

**HANDBOOK**

**-EST-  
2014**

# **CAMP OLATHE**

**2023**





## Fun in the Sun Preschool Enrichment Camp POLICY STATEMENT

**\*\*Please note any violation of camp policies can lead to termination of care.**

### 1. PROGRAM ADMINISTRATION

The camp program is located in public city parks and is operated by the Olathe Park and Recreation Department. We are guests of the park and seek to be compatible and unobtrusive to all other park patrons.

### 2. EQUAL OPPORTUNITY

The City of Olathe does not discriminate on the basis of race, color, national origin, sex, religion, age, ancestry, and/or handicapped status in the provision of service or employment.

### 3. REQUIRED FORMS

Confidentiality- All contents of a preschooler's files, including health history, medication forms, correspondence from parents, etc., are confidential documents. File contents are not duplicated, distributed, discussed or viewed by anyone other than the parent/guardian, OPRD staff, law enforcement officers, KDHE designee, and emergency medical personnel. Parent/Guardian reserves the right to make their preschooler's records available to designated parties through signed permission.

Forms may be required to be updated annually. Photos of preschoolers are strictly used for Fun in the Sun use and or other City publications. By registering for the Fun in the Sun, parents/guardians are agreeing to the following waivers and releases.

o **OPRD Waiver/Release:** I have volunteered to allow the minor registered for Fun in the Sun to participate in recreational activities provided by the City of Olathe. I knowingly and voluntarily assume the responsibility for the minor to abide by any and all regulations governing the recreational Fun in the Sun. It is further understood that the City of Olathe and its employees are not responsible for accidents, injuries, illness or loss of property. o **Liability Waiver/Release:** I acknowledge that recreational activities provided by the City of Olathe may involve risk of bodily injury or property damage and to agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that the minor noted herein can safely participate in activities and events held by the City of Olathe. Further, I do hereby release and hold harmless the City of Olathe, its elected and appointed officials and employees from any and all liability and/or claims resulting from injuries, damages, or losses arising out of or in connection with participation in recreational programming to the fullest extent permitted by law. I hereby assume all risk or injury, damage, and liability, and waive any right of recovery from or to bring suit against the City of Olathe, to the fullest extent permitted by law, for any illness, personal injury, death, or other consequence arising out of the voluntary participation in these activities.

o **Photo Release** – I authorize the City of Olathe to use at its discretion any photograph(s) taken of the preschooler(s) for promotional purposes, including but not limited to print, online, and social networking media while participating in an activity and waive any and all claims that the member or the undersigned or their heirs, executors, administrators, or assigns may have or claim to have resulting from such photograph(s) or reproductions thereof. I have read the above statement, understand and agree to the conditions set forth.

### 4. REGISTRATION REQUIREMENTS

- Children must be fully potty trained.
- Children attending Fun in the Sun must be pre-registered in advance of attendance by completing the registration process and submitting the required forms.
- Children may not attend the Fun in the Sun without the required forms. o Online enrollment form with the uploaded health history form, authorization for emergency medical care and medication form to the Procure: Childcare App.

## 5. TERMS OF CARE

Campers must be pre-registered and payment made. Children must fully comply with the Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of care.

## 6. FEE PAYMENT

All weeks registered must be paid at the time of registration. **ALL FEES ARE NONREFUNDABLE within 2 weeks of camp.\***  
**Withdrawals prior to two weeks of camp are subject to a withdrawal fee.**

### **For Transfers:**

- A written request must be received two weeks in advance of the camp week
- These may be emailed to [tnnorris@olatheks.org](mailto:tnnorris@olatheks.org) or faxed to (913) 971-8690. No phone requests.

## 7. CHILD RELEASE

All individuals authorized to pick up children must be listed in advance on the child's record in the ProCare system. Until all authorized parties are known to the staff, photo identification will be required at the time of pick up. State law prohibits the release of children to parents and other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the camp to support law enforcement interventions.

## 8. AFTER HOUR CARE CHARGES

A charge of \$1.00 per minute past the 12:30pm closure will be assessed to parents for after hour care. We realize that under some circumstances lateness cannot be avoided, and require parents to call us should such a situation occur. Regardless of the cause of after hour care, charges are due at the time of pickup at the Olathe Community Center.

## 9. DISCIPLINE POLICY

Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing/withholding of food or fear tactics. Parents will be notified of any inappropriate behavior and will be advised of steps taken toward improvement. All children enrolled must observe the Participant Code of Conduct while attending the program.

## 10. PARTICIPANT CODE OF CONDUCT

Participation in the program is a privilege not a right. Participants shall practice positive interactions with staff and peers including but not limited to responding to adult authority in appropriate ways, taking ownership of actions, accepting differences, managing anger in appropriate ways, being courteous of others as well as their personal space and belongs.

## 11. DISCIPLINE PRACTICES

Discipline for inappropriate behavior will focus on consequences, rather than punishment, to help children self manage their behavior in the future. Counselors assist children in self-management through reminders, redirection, and discussions about consequences. When children consciously make a choice to ignore expectations, consequences in line with the behavior will follow. Interventions and consequences focus on as little counselor intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. Typical behavior interventions are as follows:

Often closer counselor proximity and eye contact are all children need to self correct.

On other occasions a reminder of the rule is effective.

At times teachers and children discuss the inappropriate behavior and more acceptable alternatives.

In some situations children are redirected to a solitary activity for a brief period of time.

More serious behavior issues require a parent/counselor conference to develop an action plan for improvement.

## 12. PARENT VISITATION AND INVOLVEMENT

Our camp has an "open door" policy on parent visitation. Contact the director to express your interest and offer suggestions on program activities.

## 13. NON-VIOLENCE POLICY

The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons fashioned or real is prohibited and is grounds for immediate expulsion. Statements by anyone that threaten violent action or express physical aggression will be regarded as real and result in immediate disciplinary action up to and including suspension and/or expulsion. Statements/cases will be reviewed on a case by case basis and parents will be notified immediately. Law enforcement may be called if necessary.

## 14. COMMUNICABLE DISEASE/ILLNESS

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed. The Program Director shall exercise his/her discretion in determining if a child seems well enough to resume normal participation. Parents must report to the Program Director any exposure to communicable diseases.

- Johnson County Health and Environment Guidelines:  
[http://www.jocogov.org/sites/default/files/documents/DHE/PBH/exclusion\\_recommendations.pdf](http://www.jocogov.org/sites/default/files/documents/DHE/PBH/exclusion_recommendations.pdf).

## 15. PRESCRIPTION MEDICATIONS

No medication will be given out at this camp. Medications should be taken before or after class unless there is a special situation. In a special situation, parents will need to talk to the Director.

## 16. Absences/Drop off/Pick up

Please message us via the Procure: Childcare app if your child will be absent.

- Please be respectful of the drop off time by arriving to camp on time. Children will be admitted at the start of the camp time.
- Parents/Guardians will sign in/out preschooler via the Procure: Childcare App from their own phone which will include signature and brief health check. A unique pin number can also be used if someone other than parent/guardian is picking up. Pin numbers may NOT be shared. They are unique to each authorized individual.
- All individuals authorized to pick up preschooler must be listed in advance on students record in the Procure Childcare App. Until all authorized parties are known to staff, photo identification will be required at time of pick up.
- A charge of \$1 per minute past the end of class time will be assessed to parents. We realize that under some circumstances lateness cannot be avoided and require parents to call us should such a situation occur. Regardless of cause, late pick up charges will be charged to form of payment on file. If 45 minutes pass with no communication to Fun in the Sun, Olathe Police Department will be called for child abandonment.
- State law prohibits the release of a preschooler to parents and any other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the Olathe Kiddie Crew to support law enforcement interventions.

## 17. DRESS

Dress for the weather. This is an outdoor camp, with the exception of or severe weather, we remain outdoors. **Shoes need to be tennis shoes or shoes that are securely affixed to the foot.**

## 18. PERSONAL BELONGINGS

Label all personal belongings. Toys, video games, radios and other items from home are prohibited. The camp is not responsible for loss, theft, or breakage of personal belongings.

**19. MEDICAL INSURANCE**

During the course of normal participation, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. The City of Olathe does not carry medical insurance for participants. Make sure your health insurance policy name and number are recorded on the Authorization for Emergency Medical Care form. In urgent care situations, staff will attempt to contact parents for child pick up and follow up medical treatment. In emergency care situations, children will be transported by ambulance to the nearest hospital. Be sure all of your child’s records are up to date to assist us in effectively responding to emergencies.

**20. PARENT CONDUCT**

Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with program employees, participants, and their families. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, and/or contact will not be tolerated. **Kansas state law prohibits parents from disciplining and/or reprimanding program participants.** Failure to observe appropriate conduct will result in immediate and permanent termination of childcare.

**21. CHRONIC HEALTH/SPECIAL CARE NEEDS**

A parent/staff pre-attendance meeting will be required to assure that chronic health conditions and any special care needs can be accommodated within the program.

**22. PARENT COMMUNICATION**

Families receive information from the camp through: messaging, monthly newsletters, dry erase bulletins, notes home through Procure. Parents are encouraged to contact staff with any issue, concern and/or suggestion regarding their child or the program. Any specialist working with your child is also strongly encouraged to become part of the camp communication network. Your views are valued and appreciate and guide our efforts toward continuous improvement.

**23. FOOD SERVICE**

The camp program will serve snack at 10:00am snack.  
We also have campers bring their lunch so we can have them eat lunch before going home from camp.

**24. EMERGENCY CLOSING**

Natural disasters and utility outages can result in emergency closure of the program. No alternate care location will be available in the event of emergency closures. Your director will notify you of the closure and again when care can be resumed.

**25. INCLEMENT WEATHER**

In the event of **severe weather** campers will utilize the inclement weather locations. Inclement weather will be communicated via the ProCare App. (ProCare can be accessed via internet or the app can be downloaded).

**26. INCLEMENT WEATHER LOCATIONS**

Olathe Kiddie Crew Classroom – Olathe Community Center

**27. FAMILY SUPPORT AND COMMUNITY RESOURCES**

The director is always available to help families access community resources designed to support and strengthen families. Your director can provide information on application for SRS child care subsidy and other community resources. The following web sites also provide excellent and current information on a variety of family centered topics that can be accessed in the privacy of office or home. For locally based support services visit:

- The City of Olathe <http://www.olatheks.org/>
- Johnson County Health Department <http://jcdhe.jocogov.org/>
- Kansas Department for Children and Families <http://www.dcf.ks.gov/>
- The Family Conservancy <http://www.thefamilyconservancy.org/>
- Johnson County Human Services <http://hsa.jocogov.org/>
- Salvation Army Olathe [www.salarmy-mokan.org](http://www.salarmy-mokan.org)
- County Mental Health Center <http://mentalhealth.jocogov.org/>

**28. CONFIDENTIALITY STATEMENT**

All contents of children's files including health history, medication form, emergency medical release, personal data sheet, correspondence from parents, IEP, incident reports, and staff generated correspondence are confidential documents. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through signed permission. Documents can be released only to custodial parent/guardian and SRS child protection agency representatives. Release under any other circumstances must be mandated by court order. Children's records will remain on file at the camp until enrollment is terminated and the file is shredded at the end of camp season.

**RETAIN FOR FUTURE REFERENCE**

## FUN IN THE SUN PRESCHOOL ENRICHMENT CAMP

**SUPPLY LIST**

Whether your child is participating just one week or all ten, the following items are essential to the camp experience **LABEL ALL ITEMS BEFORE CAMP BEGINS TURN IN ALL FORMS:**

*See form checklist to ensure they are complete!*

- Personal Data Sheet

**DAILY:**

- Wear comfortable play clothes that can tolerate becoming soiled.
- Wear **tennis shoes** or shoes that are securely affixed to the feet. **NO FLIP FLOPS** or slide on shoes worn at camp but they may be brought for use at the pool.
- Bring **water bottle**.
- Backpack** or sports bag for all personal items. **(Please label)**

**NOTE:** Children should **not** bring personal items other than those designated on supply list. The program is not responsible for loss, theft or breakage or personal belongings. Children are responsible for personal belongings.

# FUN IN THE SUN PRESCHOOL ENRICHMENT CAMP 2023

PLEASE TYPE OR PRINT NEATLY.

## Personal Data Sheet

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street) (City) (State/Zip)

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Home #: \_\_\_\_\_ Home # \_\_\_\_\_

Work # & Ext. \_\_\_\_\_ Work # & Ext. \_\_\_\_\_

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency contacts- Authorization to share information about child as well as pick up:

1. Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Hospital Preference: \_\_\_\_\_

List Food/Substance Allergies or other information about medical status of child pertinent in case of emergency:

### List all individuals authorized to pick up your child other than parents & emergency contacts:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

### (MUST HAVE PHOTO ID TO PICK UP CHILDREN)

What activities does he/she enjoy most? \_\_\_\_\_ Specifically state any physical limitations: \_\_\_\_\_

Please state goals for your youth's participation in this program: \_\_\_\_\_

I hereby authorize Olathe Parks and Recreation and/or Camp Staff who is (are) representative(s) of the above named facility to give consent for any and all necessary emergency medical care and first aid including sunscreen and bug spray for my child or

Is child covered by health insurance?  Yes  No

If yes, complete the following:

Health Insurance Policy Name \_\_\_\_\_

Policy Number \_\_\_\_\_

Medical Assistance Program \_\_\_\_\_

Card Number \_\_\_\_\_

Military Medical Care I.D. Number \_\_\_\_\_

youth mentioned above while said child

or youth is in said camp's custody between the dates of 05/30/2023 and 07/28/2023.



If known, date of last Tetanus inoculation: \_\_\_\_\_

By signing this form I acknowledge all information provided is accurate as well have read and understand the camp policies and procedures.

Signature of Parent/Guardian **X** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_