so we will not be responsible for any lost, broken, or stolen items.

Children's Required Supplies List

Absolutely anything that comes into CK must have your child's name on it to avoid any confusion.

Preschool 3 and K4:

1. A complete change of clothes-labeled with your child's name
2. Two changes of underwear
3. A cot sheet and/or blanket for napping-also labeled

All Ages:

1. Appropriate clothing for indoor and outdoor play
2. A bathing suit
3. Towel
4. Flip Flops
5. Sneakers for playground

Policy Changes

Upon enrollment, parents will be provided with this manual and an opportunity to read and discuss with the Director the information within. Parents are always welcome and encouraged to raise any questions or concerns they may have. Canfield Kids reserves the right to revise or amend any policy at anytime, however, we will always make very attempt to notify all parents in a timely fashion.



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Summer Parent Policy Manual Contract

Child's Name: _____ Age: _____

- I have received and read the Canfield Kids Policy Manual and agree to abide by the rules and regulations within.
- I understand that tuition is due NO LATER than the Monday of that week.
- I understand that once signed up, I am locked into the indicated rate and are responsible for payment of the weeks I am signed up for, regardless of attendance.
- I understand that my child must be picked up by 6pm. I agree to pay a late fee of \$15 per quarter-hour after 6 PM.
- I agree to notify Canfield Kids when my child is ill, will be absent, or will be attending.
- I understand that availability for all trips will be contingent upon available bus seating, offered first to full time campers, next to 3-day a week campers, and finally half day and daily drop-ins.
- I understand Canfield Kids reserves the right to close out **ANY** trip registration at any point during the summer.
- I understand that **NO** permission slips or payments will be accepted the morning of a trip, as we are required to pay all vendors and give final head counts **PRIOR** to the event date. In the event that there is availability for a trip due to cancellations we will post a sign-up and we will accept campers on a first come, first serve basis.

I attest that I have read and understand the following policies:

- | | | |
|--|-----------|----------|
| 1. Policy on the Release of Children | _____ Yes | _____ No |
| 2. Policy on Discipline | _____ Yes | _____ No |
| 3. Policy on the Expulsion of Children from Enrollment | _____ Yes | _____ No |
| 4. Policy on the Management of Communicable Diseases | _____ Yes | _____ No |

Parent's Name: _____

Parent's Signature: _____ Date: _____