

KID ZONE DAY CAMP

PARENT/GUARDIAN HANDBOOK



This document is for the purposes of information parents and guardians of the expectations for parents and guardians as well as for the children attending Kid Zone this summer, 2021.

We expect that you will read through this document and keep it as a resource for the summer.

We also ask that parents sign the last page and return it to The Salvation Army no later than [June 4, 2021](#) for our records.

The Salvation Army
1000 Oregon St
Muscatine, IA 52761
(563) 263-8272

Dear Parents and Guardians:

We would like to take this opportunity to thank you for signing your child(ren) up for the Kid Zone Day Camp here at The Salvation Army in Muscatine. It is only through your show of support that this program can operate. Please know that it is our aim this summer to provide quality care for your child(ren).

OUR MISSION STATEMENT

Our purpose is to provide a fun, affordable, licensed and well supervised care to school aged children during the summer months. Each of our qualified and trained staff is here for one purpose, the children. Our goal is to help the children grow in several ways. Our daily devotions are the main vehicle by which we assist in spiritual growth. Organized games help with physical development while a positive atmosphere with plenty of positive reinforcement assists in emotional development. Ultimately, we are here for your children this summer!

Statement of Non-Discrimination

Kid Zone Day Camp, sponsored by The Salvation Army does not discriminate on the basis of race, creed, color, sex, ability, or religion. We do not discriminate in any way, *PERIOD*.

Volunteers and Staff

The Kid Zone staff must be eighteen (18) years or older and demonstrate appropriate skills with children. Each staff member undergoes background checks and are trained in CPR and First Aid.

Admittance Procedures

Kid Zone Day Camp is licensed by the State of Iowa for up to 70 children, ages 6-12.

In order to be admitted to Kid Zone the following must be completed:

- ___ Application filled out and signed by parent or guardian.
- ___ Immunization (shot records) on file with office.
- ___ Statement of health filled out and signed by parent or guardian.
- ___ \$25 non-refundable application fee

Discipline: *Kid Zone Day Camp has adopted the following discipline policy: All employees are forbidden*

from and ***WILL NOT*** use as discipline any of the following:

- Corporal punishment including spanking, shaking, and slapping
- Punishments which are humiliating or frightening, or which cause pain or discomfort to the child
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child's family.

Discipline ***SHALL*** include the following:

- Positive reinforcement
- Time-outs
- Loss of privileges
- Other procedures as determined appropriate by the above policies and the director's Corps Officer's discretion

Discipline Dismissal Procedures

Kid Zone Day Camp reserves the right to dismiss a child who has difficulty following the rules and expectations.

The following procedures will be followed whenever possible:

- Child will be spoken to by a Kid Zone staff member, and the child will be asked to correct their behavior.
- If the child will not correct their behavior after being spoken to by the Kid Zone staff member, the child will visit with the director or Corps Officer. At this time appropriate discipline such as time-outs and/or the loss of privileges will be imposed. (which can include loss of participation in any field trip)
- If problems continue, the child and parent(s) will receive notice that the child may be suspended temporarily.
- Child will receive a warning that continued problems will place him or her in danger of expulsion.
- Parents or guardians will be contacted for a conference with the director and/or Corps Officer. (Staff members who have witnessed the problem behaviors may also be asked to be present at this time.)
- If problems continue following the parent conference, child will be expelled from the program.

Field Trips and Transportation

At Kid Zone Day Camp field trips are taken regularly. These include swimming, movies, walking, as well as out of town field trips.

The following are our policies concerning these trips:

- Parents will be notified of all trips involving transportation
- Children will be transported in a bus driven by a Salvation Army authorized driver
- Children ARE NOT to be transported in any personal vehicle. (This may be modified by the director or

Corps Officer in an emergency situation if need be)

- Children are expected to behave according to Kid Zone rules while on trips. Failure to do so will result in discipline, as outlined prior. If behavior warrants, a child may also not be allowed to go on a trip with the day camp

Swimming

Swimming will normally be on Tuesday and Thursday afternoons. For safety reasons we will be arranging with the aquatic center to have a swim test done on our first swim day. This will help ensure the safety of our campers at the pool. It will be necessary for those who have not passed the test to stay in the shallow end of the pool. Each child will be given a wrist band to designate their swimming ability. (These will be replaced as needed)

Food Brought From Home

Lunches may be sent from home but this is optional. Refrigerators are provided to store them as needed. Breakfast, lunch and snacks are provided by Kid Zone and menus will be posted on the bulletin board.

Health

- As indicated above all children must have a current immunization record and annual health statement on file at Kid Zone. Parents must provide information on the child's medical and dental providers in case of emergency, as well as a sign consent for Kid Zone employees to obtain care if necessary.
- Staff and children are required to wash their hands frequently throughout the day. At the very least each staff and child must wash their hands before each meal and after using the restroom facilities.
- Anytime children are exposed to a communicable disease parents are to be notified in two ways. First, a notice will be posted on the bulletin board for no less than seven days. Second, each parent will receive a notice upon picking up their child.
- A child who becomes ill will be moved to another area and parents will be notified and asked to come pick up the child. If the child has a fever of 100° or higher, they will need to stay home until fever free for 24 hours without medication.
- A child who is injured will be cared for using Red Cross first aid standards. An accident report will be filed, and a copy will be offered to the parents. If a child is injured badly enough, they may be transported to the hospital. Please note parents and guardians will be notified immediately in these serious circumstances.
- First aid kits are available in the office and on the bus. A travel first aid kit will also be made available for use on the playground and field trips.

Kid Zone day camp and The Salvation Army are smoke free environments.

Safety

It is the parent's responsibility to provide the names, relationships and phone numbers of persons authorized to pick up children from our facility. It is required that we be notified in writing of any changes. (In an emergency a phone call can be made to authorize an individual. If this individual will be picking up the child frequently they should be placed on our list.)

All Kid Zone staff are trained regarding emergency procedures. This information is reviewed **annually during staff training**. All paid staff will attend first aid and CPR training, mandatory abuse training, and infectious disease control training.

Medication

Prescription: All prescription medications must be in their original containers clearly labeled with the child's name, dosage, and name of medication. These will be administered by an appropriate Kid Zone staff. A medical release form must be filled out by the parent in order to disperse medication.

Nonprescription: all nonprescription medication must be in its original container and clearly labeled with the child's name. A medication release form must be supplied with specific dosage information. ("As needed" cannot be accepted on medication release forms)

- Medication sheets will be filled out by the staff stating that time and day the medication was given this includes both prescription and nonprescription.

Sunscreen

Sunscreen is considered by the State of Iowa to be a "non prescription medication" which means we cannot allow the children to keep it in their possession. Starting at the beginning of day camp, if you want your child to apply sunscreen on swimming days please send it with them. We will collect it, label it with their name, and place it in a tub. On swimming days we will make sure they apply it before we leave and then we will put it away. If you DO NOT want your child to wear sunscreen simply indicate it on the form so we have it for our records.

Schedule of Events

A monthly schedule of events for children will be posted on the bulletin board as well as provided to each parent or guardian monthly. Any major changes will be announced prior if possible.

Hours

The center is open from **8:00 until 4:00 pm, June 14th through July 30th**. Children may be dropped off starting at **7:30 am**. Parents have unlimited access to the day camp during regular hours. In addition, children **MUST** be picked up by **4:00 pm** or **you will be charged \$20 to pay for the staff that has to work**

late to watch your child. This fee will be required to be paid before your child will be allowed to return. After care is available and will be provided as well for a fee of \$10 per child, per week. After care will end at 5:30 pm. Your child will need to be signed up for this and our staff made aware of their participation prior to any late pick-ups.

Tardiness

Children need to arrive by 9:00 am daily. Any child who is late getting to Kid Zone Day Camp on a field trip day may stand a chance of being left behind. *However, if a child is going to be late and the parent notifies the center every effort will be made to wait for that child.*

Closing

If for any reason the center is not going to be open (in the event of an emergency) announcements will be made on the radio or television stations, a text will be sent through Remind and a sign will be posted on the door of The Salvation Army. It will also be posted on the Kid Zone Facebook page, so if you have Facebook please be sure to like this page.

Bikes

Bikes are to be locked up outside the building in the bike rack provided to prevent theft. **UNDER NO CIRCUMSTANCES WILL THE SALVATION ARMY ASSUME ANY RESPONSIBILITY FOR UNLOCKED BICYCLES.**

Toys and Personal Items

The Salvation Army is NOT responsible for lost or damaged items. Parents please discourage your child from bringing these items to Kid Zone Day Camp. If your child has a cell phone we ask that they turn it in to the director for safe keeping until they leave. Any personal belongings left at the Salvation Army after Friday, July 30th will be discarded appropriately.

Appropriate Attire

We ask that children in our summer day camp dress appropriately. Children are not to wear shirts with offensive messages on them or swear words. Girls cannot wear tube tops. All children are to dress modestly, which means no underclothing (underwear) showing. Swimwear is to be modest, no bikinis, girl's stomachs must be covered. Boys swimwear is to be modest as well – swim shorts are most appropriate.

• Flip flops are allowed on swim days. We ask that they have a pair of tennis shoes with them.

• Day Camp T-Shirts: All children will receive one (1) t-shirt to be worn on field trips. If the shirt is lost, parents must replace at the cost of \$10

Grievances

Any complaints should be brought to the attention of the Kid Zone Director or Corps Officers. In the event of a complaint or concern we look to reconcile the matter and resolve it immediately. In the event that the parent or guardian is not satisfied, we will continue to review the situation and either recommend a different approach to be taken to serve the child or recommend that the child seek services from another community agency.

PLEASE return this page to The Salvation Army no later than

June 4, 2021 Thank you.

I have read and understand the guidelines that govern The Salvation Army's Kid Zone Summer Day Camp.

✓ I am aware and agree that if I am late picking up my child I will be required to pay \$20 each incident. _____ Initials

✓ I am aware of the after-care (and the fees associated with it) that is offered by The Salvation Army and agree that for my child to participate in it, I must notify The Salvation Army Kid Zone Day Camp Director at least a day before their participation. Notification must be acknowledged by director. If my child is picked up after 4 p.m. and I have failed to notify staff of their participation in after-care, I will be assessed the \$20 late pick up fee.
_____ Initials

CHILD(REN) REGISTERED _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____

Date _____

KID ZONE

SUMMER DAY CAMP

COVER PAGE

NOTE: For a child to be fully registered these items need to be turned in with the completed application.

(ALL spots should be filled out)

COPIES OF: (CHECK OFF BEFORE RETURNING)

- \$25 non-refundable registration fee _____
- MEDICAL SHOT RECORDS _____
- MEDICAL INSURANCE CARD _____
- PARENT HANDBOOK SIGNATURE PAGE SIGNED _____
- SUNSCREEN PERMISSION FORM SIGNED _____

Child's Name: _____

KID ZONE DAY CAMP FINANCIAL AGREEMENT

This agreement is to be in force from June 15th through August 7th, 2020 and covers Kid Zone's financial policies.
Kid Zone accepts children ages 6-12.

- 1) Weekly fees for Kid Zone Day Camp are to be \$80 for the first child in the household and *\$10 off for each additional child in the household.* Kid Zone Day Camp DOES NOT CHARGE BY THE DAY.

Example: 1st child- \$80 per week

2nd child- \$70 per week

3rd child- \$60 per week

* Plus an additional \$10 per child for aftercare from 4-5:30pm.

- 2) Fees are to be paid on the Friday of each week, however arrangements can be made to allow for different paydays, etc. If you wish to pay on a different day you are responsible to notify us IN WRITING so that we have documentation of when to expect payments.
- 3) Each family is required to pay a \$25 non-refundable deposit per child with their applications. First weeks payment is due on June 14, 2021 (First day of Camp.)
- 4) If a child is going on vacation, please notify Kid Zone IN WRITING at least 2 Weeks prior. In order to hold your child's spot a **fee of half the normal fees will be charged.**
- 5) If a child is suspended due to behavior problems or does not attend camp and we are not notified and notification not acknowledged by Director or Asst. Director, a refund will NOT be issued. Notification shall be in writing and signed by parent and/or Director/Asst Director and given back to parent and a copy kept on file.
- 6) If a check is returned, the parent or guardian will be required to pay the camp fees as well as the bank fees. This payment must be made by cash or money order.
- 7) Drop off time is 8:00 am and pickup time is 4:00 pm. (Late fees will be assessed)
- 8) Check if you need ____ AFTER CARE After care runs from 4pm until 5:30 pm. There will be an extra fee of \$10 per child for aftercare service.

I have read and agree to all the above terms

(Parent/Guardian Signature)

(Date)

FILL OUT COMPLETELY

PLEASE READ and answer CAREFULLY

EMERGENCY, TRAVEL AND ACTIVITY AUTHORIZATION

PLEASE read carefully before filling these sentences in.

- I hereby agree to pay all the cost and fees contingent on any emergency medical care and/or treatment for my child _____ as secured under this consent.
- I _____ give my permission for my child, _____ to leave the premises and participate in supervised activities with The Salvation Army Kid Zone Day Camp, 1000 Oregon Street, Muscatine Iowa
- I _____ give my permission for my child, _____ to be transported for field trips taken by Kid Zone Day Camp in The Salvation Army bus or vans.

I understand that I will be notified of field trip changes from the schedule at the start of Kid Zone Day Camp.

NOTE: IF YOU DO NOT WANT YOUR CHILD TO LEAVE HERE AND WALK HOME OR RIDE A BUS HOME DO NOT SIGN THE NEXT STATEMENT!

- I _____ give my permission for my child _____ to leave Kid Zone Day Camp and walk home/take the bus home after camp at 4:00 pm

PHOTO CONSENT

I hereby _____ DO or _____ DO NOT give my consent to let my child
_____ be photographed for the use by the center in newspapers,
or other media for the purpose of publicity or advertisement. This includes The Salvation Army and Kid
Zone websites and/or Facebook pages.

(Parent/Guardian Signature)

(Date)

FILL OUT COMPLETELY

SCHOOL-AGE ASSESSMENT AND HEALTH FORM

SHOE SIZE _____

T-SHIRT SIZE _____

(A) HEALTH STATEMENT – To be completed by parent/guardian

Child's FULL Name

Birth Date

1) Significant illnesses and surgeries child has had (give age at time):

2) Any special health-related needs of child (allergies, medications, injuries, etc.):

(B) PHYSICAL ASSESSMENT – To be completed by parent/guardian

1) Is there any defect of vision, hearing, or speech of which the child care program should be aware, or could compensate by appropriate actions? _____

2) Is this child subject to any conditions which limit classroom activities or physical education? _____

3) Is this child subject to any condition which may result in an emergency situation?

4) Is this child subject to any mental or physical condition for which he/she should remain under periodic medical observation? -

5) Other information you would like to share: _____

6) Is your child a: ____ NON swimmer ____ BEGINNING swimmer ____ ADVANCED swimmer

Parent Signature _____

FILL OUT COMPLETELY

PARENTAL EMERGENCY MEDICAL CONSENT

This form must be presented upon admission for treatment. Grade _____ Age _____

Child's FULL name _____ Date of birth _____

This form allows parents and guardians to authorize the provision of emergency treatment for the above named child who becomes ill or injured while under the program authority when parents or guardians cannot be reached.

In the event reasonable attempts to contact me at HOME # _____ or CELL _____ or WORK # _____ have been unsuccessful, I hereby give consent for the administration of any treatment deemed necessary by the **doctor or dentist** listed below, or in the event the designated practitioners are not available, then by another licensed physician or dentist; and the transfer of the child to the **Muscatine Unity Point Hospital**.

1) Parent/Guardians/Custodians with whom the child resides:

Name _____ Relationship to child _____

Address _____ Home phone _____ Cell _____

Employer _____ Department _____

Work phone _____ **Work hours** _____

Name _____ Relationship to child _____

Address _____ Home phone _____ Cell _____

Employer _____ Department _____

Work phone _____ Work hours _____

2) Persons to contact in case of emergency if parents are unavailable and are authorized to pick up the child:

Name _____ Relationship to child _____

Address _____ Home phone _____ Cell _____

Employer _____ Department _____

Work phone _____ **Work hours** _____

Name _____ Relationship to child _____

Address _____ Home phone _____ Cell _____

Employer _____ Department _____

Work phone _____ Work hours _____

3) Are there any custody or restraining orders for person(s) who may attempt to pick up or have contact with the child while in care at the center?

4) Information:

Physician Name _____

Dentist Name _____

Street Address _____

Street Address _____

City, State _____

City, State _____

Phone # _____

Phone # _____

Date of last tetanus _____ Known allergies _____

Present medications _____

Insurance company _____ Policy # _____

This consent will be in effect for one year beginning (DATE) _____

Parent/Guardian Signature _____

Dear Parents and Guardians:

Please read the following carefully and then fill out the next page. We will need to have it back in order for your child to go swimming.

Sunscreen is considered by the State of Iowa to be a “non prescription medication” which means **we cannot allow the children to keep it in their possession.**

Therefore, starting at the start of day camp, if you want your child to apply sunscreen on swimming days or days we are outside please send it with them. We will label it with their name and place it in a tub. On swimming days we will make sure they apply it before we leave and then put it back away.

If your child is allergic to a certain brand of sunscreen you may indicate this on the form. Also, if for any reason you DO NOT want your child to wear sunscreen you may indicate this on the form as well – that way we still have this for our records.

PLEASE NOTE – IF YOUR CHILD DOES NOT HAVE THIS FORM TURNED IN BY [JUNE 14, 2021](#) WE WILL NOT BE ABLE TO ALLOW THEM TO GO SWIMMING BECAUSE WE DO NOT HAVE YOUR DIRECTIONS ON SUNSCREEN.

PARENT'S/GUARDIAN'S PERMISSION TO APPLY SUNSCREEN TO CHILD

(Name of child) _____

As the parent or guardian of the above named child, I recognize that too much sunlight may increase my child's risk of getting skin cancer someday. Therefore, I give my permission for personnel at **The Salvation Army Kid Zone Day Camp** to apply a sunscreen product of SPF-15 or higher to my child, as specified below, when he or she will be playing outside, especially during the months of March through October and between the times of 10 am and 4 pm. I understand that sunscreen may be applied to exposed skin, including but not limited to, the face, tops of the ears, nose, and bare shoulders, arms and legs. I have checked all applicable information regarding the type and use of sunscreen for my child.

I do not know of any allergies my child has to sunscreen

I have provided the following brand/type of sunscreen for use on my child.

My child is allergic to some sunscreens. Please use ONLY the following brand(s) and type(s) of sunscreen:

For medical or other reasons, please do not apply sunscreen to the following areas of my child's body: _____

Parent/Guardian Full Name (Please print) _____

Parent/Guardian Signature _____ Date _____

Thank you for your cooperation!

Please direct all questions to (563) 263-8272

Or contact us through our website, SAMuscatine.org

- Lt's Greg & Liz Bock
Corps Officers