



# PARENT HANDBOOK

## Registration

- Registration for camp is done at the Derby Recreation Center, 801 E. Market, Monday-Thursday 5:00am-9:30pm, Friday 5:00am-7:00pm, Saturday 8:00am-5:00pm and Sunday noon-5:00pm. The child must be registered to attend the Recreation Station program.
- Recreation Station hours: 7:30am-5:30pm, Monday-Friday, May 30-July 27.
- Ages: K-5th grade of the 2017-2018 school year. Sorry no Pre-K.
- Parent Orientation Date: May 29, 5:30pm in El Paso Elementary cafeteria
- Fees:  
    \$819.00- All 8 Weeks              \$105.00- Weekly
- A newsletter listing activities and field trips is sent home with each child at the end of each week announcing the next week's schedule. Please pay close attention to varying schedules.
- Children with special physical or emotional needs will be accepted if the camp program is determined to be in the child's best interest and meets the child's Individual Program Plan.
- A registration packet must be completed prior to registration. Children's records are kept confidential. Those authorized to view records are as follows: Recreation staff, KDHE secretary, KDHE secretary designee, secretary of DCF, law enforcement personnel and the child's parent or guardian.
- Recreation Station is a Kansas Department of Children and Families child care provider accepting the Kansas Benefits Card. Please speak to DRC staff for more information.
- **NO REFUNDS**

## Picking Up Your Child

- You are expected to pick up your child by 5:30pm.
- **Any child that is not picked up by 5:30pm the Derby Recreation Commission Late Fee Policy will begin. Information sheet is attached to the back of this handbook.**
- If a child is not picked up by 6:00pm, Child Protective Services will be called IF no attempt has been made by the parent to contact camp staff.
- Chronic late pick-up is grounds for dismissal from Recreation Station.
- **A PARENT OR AUTHORIZED PERSON MUST SIGN CHILDREN IN WHEN THEY ARRIVE AND OUT WHEN THEY DEPART DAILY, unless child is walking or riding a bike. If child is not signed in, camp staff cannot be responsible for the child.**
- Children walking or riding their bike will sign themselves in and out.
- **PHOTO ID WILL BE REQUIRED AT THE TIME OF PICK-UP. WE MAKE NO APOLOGIES FOR SAFEGUARDING YOUR CHILD. THANK YOU FOR YOUR COOPERATION.**

## Absences

- If your child will not be attending Recreation Station on a day that they are enrolled, please call the DRC at 788-3781 and let the Camp Director know.
- There are no fee reductions or refunds for days that are not attended (due to illness, absence, vacations, suspensions, etc.).

## Camp Rules

- No bad language or inappropriate behavior.
- No bullying.
- No fighting.
- Shoes must be worn at all times.
- No personal items unless specified.
- Children must stay in the designated activity area at El Paso Elementary. A staff member must always know where children are at all times.

## **Disciplinary Guidelines**

The following guidelines will be followed and documented daily by the staff and incidents reported to the supervisor. Following inappropriate behavior a discipline sheet will be completed by staff, if warranted.

- Verbal warning and redirection
- Removal from activity  
Children are only removed from the activity long enough to gain self-control. Staff will visually supervise any child removed from an activity.
- Think sheet was issued and group leader discussed the behavior and how to fix the behavior.
- Child-Director discussion.
- Sent home for the remainder of the day. (Program Director will contact parent.)
- One-week dismissal. (Program Director will contact parent.)
- Expulsion from the program. (Program Director will contact parent.)

## **Transportation**

- Transportation will be provided by qualified DRC bus/van drivers to and from all Recreation Station activities (staff vehicles will be used only in extreme situations).
- Occasionally, field trips may cause us to change our time schedule. Parents will be notified through the weekly newsletter of this change.
- A notice will be posted on the El Paso Elementary Gym Exterior Doors or the cafeteria when going off location.

## **Clothing Attire**

- Daily-Please have your child wear sturdy shoes, socks, and comfortable clothing. NO OPEN-TOED SHOES.
- Please apply sunscreen to your child daily. Staff will remind children to reapply sunscreen before swimming outdoors and before a long outdoor trip.
- Weather appropriate clothing.
- Recreation Station shirt for field trips other than swimming.
- Label your child's clothing, swimsuits, hats, etc.
- Swimming-Please have your child outfitted in a swimsuit, towel, sunscreen and shoes.
- Short shorts and bare midriffs are not allowed.
- Other clothing items may be deemed inappropriate at recreation staff's discretion.

## **What Not To Bring To Camp**

- Mp3 players, portable game systems, phones, tablets, toys or other personal items are not allowed unless specified in the weekly newsletter.
- Camp staff is not responsible for lost, stolen or broken items the children bring.

## **Food**

- Recreation Station will be receiving meals through the Summer Food Program held at the Derby Middle School cafeteria. The menu will be a traditional school menu with seasonal fresh fruit. The Summer Food Program will be held **June 4-July 27**. Sack lunches will be required on days when the food program is not available. Reminders will be included in the weekly newsletters sent home on Fridays. If you do not wish to have your child participate in the program then a nutritious sack lunch will be needed daily. **Soda is not allowed at camp.** Please label your child's drink and lunch container. If your child does not bring a lunch staff will contact a parent/guardian and a lunch must be brought before the designated lunch time or within one hour. If a parent/guardian cannot be contacted the DRC will provide a lunch for the child and the parent/guardian must reimburse the DRC that evening at pick up or the next day at drop off.
- Food that needs to be heated/cooked is not allowed.
- The DRC provides a mid-morning and afternoon snack daily.

## **Medication**

- Recreation Station staff will administer medication only if the correct form is completed.
- A child can be authorized to self-administer medication only if the correct form has been completed and signed by the child's physician. A designated staff member must be present while a child self-administers any type of medication. A record will be kept.
- Any medications must be in their original container and clearly marked with the child's first and last name, and MUST be given directly to a STAFF MEMBER.
- Aspirin will not be given without the express, written permission of the child's physician.

## **Health and Illness**

- If a child arrives at camp ill, or becomes ill at camp, the parent or other authorized individual will be notified immediately to pick up the child (parent is expected to pick up child within one hour).
- Sick children will be monitored and isolated, with supervision, if necessary until the parent arrives.
- Please notify the Program Director should your child contract a communicable disease.
- Head lice: Child will be excluded until treated with an antiparasitic shampoo and until all nits have been removed. Camp staff will determine if child is nit-free.

## **Emergency Procedures**

- Responsible measures are taken to safeguard the health and safety of all camp participants.
- All accidents will be reported to the Program Director. Incident reports are completed and kept on file at the Derby Recreation Commission.
- If an injury is not serious, First Aid will be applied.
- If an injury is serious, the following procedures will be followed:
  1. The proper authorities will be called.
  2. A staff member will notify parent/guardian.
  3. If the child must be taken to an emergency care unit, a staff member will accompany the child and stay until the parent/guardian arrives.
- Fire/Tornado drills are conducted monthly throughout the summer. Procedures for these emergencies are posted in each activity area.

## **Field Trips**

- A signed permission slip is required for each field trip taken.
- Field trip fees are included in the registration fee. If extra money is needed you will be notified in the weekly newsletter. Please limit the amount of money sent to \$1 or \$2. Staff is not responsible for lost or stolen money.
- Activities may be adjusted for rainy or extremely hot days.
- The same rules and guidelines are enforced on field trips as at camp.
- Please bring your child at least 15 minutes before the designated departure time. If your child arrives after the bus/group has departed you will need to make other arrangements for the care of your child. Children cannot be placed in another group and the bus will not return to pick up your child.

## **Staff**

- All staff are trained in CPR and First Aid.
- A staff to child ratio of at least 1 staff member to 15 children is maintained.
- All staff are required by law to report suspected child abuse and/or neglect.

## **Swimming**

- If you do not wish to have your child swim on a given day, you MUST GIVE WRITTEN NOTICE to the child's camp leader.
- Children are not permitted to dive off the diving boards or enter the water head first at any time at any swimming facility.
- Children are encouraged to lock their personal items in a locker during swim time. Lockers cost a quarter.