



# Kids' World

O'Brien

Pinhook

Summer Day Camp

2010

Parent Hand Book



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# WELCOME AND INTRODUCTION

Welcome to South Bend Parks and Recreation Kids' World. Our hope is to offer you a safe and secure place to leave your child(ren) during the school summer vacation weeks. We will strive to care for and support your child(ren) in a caring manner and are excited to see your child(ren) grow and learn to their fullest potential. We know your child(ren) are very special to you, and we look forward to working with you in support of your child rearing efforts. We're glad you're here!

Welcome,

Karen Myers  
Program Supervisor  
South Bend Parks and Recreation Department

## **Kids' World offers care to children ages 5\* - 12.**

\*Age requirement: 5 yrs olds must have completed kindergarten

Kids' World accepts children without regard to race, religion, sex or national origin.

Child/Counselor ratio will be 10:1.

This Parent Handbook is part of the enrollment agreement between Kids' World and the parents or guardians of the child(ren) enrolled in the program.

Thirteen year olds who have attended Kids' World before are eligible to become a Jr. Aide. Refer to Number 25 in the Handbook for qualifications. Contact Karen Myers, Youth Program Supervisor to be considered for a Jr. Aide position at 299-4768 ext. 236.

# PURPOSE AND PROGRAM GOALS

**Kids' World O'Brien:** The purpose of day camp is to provide a warm, loving, and secure environment that meets the needs of each child.

**Kids' World Pinhook:** The purpose of the day camp is to help children achieve good health through fun, exhilarating physical activities and wise eating habits.

Counselors will work as a team in each group to meet the goals of the day camp which are as follows:



To meet individual needs of each child at each developmental stage.



To develop a positive attitude and self-esteem in each child.



To encourage each child to use his/her abilities to their fullest potential.



To help each child understand his/her feelings and help them express themselves in a positive manner.



To help each child to appreciate art of his/her own making.



To encourage and praise each child.



To help each child learn to make positive decisions.



To teach respect for each other's rights and differences that make us an individual.

**TO MAKE LEARNING FUN THROUGH PLAY!**

# **KIDS' WORLD PARENT HANDBOOK**

## **PROGRAMS AND POLICIES**

### **1. AGE REQUIREMENTS:**

Kids' World offers care to children ages 5\*-12. (Five yr. olds must have completed kindergarten, NO EXCEPTIONS)

### **2. DAYS OF OPERATION**

Kids' World is open Monday - Friday from 7:15 am - 5:30 pm June 1 – August 13 (Closed July 3<sup>rd</sup> in observance of Independence Day). There is a possibility for an additional week of camp from August 16 – August 20, based upon when the South Bend Schools will be back in session. We will provide further information during the summer.

The camp program opens at 7:15 am. Children will not be accepted until 7:15 am. For safety, parents must walk their child(ren) to the gym (or other established sign in location), and sign them in each day. All children must be picked up by 5:30 pm or you will be charged an overtime fee of \*\$1.00 per minute per child, payable the day of incident (no exceptions). For safety, parents must sign their child(ren) in and out daily.

### **3. DAY CAMP FEES**

**Fees are set on an annual basis. The fees for the 2010 season are as follows:**

<b>5 days per week</b>	<b>\$95.00R/\$100.00NR</b>	<b>1st wk only add \$10 T-Shirt fee</b>
<b>4 days per week</b>	<b>\$80.00R/\$85.00NR</b>	<b>1st wk only add \$10 T-Shirt fee</b>
<b>3 days per week</b>	<b>\$60.00R/\$65.00NR</b>	<b>1st wk only add \$10 T-Shirt fee</b>
<b>2 day minimum charge</b>	<b>(\$40.00R/\$45.00NR)</b>	<b>1st wk only add \$10 T-Shirt fee</b>
<b>1 day per week</b>	<b>\$40.00R/\$45.00NR</b>	<b>1st wk only add \$10 T-Shirt fee</b>
<b><u>Holiday:</u> 4<sup>th</sup> of July week</b>	<b>\$80.00R/\$85.00NR</b>	<b>– 4 day rate</b>

**A \$15.00 late fee will be assessed to camp fees that are not received by 5:30 pm Friday the week prior to attendance.**

**\*\$1.00 per minute per child overtime fee if child(ren) are picked up late.**

You may pay for more than one week at a time if this payment arrangement is more convenient for you.

\*\*Due to the operation cost of Kids' World, we are unable to offer multi-camper discounts. We apologize for any inconvenience this may cause.

To enroll a child in Kids' World, the first week and t-shirt fee must be paid at time of registration. Registration for both locations will be held at the O'Brien Recreation Center beginning Sat., March 13, from 9:00-11:00am, and will resume the following Monday 8:00 am – 4:30 pm, or until full. Registration is first-come, first-serve basis.

Payment must be received by 5:30 pm on Friday prior to the next week's attendance.

A late fee of \$15.00 will be added after 5:30 pm. **Please pre-pay before a vacation to reserve your space and avoid a late fee.**

**Payments should be made at the O'Brien Fitness Center desk. All checks are to be made payable to South Bend Parks and Recreation.** Do not give to any other staff or leave the payments on the table. When filling out your check please be sure to include your child's full name and the dates you are paying for in the memo field. These procedures will help insure your payment will be applied properly to your account.

**All changes to schedules must be in writing and presented two weeks prior to desired changes to the Supervisor, Assistant Supervisor, Director or Assistant Director by Friday. This reserves a spot for your child, pays for arts & crafts, supplies, food and staffing to cover your reservations.**

### **REFUND POLICY**

**A 50% refund will be given if camp is cancelled by the participant five working days prior to the first day of participation. No refund will be allowed after this time. A full refund will be given if the Parks and Recreation Department cancels camp for any reason.**

**If a child does not attend the number of days anticipated no refund or roll over will be given. This is due to staffing costs and supplies which are pre-planned.**

**NOTE: All enrollment forms including phone numbers and emergency contacts with phone numbers must be completed and returned before your child(ren) may attend Kids' World. Please keep phone numbers updated as this is our only way to contact you in an emergency.**

## **4. INTERNAL REVENUE SERVICE**

Parents are responsible for keeping track of childcare expenses for tax purposes. South Bend Parks and Recreation does not provide individual statements of expenses for parents. Please keep all receipts for your records. **Our taxpayer I.D. number is 35-6001201.**

## **5. REGISTRATION AND ENROLLMENT**

To enroll a child in Kids' World: O'Brien or Pinhook, the first week and t-shirt fee must be paid at time of registration. Registration is at O'Brien Recreation Center beginning Sat., March 13, from 9:00-11:00am, and will resume the following Monday 8:00 am – 4:30 pm, or until full. Registration is first-come, first-serve basis.

Parents must complete all of the registration forms found in the Parent Camper Form booklet and submit with the first week of camp fees along with the one time fee of \$10.00 for the t-shirt for each child to be enrolled. If you decide to cancel your registration five days prior to the first day of attendance 50% of the fees per child will be refunded, however, the \$10.00 t-shirt/registration fee will **not** be refunded. If less than five days notice is given prior to cancellation **no refund** will be issued.

## **6. ENROLLMENT FORMS (Forms Booklet)**

Enrollment forms must be filled out for each child. These forms are separated and placed in different files.

Parents must complete all of the following enrollment forms **before** a child can be registered and attend Kids' World; as found in the Parent & Camper Forms Booklet.

*Enrollment Agreement Form*  
*Three page Information Form*  
*Parental Emergency Medical Consent Form*  
*Arrival/Departure Procedures Form*  
*Medication Form*  
*Field Trip Blanket Permission Slip*  
*Multimedia Policy*  
*Internet Usage Permission Slip Form*  
*WE CAN Participation Consent Form*  
*Acknowledgment of receipt of handbook*

Parents should notify the Director or Assistant Director if any of the information contained in the enrollment forms need to be updated during the summer such as emergency phone number.

## **7. MULTIMEDIA POLICY**

On occasion, Parks & Recreation staff may take photos, video, or other recordings of participants in our classes and programs, or people at special events, in parks or on park properties. Please be aware that this multimedia is only for South Bend Parks & Recreation Department use and may be used in future print publications or on our web site. Please contact us if you have any questions.

Occasionally Kids' World will have the opportunity to appear on TV and in the local newspaper.

## **8. PARENTAL VISITATION**

Parents are welcome to visit the camp at any time, especially when volunteers are needed for some of the larger field trips. Contact the Youth Program Supervisor or the Youth Program Assistant for information on which dates we will need additional volunteers and for the forms that will need to be filled out prior to volunteering.

If at any time you have questions feel free to call or stop in and see the staff. Keep in mind the Director and Assistant Director are with your child(ren) at all times. If you need to call someone, we will return your call in a timely manner. Be sure to leave your name, number, child's name, and the nature of your call. If it is an emergency the front office personnel will contact us immediately, all other calls will be handled in a timely manner.

Non-Custodial Parent Visitation: We can only refuse a non-custodial parent from taking a child if we have court documentation stating the parent cannot see or take the child.

## **9. CHILD ARRIVAL AND DEPARTURE**

Child(ren) must arrive and depart from the program according to the scheduled hours.

**Arrival** - All children must be escorted to the gym (O'Brien) or the activities hall (Pinhook) by an adult. **Parents need to allow extra time to sign in their child(ren) daily** and to drop off payment on Friday mornings, if they are not able to do so earlier in the week. The child(ren) may not arrive prior to 7:15 am. Be sure to get our schedule of events for the week. If it is a field trip

day, there will be no staff left behind at any time to wait for late arrivals.

**NOTE:** Daily sign-in, at the O'Brien location, may take place either in the gym or at the pavilion at the entrance to the center. Daily sign-in, at the Pinhook location, may take place either at the entrance to the building or down at the play ground. Please look for the camp staff or group of children. Do not send your child to the group unattended. They must be accompanied by their parent/guardian for sign in.

**Departure** - Child(ren) are to be picked up no later than 5:30 pm, no exceptions. Remember late charges will be assessed for any pickups after 5:30 pm payable the day of the incident. Parents need to sign out their child(ren) and make contact with a counselor responsible so the staff is aware that the child is leaving. If someone other than the parent listed on the child's application is picking up the child, write the name of person on the sign in sheet in the morning and bring it to our counselors' attention at that time. Also an Exception to Departure Procedure Form must be filled out!

**Please remember, Kids' World closes at 5:30 pm. We have no exceptions to late pick up. However, please call 299-3482 if an emergency arises.**

**There will be a late charge of \$1.00 per minute per child after 5:30 pm payable the day of incident.**

#### I.D. Key tabs

To help the staff identify parents and guardians of enrolled campers, we will be sending small I.D. key tabs. When signing out the children please show these tags. If others besides yourself will be picking up your children, additional key tabs can be obtained. Please always have a picture I.D. available if requested.

**PLEASE NOTE:** We can only refuse a non-custodial parent from taking a child **IF** we have court documentation stating the parent cannot see or take the child.

## **10. DRESS CODE**

Dress your child in comfortable play clothes. They **must** have gym shoes to be on our gym floor. Sandals with back straps are allowed for outside; however, gym shoes must be available every day. **No bare feet allowed.**

**Safety Policy:** Absolutely no flip flops or sandals with open backs. Due to the activities associated with camp, it is for your child's protection. Notification will be given to the parents for violation of this safety policy.

**Pool Attire:** Please pack a bathing suit and towel on our Pool Field Trip days. Flip flops may be worn only at the pools.

Swim suit policy description: Must have a lined bathing suit. No cut-offs, t-shirts or board shorts will be allowed in the pool.

**Please apply sun screen prior to arriving each day.** If you send sun screen we will remind your child to reapply it later in the day. **We do NOT apply nor do we supply sun screen.**

**Reminder:** Arts and crafts are daily activities, be sure to send a smock so clothing is protected from stains. Please feel free to send a blanket and pillow for your child's comfort during quiet time.

## 11. TOYS & ELECTRONIC MEDIA

We have various equipment and activities for your children, so encourage your child to leave his/her toys and personal belongings at home. Guns, knives, swords and any other toys that display violence are not allowed at any time. All electronic forms of entertainment are **not allowed**; this includes but is not limited to: CD players, game boys, ipods, cell phones, etc...

No Yu-gi-oh or other trading cards of any kind are allowed in camp. This is due to problems that arise in the "trading" process.

**Kids' World is NOT responsible for any personal toys or belongings!**

## 12. RESTRICTED PHONE POLICY

**Absolutely no cell phones are allowed at camp.** The camp staff is dedicated to making camp enjoyable and comfortable for everyone involved. This policy has been established for the welfare of the entire camp program.

Phone messages may be taken at the Fitness Center Desk at 299-3482. If you need to reach a camp counselor, specifically state your request.

## 13. CHILDREN'S PERSONAL PROPERTY

All personal belongings, including blanket, pillows, shoes, etc. must be marked with your child's name. We do assign a locker or bin to each child, however, no locks are allowed. If things are misplaced Kids' World Staff is NOT responsible for any personal toys or belongings. Personal property belonging to the children must be cleared from the building on a daily basis. Any items left behind will be placed in lost and found. Staff and Employees are not responsible for anything left behind. Kids' World Staff will not go through the lockers daily to place those items you may leave behind into our lost and found. Please be aware that our buildings are used by other divisions of South Bend Parks and Recreation Department for many other activities.

## 14. LUNCH AND SNACK

**O'Brien Location:** Kids' World program does not provide a lunch for its participants. However, we are very fortunate to have been selected as a summer lunch site by the South Bend Community School Corporation. This summer lunch program does not continue during the entire Kids' World program. When that program ends you will need to provide a lunch including a drink for your child. You will be reminded in a timely manner as to when this will occur.

If your child requires a special diet or is a picky eater please provide meals for him/her. The SBCSC does not provide a menu schedule of the lunches and there are no choices of what is received. There are also no substitutions for what is provided.

Kids' World will provide a snack twice a day, mid-morning and mid-afternoon. Since food allergies can create health concerns, please review dietary issues with your child before camp registration.

**Pinhook Location:** Kids' World program does not provide a lunch for its participants. However, we are very fortunate to have been selected as a summer lunch site by the South Bend

Community School Corporation. This summer lunch program does not continue during the entire Kids' World program. When that program ends you will need to provide a lunch including a drink for your child. **\*\*Due to the heart healthy focus of this camp, we encourage healthy sack lunches be brought to camp. Lunches should consist of at least a serving of a fresh fruit, a raw vegetable, a lean protein, and a drink. DO NOT SEND ANY TYPE OF SODA POP OR ENERGY DRINK.** Growing bodies do not need these chemicals. Fresh salads are a great idea. You need to ask yourself every time you make their lunch, "Will this lunch nourish my child's body and help them make a healthy change?" Use these weeks to establish healthy habits in your family.

Kids' World: Pinhook will provide a snack twice a day, mid-morning and mid-afternoon. With the morning snack, water will be provided. For the afternoon snack, a hydrolyte drink will be provided. We thoroughly encourage the drinking of water.

**Important: Children will not be allowed to purchase or consume soda pop or energy drinks for lunch or snack.** This decision has been made based on two things:

1. The behavior problems associated with too much caffeine and sugar.
2. We are a We Can! Program site and want to encourage heart healthy choices.

Please do not send pop in their lunches.

**Mark on your calendars the following lunch schedule;**

**Begins:** Not available at printing      **Ends:** Not available at printing

Which means that you **must bring lunch including a drink starting --(Information not available at time of printing).**

**\*\* Along with lunch, breakfast is also provided through the summer lunch program. Please keep in mind; we must adhere to the hours of serving the food in accordance with state regulations.** The state requires food to be served between specific times. By not following mandated protocol, the entire food program could be jeopardized.

## **15. DISCIPLINE POLICY**

Discipline is viewed as guidance, not punishment. Positive reinforcement, active listening, problem solving, redirection, and discussing with the child(ren) involved what is acceptable and unacceptable is the accepted practice. The staff member who witnessed or was approached by a child will be responsible for his/her discipline. Discipline is NOT delegated to any other child. A Disciplinary Action Form will be completed on any instance requiring more than a verbal reprimand.

Techniques used for discipline shall not humiliate, shame, or frighten the child. There will be no cruel, harsh or unusual punishment, such as, but not restricted to punching, pinching, shaking, or biting. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. Counselors will speak in a gentle but firm voice and will not use profanity, threats, derogatory remarks about the child or his/her family, other verbal abuse, or physical abuse. The counselor may remove the child from the group, if necessary, or seat the child on a chair to think about his/her actions for a short period of time. This rule applies to all children signed in for the day and participating in the Kids' World Program.

Discipline is guiding toward self discipline so that your child can function independently and in a socially acceptable manner, respecting the rights and privileges of group functions.

## **16. DISCHARGE POLICY**

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children or the staff, or ongoing disregard for Day Camp rules. If a child cannot abide by Day Camp rules, he or she may be discharged from the program.

We follow a three strike policy. Samples of automatic strikes consist of cursing, disrespecting a counselor, intent to or intentionally injuring or physically controlling another person. This is not an all inclusive list. Other behaviors may be given a strike after redirection and/or if time-outs prove ineffective. (Including but not limited to: not following directions, and being rude to others). *Stealing or Running off from the group or camp will result in an immediate dismissal!* Bullying will not be tolerated on any level. Once an action of bullying is addressed and the action continues, immediate dismissal could result.

Definitions of Bullying are, but not limited to, calling someone names, making things up to get others in trouble, hitting, pushing, kicking, etc., someone taking things away from someone, damaging someone else's belongings, stealing money from someone, spreading rumors about someone, and threatening someone.

What you as parents need to know: Encourage your child to report incidents of bullying to a counselor. Encourage your child to also tell a counselor if he or she sees another child being bullied. Reassure your child that it's okay to be a "tattle tale", especially if it means keeping another child from being bullied. Go over the definitions of bullying with your child so he or she understands what makes someone a bully.

All strikes will be discussed with the pick up person the day of the incident. The Disciplinary Action Form must be signed by the parent or pick up person. **Upon notification of a third strike, the child will be dismissed from camp immediately without a refund.**

## **17. SAFETY POLICY**

Children at Kids' World shall be supervised at all times. The staff members are responsible for the entire group except when they are divided into an activity group (by age and/or grade). At that time there will be two staff members responsible for the group they are assigned to.

When the child(ren) arrive and depart, the parent must sign the attendance form. No child is to be released to anyone except his/her parent or guardian unless a signed, written permission form is given to the director or assistant director by said parent or guardian. The person designated to pick up the child will be required to produce a picture ID and sign a pick up permission form before leaving with the child.

If child abuse or neglect is suspected, a staff member is required by law to notify the local child protection agency. There is a person trained in child abuse recognition with the children at all times.

**PLEASE NOTE:** We can only refuse a non-custodial parent from taking a child if we have court documentation stating the parent cannot see or take the child.

## 18. FIELD TRIPS and TRANSPORTATION

To enrich the day camp experience, child(ren) may have the opportunity to go on field trips. There is not an extra charge for field trips. However, it is recommended you send a few dollars with your child(ren) for a drink or souvenir. Parents will receive information on a field trip approximately one week in advance via the Weekly Activity Sheet. There will be one to two field trips per week.

When the child(ren) go on a field trip a signed permission slip is required from the parent or legal guardian. A blanket permission slip will be provided in the forms package. **It is the parent's responsibility to sign the permission slip.**

Due to child/counselor ratio, all staff members are needed for the field trips. No staff will be left at the camp. Refunds **will not** be provided if your child is unable to attend the field trip. On every trip a person trained in First Aid will be in charge of the group and the children will be accompanied by an adult at all times. A first aid kit will also be taken along with the children.

There may be the possibility of a trip to a water park this year. This trip will require an extra fee and we will not leave any staff behind on this field trip day. This will be an all day trip. More information will become available late this summer.

\*\*\*All staff members are trained in First Aid.

\*\*\*Any physical injury will be assessed based on first aid training. A decision for further first aid will be made by the Director or Assistant Director.

Transportation: Due to the increasing fuel costs, certain measures are now required to be able to sustain the one to two field trips a week. Kids' World will be walking to close field trip locations. Standard transportation will include school buses, but might include Transpo buses.

*Kids' World* will walk to (but not limited to) Chippewa Bowl, ShowPlace16 and the O'Brien Skate Park.

## 19. MONEY SENT TO CAMP POLICY

A spending limit of \$2.00 has been established for all field trips unless otherwise noted. We will strictly enforce this policy which helps limit junk food consumed at camp.

## 20. HEALTH AND ILLNESS POLICY

**Any child displaying the below listed descriptions will be considered to be carrying a communicable disease and will not be allowed to attend.** If a child becomes ill with any of the below, while at day camp, the parent or guardian will be notified to remove the child immediately. The child will be isolated from the rest of the children and made as comfortable as possible until the parent arrives. An adult shall be within sight and hearing of the child as no child is ever left alone or unsupervised.

DIARRHEA (ONE OR MORE WITHIN A 24 HOUR PERIOD)  
SEVERE COUGHING (CHILD'S FACE TURNS RED OR BLUE)  
DIFFICULT OR RAPID BREATHING  
YELLOWISH SKIN OR EYES  
CONJUNCTIVITIS (PINK EYE)

TEMPERATURE OF 100 DEGREES FAHRENHEIT (AUXILIARY METHOD)  
UNTREATED, INFECTED SKIN PATCHES  
STIFF NECK  
VOMITING  
EVIDENCE OF LICE, SCABIES, OR OTHER PARASITIC INFESTATION  
UNUSUAL RASHES AND/OR SPOTS

Staff members exhibiting any of these symptoms will be sent home.

The child or staff member will not be readmitted to the day camp until he/she is free of symptoms for a period of 24 hours or until a physician's written permission verifies that the child or staff member is no longer contagious. We request that you call the day camp to let us know when your child is ill, and also the nature of the illness. Parents will be notified of exposure of communicable diseases in writing.

Any child with the symptoms of a SORE THROAT/DIFFICULT SWALLOWING will be observed for further symptoms. They do not need to be sent home.

## **21. DISTRIBUTION OF MEDICATION POLICY**

Parents: we ask that you please consider that if your child is currently taking medication for behavior modification during the school year, that they are not taken off their medicine during the summer. Medication consistency helps avoid behavior problems. Also consider that many medications need time to build up in your system to work, and after an extended absence, the body will have to start over again during the beginning of the next school year.

Prior to the administration of a medication, food supplement, or modified diet, the day camp shall:

- 1.) Secure written instructions from a licensed physician or licensed dentist for administration of medications, food supplements, or modified diets; and
- 2.) Secure written, signed, dated Medication Authorization Form from the parent or guardian.
- 3.) We can not administer over the counter medicine such as, but not limited to cough syrup, cough drops, etc.
- 4.) Medicines brought to camp must be in the original prescription container and contain only the amount given for one day. All medicines shall be taken home every night and signed in every morning. No exceptions!

### **Please note:**

A medication, food supplement, or modified diet shall not be administered for any period of time beyond the dated instructions indicated by the physician.

A prescription label must be on the medication and/or food supplement and should contain for each a minimum of; the child's name, current date (within 6 months), an exact dosage to be given, the specific number of daily dosages, and the route of administration.

- a) The prescription label must be attached to the original container for each medication or food supplement.

b) Prescription labels which do not contain a specified number of dosages to be given per day but instead contain the instruction, to be given as needed, shall be accompanied by written instructions from the parent or guardian, if it is to be administered by the day camp.

## **22. CAMP AND BUILDING RULES**

- 1.) All campers will address the staff as either Ms. or Mr.
- 2.) No sitting, climbing, standing or jumping onto or off of the stage at the O'Brien Center or the railings at Pinhook Pavilion. This will be an automatic time out.
- 3.) No climbing or jumping onto or off of nor under the bleachers at O'Brien.
- 4.) No pushing, hitting, pinching, kicking, scratching, biting, spitting, name calling, and/or throwing things at others.
- 5.) All campers will help watch over, pick up, and clean the areas that we use during camp.
- 6.) When all campers are asked to stop what they are doing, they are expected to **stop** **immediately**, do not talk, and listen to directions.
- 7.) They are expected to follow directions immediately, unless given an exception by the staff.
- 8.) Campers will walk quietly through the O'Brien Center as there are several recreation personnel offices in the building.
- 9.) Mandatory bathroom breaks are scheduled throughout the day and older campers are expected to set the example for the younger campers. No child will be denied a bathroom break; however, it will be at the discretion of the staff depending on availability and taking activities into consideration.
- 10.) Children must be escorted to and from the bathroom at all times.
- 11.) Children must ask permission before leaving an activity or activity area such as the gym or classroom. The staff is required to know where the children are at all times. No child will be allowed to wander alone.
- 12.) All children will respect camp property, whether it is supplies, equipment or facilities.
- 13.) All children will respect other camper and staff property.
- 14.) No camper is allowed to enter another camper's locker or bin for any reason.
- 15.) There is no wearing of hats, visors, or sunglasses in the building.
- 16.) All campers must wear appropriate clothing. Sagging pants or offensive clothing will NOT be allowed.
- 17.) Absolutely no one is allowed around, near, or in the pond. This could result in immediate dismissal from camp.
- 18.) No climbing in the trees, or breaking off limbs, branches, or leaves.
- 19.) When walking to and from fieldtrips, all children will be paired and assigned to a staff person of whom they will walk with. Failure to stay with assigned staff person could result in immediate dismissal from camp.

## **23. ENROLLMENT REMOVAL POLICY**

If you wish to remove your child from our Kids' World Program we require written notice five working days prior to attendance and you will be given a 50% refund. **NO** refund will be given after that.

**Listed below are reasons that Kids' World may dismiss a child from camp:**

- 1.) Lack of payment for day camp services. Day camp fees are due by 5:30 pm the Friday prior to attendance.

- 2.) Consistently late picking up your child.
- 3.) The inability to work with and/or control a child. (Please see our 3 strike discipline policy under section 13.)
- 4.) Running away from camp.

## **24. WHAT TO EXPECT AT CAMP**

The children will be divided into grade/age groups of 1<sup>st</sup>-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>, and 5<sup>th</sup> -7<sup>th</sup>, for the majority of the day. The children will be together at the start and end of the day, along with at snack and lunch time.

**O'Brien Location:** The beginning and end of the day will consist of both free play and organized activities. When the children are in their age groups, they will have the opportunity to participate in arts & crafts, team building/character building, science & nature, gym game activities, free time, WE CAN, and more. Special events include Tribal Challenge, Kids Fear Factor, guest speakers, and field trips. A weekly activity sheet will be available approximately one week in advance. All age groups, activities, and trips are subject to change.

**Pinhook Location:** The days at camp will be active ones. Dress in comfortable clothes: gym shoes, socks, shorts or pants, and t-shirts. Our goal is to have fun while exploring all the ways to make our bodies and minds healthier. We will explore activities that make each week unique along with types of physical activities including: Martial Arts, walking measured with a pedometer, yoga, water aerobics, swimming, various aerobic classes, dance and body movement classes, gym games and Rebounding, just to name a few. We will be participating in sports skills and drills to help the children become more confident when asked to join in and play. Don't worry, we will have rest times.

## **25. JR. AIDES**

Becoming a Jr. Aide is not a right, it is a privilege!

### **Qualifications for becoming a Jr. Aide include but are not limited to:**

Must be 13 yrs. old before the start of Kids' World.

Must have been enrolled in Kids' World sometime between the ages of 5-12 yrs.

Must not have been terminated from camp for inappropriate or bad behavior.

Must have been respectful to the Camp Staff, equipment and other campers.

Must have followed the camp rules as listed on previous pages.

Must have set a good example and been a positive role model for other campers.

Must not have participated in any bullying type of behavior.

Must show willingness to help others.

Must show care and concern for fellow campers.

Must show willingness to follow rules of the camp.

Must respond in an appropriate manner to requests from the staff. Ex. When asked to be quiet, get in line, clean up area, etc...

Must not have shown lying or deceitful behavior to staff.

Only the best behaving 12 year olds will be considered to be a Jr. Aide when they become 13 years old. The camp staff will recommend to the camp Supervisor what 12 year olds have met the qualifications and deserve to be considered.

Due to the number of eligible children, the length of time is now limited to 1 week. Depending on the need for additional help at camp and conduct of an individual child, a second week may be offered.

Selected Jr. Aides must have demonstrated appropriate behavior during camp as they will now be seen as role models and given more responsibility.

The Jr. Aides will gain experience of what a job will be like, but must be able to pick up quickly on the needs of the camp and responsibilities of being a Jr. Aide.

Each prospective Jr. Aide will be required to go through a job interview with the supervisor. The purpose of the interview is two fold;

- 1.) To experience what a job interview is like.
- 2.) For the supervisor to explain the importance of becoming a Jr. Aide and what is expected of them.

**Parents are required to attend the job interview** for two reasons as well;

- 1.) Moral support of their child during the interview.
- 2.) For the parent to understand what is expected of the Jr. Aide.

If you feel your child is not ready for this responsibility, please wait one summer. Do not force your child into a situation they will not be able to handle.

## **26. RELEASE AND WAIVER OF CLAIM**

I expressly agree to release, acquit and forever discharge the City of South Bend, its Parks and Recreation Department, and their agents, employees, servants, successors, heirs, executors and all other persons, firms, corporations, associations, or partnerships from and agree not to sue any or all of them because of or in connection with any and all claims, causes of actions, injuries, damages, costs, expenses, loss of service, and compensation whatsoever, which I now have or which may hereafter arise out of my participation in such programs, including, but not limited to, administration of medications, bodily injury, whether or not caused by the negligence or other fault of the City of South Bend or its Parks & Recreation Department, employees, agents or representatives.

## **27. ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

This is to certify that I have read and understand The Parent Handbook. Further more, I understand that by enrolling my child in Kid's World Summer Day Camp, we agree to abide by the policies and procedures as outlined in the handbook and/or as subsequently established during summer camp session.

A copy of this page has been included in Forms Booklet.

# Swim Lessons

Dear Parents,

This summer we are offering the opportunity to participate in our Summer Learn to Swim program. This program is not part of the Kids World program and will cost an additional fee. This is a special promotion only for Kids World participants.

The fee for the Learn to Swim program is \$37 per child per session\*. The swim program will provide transportation to and from Riley High School, from the Kids World day camp. This offer is available to the **first 30 children** for each session on a first come, first serve basis because of class size limitations. However, if there is not enough interest, you will be fully refunded.

Your child must be **7 years of age**, and be **at least 4 feet tall**.

The classes will run in two week sessions, Monday through Thursday, from 8:30am to 10:00am. (This time includes the bus transportation to and from Riley High School.)

First Session: June 14th – June 24th

Second Session: June 28th – July 8th

Third Session: July 12th – July 22nd

Preference will be given to the children already enrolled in the current session when signing up for subsequent sessions.

We encourage you to sign up and pay for all three sessions, which would be a total of \$111. We have found that it generally takes several sessions for a child to pass a level. (If only one swim lesson session is preferred, this is all right.)

We will be instructing students on Levels 1 through 6. If you are unsure of your child's level, we have listed below key criteria for each level.

Level 1: Adjustment to Water

Level 2: Fundamental Aquatic Skills

Level 3: Stroke Development

Level 4: Stroke Improvement

Level 5: Stroke Refinement

Level 6: Swimming & Skill Proficiency

-Personal Water Safety

-Fundamentals of Diving

-Lifeguard Readiness

-Fitness Swimming

**\* SEPARATE PAYMENT CHECK (separate from Kids World Payment) WILL BE NEEDED AT THE TIME OF REGISTRATION.** Registration for the Learn to Swim program will take place during Kids World Registration.

For more information, please call Amy Roush at 299-4768 ext. 242.

**WE CAN**  
**(Ways to Enhance Children's Activity and Nutrition)**  
**PROGRAM ACTIVITY LETTER**

Dear Parent:

Did you know that the prevalence of overweight and the trends in overweight for children and adolescents in the U.S. Population is on the rise and is the highest it has ever been? Did you know that recent data shows a decline in vigorous amounts of physical activity in the nation's youth?

Participation in leisure time physical activity and changes in heart-healthy eating have potential for improving the health and well-being of our children. To better meet this potential, the South Bend Parks and Recreation Department has joined with the National Heart, Lung, and Blood Institute (NHLBI) of the National Institutes of Health to implement a new program called Ways to Enhance Children's Activity and Nutrition (WE CAN).

Your child will be asked to complete short quizzes with questions about heart-healthy behaviors and new physical activities they have learned during their recreation program with us. They will also be asked to participate in a fitness test, both at the beginning of the summer and the end, to measure their fitness levels. This will also help us in determining the result of our scheduled activities.

In addition, each child will have the opportunity to earn points toward prizes by participating in WE CAN activities. There will be activities in which they can earn points just for trying and participating. We realize all children will have different results; therefore they can still earn the points for their efforts. All activities are not meant to humiliate or degrade, but to encourage physical activity and learn about healthy living. You, the parent, will be given handouts and information that will require your signature for your child to earn extra points.

We welcome your cooperation with this project. If you have any questions or would like more information about this project, please feel free to contact Karen Myers, Youth Program Supervisor at 299-4768 ext.236.

We have enclosed a permission slip in the Parent & Camper Forms Booklet for you to sign and return, allowing your child to participate in the WE CAN program.