

Camp Horizons/Big Shots Handbook

Summer 2023

Hastings Community Education

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 14 -August 25 ; 6:30 am - 6:00 pm

Location:

Hastings Middle School, drop off/pick up at door #15 on the North side of the building

Contact Information:

During programming hours, please call: 651-775-0465 (Camp Horizons) or 651-263-9240 (Camp Big Shots)

Email for admin/billing/contract: lchandler@isd200.org

Email for daily communication/policy: srobertson@isd200.org

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.

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:

For the safety of each child, parents/guardians must check in with a staff person and sign child(ren) in/out at both drop-off and pick-up times. Our staff cannot assume responsibility for children until they are signed in by a parent/guardian.

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.

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 reminders will be sent home if special supplies are needed following days.

Summer School:

If your student is registered for 2023 Summer School, please notify Sam Robertson at srobertson@isd200.org. Transportation will be provided to and from Camp Horizons and Summer School.

Field Trips:

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

Swimming Ability Information:

Each participant must have a form filled out in order to join swimming field trips. Please feel free to reach out if you would like to share more detailed information about your child's swimming ability (Concerns, special instructions, needs etc)

Swimming ability form

<https://hastingscommunityed.com/wp-content/uploads/2022/06/Swimming-Ability-Form.pdf>

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). Families should plan to send a healthy lunch, including beverage, with their child every day. There will not be a free lunch program provided this year.

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 lchandler@isd200.org. In the case of illness, parents will be asked to leave a detailed message.

Medication forms:

For any prescription or non-prescription medication that would be taken while at camp.

Non-Prescription

<https://hastingscommunityed.com/wp-content/uploads/2022/06/Non-Prescription-Medication-Permission-Form.-Parental-Request.pdf>

Prescription

<https://hastingscommunityed.com/wp-content/uploads/2020/06/Prescription-Medication-Permission-Form.-Physician-orders-daily-meds.pdf>

Illness Policies Concerning Sick Children:

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.

Child Abuse & Neglect

State law requires Kids' Campus staff to report any suspected cases of child abuse or neglect to the proper authorities.

Behavior Expectations:

A child exhibiting the following behaviors may be suspended from the program immediately. A parent/guardian conference may be required before the child is able to return to the program

- Behavior which threatens the safety of themselves, other children and/or staff members.
- Intentional destruction of property
- Bullying or threatening others.
- Excessive inappropriate language
- Leaving designated areas. and/or causing staff members to put a disproportionate focus towards one child at the expense of all other participants in the program.

Discipline Procedure:

Children may be sent home and/or suspended if the program coordinator and/or site leads determine it is in the best interest of the safety and wellness of students and staff members. Under most circumstances, the discipline procedure will go as follows.

1st: Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child.

2nd: Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. A parent/family meeting will need to occur with program coordinator and lead staff member before child is able to return to the program

3rd: Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will receive a 1 day suspension from the program.

4th: Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will receive a 3 day suspension from the program.

5th: Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will serve a 5 day suspension from the program.

6th: Behavior/Incident Report: Family will be notified of behavior/incident. The family will be notified that alternative care will be needed immediately and the child will be removed from the program. The child will be eligible to return to the program in 1 calendar year if a behavior management plan is in place.