



KROC CAMP HANDBOOK

575 DIVISION STREET

BILOXI, MS 39530

Phone (228) 228-207-1218 Fax (228) 435-1613

www.krocmscoast.org

"You Belong Here"

Mission

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and meet human need in His name without discrimination.

Vision

As an expression of The Salvation Army's mission, the vision of a Salvation Army Ray and Joan Kroc Corps Community Center is to provide opportunities for all to discover and develop their full potential through Christ-centered, professional quality programs.

DOING THE MOST GOOD

After School Care hours of operation are Monday through Friday, 2:00pm- 6:00pm.

Registration, Tuition and Fees

A \$150 registration fee is due per child upon registration in the program. This fee is non-refundable.

Camp Fees:

\$130.00 per week, per child.

Payment of Fees:

Participants will be required to pay for all weeks of care, even if not in attendance for any reason. Child may not return to our programming at any time if there is a remaining balance from an unpaid week of our care. Summer camp requires a valid card on file that will automatically Monday mornings.



All payments are due on Monday of the same week. On Tuesday at 6pm of that week, a late fee of \$15 will be added to your account. This fee and the weekly fee are due before the child can remain in our care.

Arrival and Departure

Individuals 18 and over will be authorized to pick up children. The person who is signing out the child must have a valid I.D. such as a driver's license. A written authorization will be required for anyone that is not on the authorized sign out list to sign out a child. Children are to be dropped off by 9:00am at the middle desk (camp desk). We understand your child may have dr appointments after 9:00am, we ask for a notice the day prior and that documentation is brought in. Field Trip days will require a 9:00am arrival by all campers wishing to participate in the field trip. No child will be accepted after 9:00am without a notice and drs note.

Departure and Late Fees

Children must be picked up by 6:00pm each day. Any time after 6:00pm is considered outside of normal hours of operation. A late charge of \$15.00 per child will be assessed at 6:01 pm and \$3.00 for each minute thereafter. This fee must be paid before your child continues attending our program. If your child is not picked up by 6:30pm with no contact from parents/guardians, he or she will be in custody of the Biloxi Police Department and Child Services will be contacted.

Cancellations/Refunds

Monetary refunds will not be given unless a camp week is canceled by Kroc Center staff. Cancellations 7 or more days prior to the start of a camp week will be refunded to a Kroc Center gift card or may be transferred to an unpaid camp week. Cancellations 6 days or less prior to the start of camp will be refunded but may be transferred to an unpaid camp week. No prorated rates will be given for partial attendance to include illness and behavior issues. Refunds placed on Kroc center gift cards are not redeemable for cash. We are not responsible for lost gift cards.

Disciplinary Policy

The Salvation Army Kroc Center program disciplinary practices shall be directed towards teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.

RULES:



1. Children will keep hands, feet, objects and negative comments to themselves.
2. Children will obey directions of counselors the first time given.

Consequences and Behavior Ladder

Camp children are expected to always exhibit appropriate behavior while at camp. To provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements, and redirection of activity. All campers must understand and follow the guidelines set forth. Please review these guidelines with your child. Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior. Depending on the severity of the behavior, we may skip a particular step.

(Aggressive behavior will not be tolerated)

Step 1: Have behavior meeting with parents.

Step 2: Suspension up to 5 days.

Step 3: Suspension up to 10 days.

Step 4: Removal from camp.

Camper fees are non-refundable if a camper is sent home for disciplinary reasons. Here at the Kroc Center, we maintain a zero-tolerance policy towards bullying in all its forms, including verbal, physical, physiological, and cyberbullying. For anyone caught engaging in any type of bullying, we will address the situation accordingly, and it could lead to immediate dismissal from the program.

PHOTOGRAPHY

To promote The Salvation Army Kroc Center and its programs, we prefer to photograph the children while they are active in Camp.

Camps

The Salvation Army Kroc Center Summer Camp will use our facility. Our campers enjoy the football field, art & crafts, music and swimming. We have a vast variety of games and other recreational materials to keep our campers busy and to stimulate their minds, below is a sample schedule of events that your child will be participating during camp:

Sample Schedule for Camp/After-School



Camp Schedule

7:00-9:00 Drop Off / Attendance

8:00-8:30 Praise, Prayer, & Promise

8:30-9:00: Cleanup / Wash Hands

9:00-9:55: Morning Snack

9:25-9:55: Prep for field trip

12:00-1:00 Wash Hands/Lunch

1:00-3:00 Elective: Music, Art, Fitness, Science

3:00-3:30 Wash hands / Bathroom / Snack

3:30-4:30 Outside/ Physical fitness

4:30-5:00 Bathroom Break

6:00 Departure

TRANSPORATION POLICY

The Salvation Army Kroc Center is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulation, all vehicles used for camp transportation have a Gross Vehicle Weight Rating and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 lbs. or more are not required to be equipped with safety restraints.

2. Buses and Motor Vehicles will be driven by a licensed person. The vehicle will always have a current inspection sticker and will always be maintained in safe conditions.

3. Good order in the vehicle is essential for safety. Play will not be tolerated, and we reserve the right to refuse future transportation services to any child when that child's behavior is unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.

4. The only exception to the above policies shall be a medical emergency.



EMERGENCY TRANSPORTATION POLICY

The Salvation Army Kroc Center is responsible for the safe transporting of enrolled children to these emergency relocation sites:

A. Dr. Frank Guich Community Center

591 Howard Avenue

Biloxi, MS 39530

228-374-2853

B. Donal Snyder Community Center

2520 Pass Road

Biloxi, MS 39530

Note: We do carry liability insurance.

Attire

Children should wear loose fitting clothing to allow them to play and move comfortably.

Tennis shoes must be worn. Flip flops, sandals, exposed feet will not be accepted.

Swimsuits and towels should be brought on swim days. Your child may be turned away from camp if they do not have the proper footwear. If your child frequents accidents, please place a complete extra set of clothes in their bags inside of a Ziplock bag with their name on it.

Weather Emergencies

During hurricane or other severe weather conditions parents are asked to tune into WLOX-TV, Lite 107FM, K99 FM or WVMJ 1570 and Magic 93.7 for information on program closings.

The R.J Kroc Camp program will close for bad weather only during potentially dangerous situations. We are concerned about the safety of our staff, the children and the parents driving when the weather is dangerous.

Drills

Fire and disaster drills are practiced monthly. A complete plan is arranged and is posted.

Policy on Medication

If a child is prescribed medication by their physician and will need it during their time in our care, it may be administered by the camp director. Steps go as follows:



Step 1: Medication must be in the original container with prescription on it stating name, dose, etc.

Step 2: Medication must be checked in the medical log. The check-in medical log will include, child's name, medication information, dosage needed, parent signature, time given, and staff signature.

Step 3: Medication is to be given directly to the camp director where it will then be stored in a medical lock box until needed & replaced after administration. Camp director will log the time given and sign their name.

Step 4: Medication is to be sent home daily.

Field Trips

A written permission slip for field trips must be signed by a parent/guardian at the time of child is enrolled. Calendars will be issued announcing all scheduled field trips as well as posted on our website under Day Camp.

The Salvation Army Kroc Center Staff:

Cassie Ray

Play-Care Coordinator

cassie.ray@uss.salvationarmy.org

Danielle Emery

Director of Operations

danielle.emery@uss.salvationarmy.org

Toys & Personal Items

Camp provides a wide variety of appropriate toys for each age group. Children should not bring toys from home except at the request of the Camp Director. We realize that a doll or bear may be important to your child while attending camp, but these items could become lost or broken, which we want to prevent. We will take reasonable precautions to ensure the safe return of personal belongings brought or left at day camp, but we cannot assume responsibility for any items brought from home that are either lost or broken while at camp.

Emergency Plans

In the event of an emergency that directly affects Kroc Summer Day Camp, the Camp Director will oversee the situation at TSA Kroc Center. In the Camp Director's absence, the



person designated to be in charge in the absence of the Camp Director will take charge. Copies of the Emergency Response Plan will be kept on the parent information board, kept on file in the office, the owner will have a copy, and the local police department will have a copy as well.

The following situations will be covered by this plan:

- *Evacuation Procedures and Process
- *Sheltering/ Sheltering in Place
- *Medical Emergencies
- *Natural Disaster: Hurricane, Tornado, Severe Storms
- *Utility Disruption
- *Fire/Smoke
- *Hazardous materials
- *Bomb threat
- *Suspicious articles
- *Potentially violent situations
- *Impaired Parents/Guardians
- *Hostage situations
- *Missing Child

Roles and Responsibilities in Crisis/Emergency

In the event of an emergency, the Camp Director shall declare an emergency and institute the appropriate response actions. If the Camp Director is not available, the next person in authority will assume responsibility of the Camp Director.

1. Make sure alternate evacuation locations and transportation arrangements are in place and still available each year.
2. Familiarize all staff with the emergency plan, which is in their Staff Handbook.
3. Consistently implement and document the Center's Drill program.
4. Make sure safety supplies/equipment are present and in working order.

Center Evacuation Sites

1. Immediate Area Threat (Bomb threat, fire, flood or other major building problems). Leave your area and meet in front of the building in the parking lot. From there the Camp Director will notify the Director of Operations and between them they will determine if we need to transport all the children to our other location by means of van and minibus. From there we will proceed to call all parents.

2. Widespread Threat (Chemical spill, gas leak, widespread fires, etc.) Leave your areas and meet in front of the building in the parking lot. Wait for instructions from the camp director. If needed, we will transport to our other location, Guice Center on Howard Avenue. From there we will proceed to call all parents.

3. Mass Ordered evacuation (Declared state of emergency). Call all parents and inform them to come pick up their child(ren) as soon as possible. Within a certain time, span, if the parent has not come, we will transport the child(ren) to the designated area the Red Cross has determined as a shelter. One staff member will stay until the parents or legal guardian comes.

Evacuation Checklist

*Maintain order and calmness.

*Gather children in a group and evacuate in an orderly fashion to the designated assembly area.

*Check attendance and compile accurate attendance list. Use the list during evacuation and take it along during transport.

*Transport: Necessary medications, supplies, records, emergency numbers and cell phones.

*Under no circumstances is staff to stop for any of their own or children's personal belongings.

*Camp Director has already notified another facility based on situation.

*Camp Director has already confirmed transportation and arrival time.

*Notify families of evacuation information, if possible (can do this while transporting).

*Arrange to support our children at other centers.

Medical Emergencies

Life Threatening Medical Emergency Means that the patient requires immediate medical intervention to stabilize and prevent the medical conditions from getting worse. Examples: compound fractures (bone protruding from the skin), severe cuts, internal bleeding, severe burns, difficulty breathing, heart problems, shock, severe allergic reactions to insect bites or food, poisonous plant contact or animal bites, ingestion of chemicals/poisoning and unconsciousness. We have liability insurance.

Procedure for Life Threatening Emergencies

*Remain calm, give first aid and call for help. Do not move the sick or injured person unless his/her safety is at risk. Call the parents and let them know what's going on. Pull the child enrollment form out and get medical information so you can take it to the hospital.

*Call 911 and someone will stay on the line to receive instructions.

*Assign a staff member to accompany the child to the hospital if the parent is not at the center before the ambulance leaves. Tornado or Earthquake A tornado watch means that a tornado is likely to go over a large area. A tornado warning means a tornado has been sighted or is indicated on weather radar. All counselors will be directed to get the children to a room that is in the middle of TSA Kroc Center. This room will have NO windows. Counselors will remember to bring their clipboards with them and count their children when they are in their designated spot. Parents will be contacted.

Hurricane

In the event a hurricane threatens Harrison County during any weekdays, the Harrison School Board will close all public schools and TSA Kroc Center will also be closed with any emergency public school closing so that families can keep their children at home and prepare for the storm to pass. When the schools are re-opened, then TSA Kroc Center will resume back into operation provided there is no damage to the facility.

Utility Disruption

If water, heat, or electricity service is disrupted at TSA Kroc Center, the center will make every effort to remain open. However, the decision to close TSA Kroc Center will be based on the following factors: *Amount of natural light in the center to the point where staff and children are at risk. *The temperature on the Kroc Center thermostats registers 64 degrees or below 85 degrees or higher for one hour, with no expectation of heat/air restoration in the next one to two hours. *The nutritional needs of children cannot be met.



*Live wires require the immediate closing of TSA Kroc Center.

*Losses of water that disrupts appropriate hand washing and toileting with clean running water for more than one hour. Certain staff members will be designated by the Camp Director to assist calling parents/guardians or starting a phone tree to inform them of the situation after one hour of disrupted service per the Director of Operations to close the Center.

Fire/Smoke

The center has fire drill emergency plan which includes an evacuation procedure, marked exits, smoke detectors, fire extinguishers and safety training with consistent fire drills.

Health Regulations

We are not a diapering or changing facility. If your child accidentally soils themselves, you will be notified immediately and will be given 1 hour to pick up or come and change your child's clothes. In the event of an incident, accident or illness, the Camp Director will:

1. Contact the child's parent(s) or an individual on the child's contact sheet by incident form, or by telephone, outlining the nature of the incident, accident or illness involving the child and outlining whether the child can stay at the facility or needs to be picked up; or,
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons. In the interest of every child's well-being, only healthy children will be cared for at the playground site.

These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. If your child has been sent home for head lice and you do not have proof of treatment.

Staff will conduct a health check for each child on daily, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. The first time a child is sent home with head lice, the parent must show bottle as proof of treatment. At any time beyond the



first time a child is sent home, the parent must send proof from a physician stating that the child is free and clear of head lice.

The Mississippi Child Abuse Law (Chapter 21, Section 43-21-353 found in Appendix C) requires every childcare worker in any childcare facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Program director's attention.

Upon notification, the Program Director will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parent in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the Program director has concerns regarding any of the items discussed with the child or the parent, he/she will forward all appropriate information concerning the situation to the Department of Public Welfare.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given one hour from the time of notification to do so. Children who are ill will be held in the reception area. If the child is not picked up during that time, the child will be suspended from the program for the following day. This is very important to the health of all our children. A child who has symptoms of contagious diseases may be required to obtain a note from the child's doctor before returning to the playground site. The guidelines prescribed by the State Department of Health regarding exclusion of a child due to illness are listed in Appendix A in the back of this Handbook. In addition, these are posted at your child's playground site



I have read and understand all parts of the Kroc Center Afterschool Programs Handbook.

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