

Kids Zone Summer Day Camps

Parent Handbook

Day Camp Information

Program

Kids Zone Summer Day Camp is a ministry of Sunshine Ridge Church. The program exists to introduce children to Jesus through the stories taught about Him in the Bible. Kids Zone has its own specific room as well as access to most of the church including the gym and the outdoor property. This allows the children to have open activity in many areas and does not leave them confined to any one space. This allows for plenty of opportunities for play and discovery both inside and outside of the building.

Hours of Operation

- We are open from 9:00 AM to 12:00PM, Monday to Friday
- We are closed for BC Day (August 3)
- **There will be no before and/or after care provided this summer**

Fee's and Payments

- Please make cheques payable to **Sunshine Ridge Baptist Church**.
- Please include your child's name on the bottom of the cheque or on an envelope
- There is also an online application form which allows you to pay by credit card
- **There is a fee of \$5.00 for pickup after 12:05pm and a \$1.00 per minute charge for every minute thereafter.** *Chronic lateness will be cause for dismissal from the program.* Late fees must be paid prior to the child returning to the program.
- One warning will be given upon the first breach of this policy within 10 minutes of 12:00pm
- **Cancellation Policy:**
 - Cancellations made more than 15 days in advance of the camp start date are eligible for a full refund, minus a non-refundable administration fee of \$25.
 - Cancellations made less than 15 days prior to camp start date are subject to a \$30 administration fee.
 - Cancellations made less than 7 days prior to camp start date will receive no refund.
 - Registration fees may be transferred to another week (if space allows) up to one week prior to the registered start date.

Attendance Policy

- There is no monetary refund for casual days missed, vacation days taken, or days missed due to illness. This is to ensure that the space for your child will remain open
- If you are going to be absent for an extended period of time, please inform the office either through email or a communication note with the date you will be leaving and the day of return
- Please inform a staff member if you know ahead of time that your child will be absent

Enrollment Procedures

- It is under the authority of the director to admit or deny an application to the program
- We accept children **going into kindergarten** and up to children **going into grade 7**
- All Children attending camp **must be potty trained**
- All Children attending camp **must speak English**

Staff

- The staff at Kids Zone have various qualifications and levels of experience, depending on their position
- All staff hold valid First Aid Certificates and have passed a criminal record check.
- All volunteers have also passed a criminal record check
- We welcome outside support staff that your child might require (e.g. speech therapist)

Arrival and Departure

- Please ensure to sign your child in and out on the provided sheet upon arrival and pickup. Write in the actual time you arrive and leave along with your name and signature. This is an important safety measure, as it officially transfers the care of your child from you to Kids Zone, and from Kids Zone back to you.
- Please make sure to inform a staff member if someone other than a parent/guardian will be picking up your child from Kids Zone
- People on your **'Authorized To Pick Up' list** will require picture ID to pick up your child from Kids Zone
 - **People who are not currently mentioned on your 'Authorized To Pick Up' list** who you would like to have pick up your child from Kids Zone, please call first. You will then be asked to send an email (to office@srbc.ca) confirming who is picking up your child. **Your child will not be released into the care of anyone who is not included on your 'Authorized To Pick Up' list unless this process is followed.**
 - **Adding a person permanently to your 'Authorized To Pick Up' list**, please do so in writing with a signature giving it to a staff member
 - It is helpful if you speak with a staff member if someone other than you will be picking up your child even if they are on your 'Authorized To Pick Up' list
- It is also helpful if you speak with one of the staff about any events or circumstances, which may effect your child (e.g. late night the evening before, one parent away, etc.)

~~Transportation (DOES NOT APPLY TO SUMMER 2020)~~

- We have volunteer drivers for our out-trips which requires assistance of the parents of children attending camp that week. All drivers are required to have a valid class 5 drivers license. No one with an 'L' or 'N' will be permitted to drive any children
- When children are being transported; we require the children to abide by the following rules:
 - They must remain seated and buckled in their seats at all times

- At no point should there be any body part outside the windows
- There is to be no inappropriate language or conversations
- There is to be no yelling out the windows
- Nothing is to be thrown out of the windows
- They must listen to the leaders/driver at all times

Out-Trip Policy (DOES NOT APPLY TO SUMMER 2020)

- We go on excursions around our neighborhood by walking and on out trips by vehicle. **By signing the parent agreement form you are giving your child permission to participate**
- **Note:** All excursions will be carefully pre-planned and adequately supervised
- A child must wear a Kids Zone shirt when leaving the building for the Friday Out Trips. A shirt is made available to your child with registration. It is the responsibility of the parent to dress your child in their Kids Zone shirt on the Friday morning for the out trip
- Out Trips leave at 9:30 am. If you are late and don't inform us, you run the possibility of missing the trip, and thus needing to find alternate care for your child that day
- A child is not permitted to be dropped off or picked up from an Out Trip unless pre-arranged with the Kids Zone Staff

Photo, Video & Social Media Policy

- Photographs/videos are taken in the course of daily activities at Kids Zone. These photographs may be used for presentations to the children and/or congregation of Sunshine Ridge, posted in the church building, or used for newsletters
- We will not post pictures of children's faces online
- We will not post children's names online
- We will not post the location of photo's taken

Social media will not be used to communicate with parents concerning their individual children. Parents, likewise may not use social media to contact a staff member to discuss their child. This must be done in person, through the phone or by email

Your Child's Health

Health Guidelines

- If your child cannot participate in **all** of the daily activities, then he/she is not well enough to come to day camps that day.
- We strive toward providing a healthy environment; therefore, it is our policy that your child cannot

return to the program until:

- They have been free from a fever over 100 degrees Fahrenheit for (24 hours)
- They have been free of diarrhea and/or vomiting for (24 hours)
- They have been treated and have a doctors not to confirm they can return to camp; if they have had an unknown rash, skin infection, or discharge from eyes or ears
- They have been treated for the required length of time, and have a doctor's note to confirm they can return to camp; if they have had any parasite condition such as lice, scabies, etc.
- If your child contracts a communicable condition, you must inform the camp so we can post a health notice for the families
- Should your child become ill while in the care of Kids Zone, we will contact you so that you can make pick up arrangements for your child
- The director and staff have the right to refuse care if your child is obviously too ill to attend

Food & Nutrition

- Your child needs to be provided with nutritious snacks/lunches each day
- By providing your child with healthy foods, you are helping to give them the energy they need for the day
- Sending foods what lack nutritional balance often causes children to tire easily and have more behavioral challenges
- Please refrain from sending candy, chocolate bars, pop or sports drinks.
- A microwave is available to heat up any lunch as it is necessary, unless the children are on an out trip, you must then pack a bagged lunch and snack for that day.
- Ensure you record any allergies or special dietary restrictions on your registration form.
- We have a strict "**NO NUTS**" environment

Medication Policy

- Whenever possible, please arrange with your doctor for a medication schedule which permits the child to have his/her medication at home
- When medication is given at home, it is important to let the staff know so that this information can be passed on in a medical emergency
- Medication will only be administered if permission is given to the Kids Zone staff to administer
- All medication is stored in a lock box, which is refrigerated if necessary
- All medication must be in its original packaging, prescriptions require the prescription label to be attached

Sunscreen Policy

- Please send sunscreen with your child to the camp, on out trip days apply sunscreen before coming to camp
- If your child does not have sunscreen with them Kids Zone staff will supply sunscreen SPF 30+
- **By signing this parent agreement**, you give Kids Zone staff permission to apply sunscreen to your child.

Clothing Policy

- Always be prepared for the weather each day; this is the Lower Mainland!
- Close-toed shoes must be worn to camp (e.g. runners). **Flip flops and crocs are not acceptable.** This ensures safety for all activities throughout the day.
- Please send your child with a bathing suit, towel, hat and sunscreen each day as we spend time outside in the sun and enjoy playing with water

Personal Property

- Do not send your children with any toys, books or other objects from home
- Kids Zone is not responsible of any lost or stolen items

Child Abuse Policy

- We are legally required by Section 7 of the Family and Child Services Act to report any suspected child abuse to the Ministry of Children and Families
- While under our care or supervision, no child will be subjected to emotional, physical or sexual abuse

Emergency Policies

First Aid

- The staff at Kids Zone Summer Day Camps are certified in First Aid and will take appropriate action in cases of illness or injury
- If a child becomes seriously injured during the program, the parents will be notified immediately
- If the parent cannot be reached, the emergency contact person stated on the registration form will be notified
- In the case that your child requires an ambulance, a staff member will accompany your child to the hospital with their medical information and meet the parent or guardian at the hospital
- The parents/guardians are responsible for any expense incurring during the medical care

Missing Child Procedure

- If a child goes missing the following procedure is followed:

At the Church:

- All available staff will search for the missing child
- The other staff will stay with the remaining children and occupy them with either regular activities or a quiet group activity
- If the search is unsuccessful the staff will phone the police and parents of the child

During an ~~Out Trip: (NOT APPLICABLE TO SUMMER 2020)~~

- A staff member will search for the missing child
- Another staff member will inform workers at the out trip of the missing child
- The rest of the staff and volunteers will stay in a designated area and occupy the group until the staff members return
- If the search is unsuccessful the staff will call the police and parents of the child

Dear Parents,

On behalf of myself, the staff and the volunteers of Kids Zone Summer Day Camps, we would like to extend a warm welcome to you and your family. We hope that your family will have a positive and rewarding experience at our camp this summer.

To ensure that your child has a strong sense of security and a positive experience here, it is essential that we work together to establish open communication and a trusting relationship. Kids Zone Summer Day Camps is a government funded non-profit day camp located within Sunshine Ridge Baptist Church. This day camp is a ministry of the Church and implements Christian values in the daily program and routine. As Christians, we are committed to God and realize His calling on our lives to work with children.

This handbook is designed to provide you with a clear understanding of the day camp program, policies and procedures. We hope that it will answer any questions you may have. Please familiarize yourself with the handbook and keep it as an ongoing reference. Our staff are always available to help with any questions or concerns.

We are happy to have the opportunity to work together with you and your child here at Kids Zone Summer Day Camps.

Sincerely,

Summer Day Camps Director