



# Camp Horizons/Big Shots Handbook Summer 2021

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 9 -August 27; 6:30 am - 6:00 pm

## **Location:**

Hastings Middle School, drop off/pick up TBA

## **Contact Information:**

During programming hours, please call: 651.775.0465 or 651.263.9240

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

Email for daily communication/policy: [mloesch@hastings.k12.mn.us](mailto:mloesch@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 will be asked to identify their anticipated drop off and pick up time to the best of their ability. This is to help us stagger staff and stagger door use if needed to avoid crowding.

## **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.

## **Health Updates**

- We will follow the guidance and guidelines that come from the State Health Department concerning communicable diseases (including Covid 19). A secondary document will be provided to detail Covid 19 protocols.

## **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.

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## **Cell Phone Policy:**

Students are STRONGLY discouraged from bringing cellphones to programming. Those who bring cell phones will be asked to keep them out of sight and silent. Staff will NOT be responsible for any loss or damage of cellphones. If, for any reason, staff decides cell phones should not be brought to Camp Horizons/Big Shots, the parents will be notified and cell phones will need to be left at home.

## **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.

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## **Snacks & Meals:**

2 snacks are provided each day (am and pm). Families should plan to send a healthy lunch, including beverage, with their child every day. If the district runs a summer lunch program, Camp Horizons staff will reach out to parents about what may be offered.

## **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 detailed in our Community Expectations document. Failure to meet these standards will result in dismissal from the program. Please review Community Expectations and Discipline Procedures documents for more information.

## **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 within twenty minutes of the call. While this may be a challenge, families who fail to make this pick up practice will be subject to dismissal. 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.

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5. Parents are encouraged to call the Community Education office if they have questions regarding the student medication process.