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# Camp Horizons/Big Shots Handbook

## Summer 2020

Hastings Community Education

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### **Purpose:**

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

### **Schedule:**

Monday-Friday; June 10-August 21; 6:30 am - 6:00 pm

### **Location:**

McAuliffe Elementary School: 1601 W 12th Street, Hastings, MN ENTRY: Door 2

### **Contact Information:**

During programming hours, please call: 651.775.0465 or 651.263.9240

Email for admin: [tthompson@hastings.k12.mn.us](mailto:tthompson@hastings.k12.mn.us)

### **Communication:**

We will be communicating extensively through emails and phone calls this year. Please have the most updated phone and email information on file. Please check emails often.

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## **Drop Off/Pick Up:**

Families MUST follow their drop off and pick up times and the protocol (detailed in Cvid 19 document). Parent accounts will be charged \$5 per child, for each 15 minute increment they are outside of their designated time for drop off or pick up (this will be added to your bill). Recurring drop off/pick up disparities will be grounds for dismissal from the program.

## **Sign In/Out Procedures:**

Follow the most updated procedure format provided by Camp Horizons/Big Shots (subject to change due to weather and public health needs). At this time, parents will NOT be physically signing their students in or out of the program.

## **Mask Update 7.23.20**

- In response to the Governor's executive order, Camp Horizons and Big Shots will require all children to be masked starting Monday, July 27th. Per the order, this includes children as young as 5 years of age in a kindergarten setting through adults. This includes our program. Staff has been masked from the beginning of the summer, and will continue to wear masks. Families with students with identified health risks associated with face coverings will need to work with staff to find an alternative form of face covering.
- Students will need to have their mask on when they exit the vehicle at drop off time. The expectation is that students will wear their mask in all situations EXCEPT: when outdoors and distanced for play, when engaged in physical activity (like gym time), and when eating. Our goal is to spend as much time outside as possible.

## **Next Step: What to do For Your Child's Days During Order 20-81**

- Send a GALLON SIZE ziplock bag with your child's name written in permanent marker the next day your student will join us for programming. This bag will stay at

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your child's work area or cubby during the week. This bag will be the 'home' for your child's mask when it is not on their face. We will send home bags if they become broken or worn.

- Send your child with a face cover, as described by Order 20-81, every day. Students who arrive at Camp Horizons/Big Shots without a face covering will be provided with one. The FIRST time this happens, a note will be sent home reminding students and families that masks must be worn every day. FURTHER incidents will result in reminder notes and a \$5 charge every time staff must provide a mask for the child.

## **Personal Belongings:**

Children should be dressed adequately for inside and outside activities. Outdoor clothing must be labeled (each child is asked to bring a labeled backpack each day to store their items). The children will have a place in which to keep limited belongings. The program is NOT responsible for lost or damaged items. A lost and found will be available.

## **What to Bring:**

Each individual child (siblings CANNOT share) needs the following items clearly labeled in permanent marker: Backpack, Beach towel, Sunscreen, Bug spray, and Water bottle. Please consider appropriate clothing and footwear as we will be spending a lot of time outside and in active play. Items will be sent home at the end of each week to be cleaned.

## **Cell Phone Policy:**

Students who bring cell phones will be asked to keep them out of sight and silent. If cell phones become a distraction or problem (used inappropriately, used at improper times, distracting), students may be asked to leave them in their backpacks. Parents will be notified if cell phone use becomes an ongoing problem and will be asked to keep cell phones at home.

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## **Activity Calendar:**

Details on daily events will be available at the Community Education website (subject to change). Emails and note reminders will be sent home if special supplies are needed following days.

## **Summer School:**

If your student is registered for 2020 Summer School, please notify Teri Thompson. We will facilitate Summer School to the best of our ability.

## **Field Trips:**

Parents will be notified ahead of time for any travel or additional costs/supplies needed.

## **Permission Slips:**

All permission slips must be completed before students can participate in programming.

## **Refunds:**

There will be NO refunds issued for absences or illnesses.

## **Snacks & Meals:**

2 snacks are provided each day (am and pm). Lunches in JUNE 2020 will be provided through the District 200 summer meals program. Families who do NOT wish to participate in the lunch program, must contact CE and then pack a healthy lunch, drink, and snacks for their student. Lunches and snacks will be kept in the kitchen cooler. Updates will be made in July and August.

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## **Sick or Absent Children:**

The program MUST be notified when your child is absent or late for any reason. Please call the Community Education office at 651-480-7670 or email [tthompson@hastings.k12.mn.us](mailto:tthompson@hastings.k12.mn.us). In the case of illness, parents will be asked to leave a detailed message. Please see additional information pertaining to Covid 19 in our Covid 19 document.

## **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. Please review Community Expectations for a more clear understanding of expectations.

## **Discipline Procedures:**

When students are unable to safely and respectfully engage, staff will document incidents and implement our 3-part discipline procedure. This practice is intended to build support for the student by utilizing staff and home support. For the safety and wellness of all students, this procedure will be enforced.

## **Sunscreen & Bug spray:**

Please apply sunscreen before sending your child to Camp Horizons or Big Shots. Due to grouping, siblings will NOT be able to share sunscreen or bug spray. Please send individual, labeled sun and bug supplies for each child. Due to Covid 19 protocols, staff is NOT able to help students manually apply anything topical. Staff will provide reminders.

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## **Illness Policies Concerning Sick Children:**

**\*\*Please read our Covid-19 policies for further information.\*\***

Emergency files will be kept for each child. 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 pick up their child immediately. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a quiet area secluded from others. Children with communicable disease will be excluded from programming until the threat of contagion has passed.

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

## **Medication Policy:**

The following is a summary of School District #200 regulation concerning giving medication to students:

1. Diagnosis and treatment of illness and the prescribing of medications are not the responsibility of school personnel.
2. School personnel will NOT provide students with aspirin or any other medication.
3. Medication will be given only to students with long term chronic illness or disability where failure to take prescribed medication could jeopardize the child's health. The medication will be given ONLY upon the written order of the physician and the parents' written request. Medication is to be brought to the school in bottles containing the child's name, pharmacy, physician, and dosage. NO MEDICATION WILL BE ACCESSED THROUGH THE SCHOOL NURSE SYSTEM.
4. Students with short term illnesses requiring medication should stay home until they are well.
5. Parents are encouraged to call the Community Education office if they have questions regarding the student medication process.