

Camp Horizons/Big Shots Policies and Information

Purpose of Camp Horizons & Big Shots: Camp Horizons & Big Shots are designed to meet the educational, enrichment, recreational and social needs of students enrolled in the day camp program.

Schedule: Monday—Friday, 6:30 a.m.—6:00 p.m.

Location: June 14—August 25 Hastings High School at 200 General Sieben Drive

Student Behavior: Behavior standards for children will be the same as the regular school day. Failure to meet these standards will result in dismissal from the program.

Methods of Discipline: Children will have a clear understanding of the authority and rules of the Camp Horizons program. Children will be helped to understand their responsibility to the other children, staff and environment.

The staff will model expected behavior. When negative behavior occurs the staff will attempt to redirect the child's behavior. If the situation warrants, staff will withhold attention from negative behavior, while praising the positive. If a child's behavior remains disruptive, he or she may be removed temporarily from the group and/or parents notified of the behavior.

In severe cases, if a child, Camp Horizons instructor and parent work on a problem (and the behavior is not healthy for others) without progress, the child may be removed from the program, if necessary.

Transportation: Parents are responsible for student transportation to and from the Camp Horizons site.

Sign In & Out Procedures: Camp Horizons will be responsible for children from the time they arrive to the time they leave. The program will not be responsible for your child(ren) if you **do not** sign them in. Parents must come into the building when dropping off and picking up their child(ren). All children must be signed in and out every day.

Personal Belongings: Children should be dressed adequately for inside and outside activities. Outdoor clothing must be labeled in order to avoid mix-up (each child is asked to bring a backpack to store their items in). The children will have a place in which to keep belongings. The program, however, is not responsible for lost items. A lost and found will be available. Children should have available on a regular basis: tennis shoes, rain gear, water bottle and sunscreen.

Field Trips: Parents will be notified of the place and time of any field trip. There is no additional charge (for most trips).

NOTE: No child will be allowed to attend field trips if the registration form is not completed.

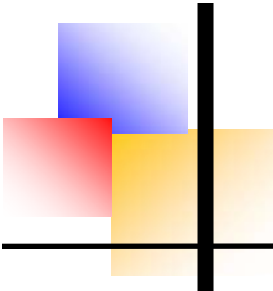
Snacks: Morning and afternoon snacks will be provided each day.

Lunches: Parents are responsible for providing lunches and drinks for their children enrolled in the full day program. Parents must label the lunches and they will be stored in the kitchen cooler. Lunch break will be approximately from 12:00-1:00 p.m.

Late Pick Up: Parents are expected to pick up children according to the schedule in which they enrolled their child. Our site closes at 6:00p.m. each day. A late charge will be assessed in case of a late pick up. **This charge will be \$5.00 for each 15-minute period or fractions there of (per child).**

Sick or Absent Child: The program must be notified when your child will be absent or late for any reason by calling the Community Education Office, 651-480-7670.

Refunds: No refunds or reductions will be made for absences or illnesses.



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Illness and Policies Concerning Sick Children: Application and emergency files will be kept for each child at each site. Parents will be notified by phone from the Camp Horizons staff of any symptoms of impending illness (headaches, fever, vomiting, cramps). Parents will be expected to leave work and pick up a child who appears to the Camp Horizons Lead Instructor to be too ill to remain in the program. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a quiet area secluded from the main area. Children with communicable disease presenting an important health hazard to the group shall be excluded.

Parents will be called in the event of a child requiring emergency care. If parents are unavailable, the person indicated on emergency card will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken to Regina Memorial Hospital. Please keep all emergency information up to date.

Student medication Regulation: The following is a summary of School District #200 regulations on giving medication to students:

1. Diagnosis and treatment of illness and the prescribing of drugs, medications are not the responsibility of school personnel.
2. School personnel will not provide students with aspirin or any other medication.
3. Medications will be given only to students with long term chronic illness or disability where failure to take prescribed medications could jeopardize the child's health. These medications will be given only upon the written order of the physician and the parent's written request. The medication is to be brought to school in Bottles containing the child's name, the pharmacy, the name of they physician and dosage of the drug to be given. The medication is to be given to the Camp Horizons lead instructor.
4. Students with short term illnesses requiring medication should be kept home until they are well.
5. Parents are encouraged to call Community Education Office if they have any questions regarding the student's medication procedures.