



City of Bloomington-Parks and Recreation

KID CITY 2022 SUMMER CAMP

PARENT GUIDE



Dear Parent or Guardian,

We would like to thank you for joining our Kid City family! We consider it a privilege and a great responsibility to play a part in caring for your child this summer. It is our goal to create a positive, healthy and fun environment for your child through recreation and learning. To help you and your child have a successful summer, we have provided this informational guide. If you have additional questions, please contact us at **812-349-3731**.

General Information

Hours and location:

Kid City is open from 7:30 am-5:30 pm and takes place at the Allison-Jukebox Community Center (351 S. Washington St.). Drop off is 7:30-9:00 a.m./Pick up is 4:00-5:30 p.m. Camp administration, for all Kid City summer camp programs, can be reached at **812-349-3731**. All pick-up occurs at the Allison-Jukebox, no exceptions. ***Drop off and pick up times will be strictly adhered to this summer due to screening requirements. Unfortunately we will not be able to accommodate special arrangements.***

Registration and payment policies

Children must be registered and all information submitted (health, emergency contact, authorized pick-up information, etc.) to attend. **For their own safety, if paperwork is missing, your child will not be allowed to attend. Please bring your receipt to the first day of each session.**

To register a child for Kid City we will need the following:

- A completed health history and any current medications the child is taking <https://forms.gle/jnu1Ab4rRCFS4ECx6>
- A signed permission waiver including permission for emergency treatment, photo release and transportation agreements
- All emergency numbers and contacts. An emergency contact or authorized person must be able to pick your camper up within 45 minutes of notification.
- Authorized pick-up information.
- Registration fee

No onsite, or day of registration is available.

We encourage parents to register children early. This allows us to purchase accurate amounts of supplies for the upcoming session and to arrange staff schedules. Once the initial paperwork has been received, sessions may be added over the phone for your convenience.

Cancellations must be done prior to registration deadline and are subject to a minimum \$40 cancellation fee. Any cancellation after registration deadline will result in forfeiture of payment. If space allows, late registrations are taken with a \$40 late administrative fee.

Daily Sign In/Sign Out Procedure

Drop-off hours: 7:30-9:00am

Pick up hours: 4:00-5:30pm

Sign In

- Upon arriving at the Allison-Jukebox Building, parents/ guardians must remain in their car and wait to be assisted by Kid City Staff at a check in station
 - AJB Phone Number- (812) 349-3731
- A staff member will come to your vehicle and administer a health screening
 - Remain in your vehicle and roll down your windows
 - Staff will take your child's temperature and ask a few short questions to analyze potential symptoms of respiratory infection
- Upon a successful health screening, Staff will escort your child to a handwashing station and then to their group
 - Parents remain in vehicle
 - Staff will sign the camper in

Sign Out

- Upon arriving at the Allison Jukebox Building, parents/ guardians will wait at a drop off station to be assisted by staff
- Staff will verify your identity by checking identification and your child will be instructed to gather their belongings
- Staff will sign out your child with your initials and families may exit the premises

Structured activities begin at the end of morning drop-off and run until pick-up time. Please bring your child during the morning drop off hours and pick them up during the evening pick-up hours to ensure their participation in all activities. Unfortunately, we will be unable to accommodate special arrangements. Campers who have not arrived by 9 am may not be admitted to camp that day.

We serve many children each day. To properly ensure their care and safety, we take special precautions in accepting and releasing children to and from our programs. We will only release children to an adult who has been approved by that child's custodial parent or guardian. Staff members are instructed to ask for identification before releasing a child to any adult (regardless of whether or not they are on the authorized list). Please understand that this practice is solely for the safety of your child. ***Bloomington Parks and Recreation is not responsible for children before they are signed in, or after they are signed out.***

If you will be late to pick up your child, please call ***812-349-3731*** to make us aware of your situation.

Program Ready:

In order to support the success and safety of individuals registered and participating in Kid City, it is important that participants are indeed "program ready." To assist in determining if your child is "program ready," the following criteria have been developed:

- Participant is able to participate independently or with reasonable accommodations.
- Participant is age appropriate (ages 5-12). Participants may be aged up or down by one age/grade level in some situations with Director approval.
- Participant is able to take direction and instruction from a staff person.
- Participant is comfortable with, and able to interact in, a group environment.
- Participant interacts and participates in a manner that is physically and emotionally safe for themselves and others.
- Participant is able to participate in self care (toileting, feeding etc.) independently or with minimal verbal prompting.

Activities:

- Camp includes a variety of activities which engage children's interests. The goal of Kid City programming is to provide opportunities for children to try new things, socialize, learn and practice skills, and have fun.
- A few examples of program components are outdoor and indoor play, arts and crafts, nature activities, and cooperative and competitive games.
- Due to safety precautions, group games and certain physical activities may not be permitted

Parent Participation

It is our goal to provide positive experiences for your child to encourage their social development, healthy lifestyle choices, and self-esteem. We feel this is best accomplished through a close and cooperative relationship with the community and parents. We encourage our staff to take time each day to discuss the day's activities with parents. While Kid City would typically encourage parents to visit the site and speak with our staff, we would ask that during this time you refrain from entering facilities or approaching our groups. Our sign in and out procedure is detailed above. Thank you for your understanding! Please call (812) 349-3731 to speak with Kid City staff.

What to Bring:

****Please bring these items everyday and put your child's name on everything you send!****

- Healthy lunch and snacks—nothing that needs to be refrigerated or heated up (see note below)
- Outdoor play clothes—nothing new or frilly. **Closed toe shoes only!**
- Water Bottle
- Hat
- Sunscreen—if your child requires a special type or brand
- Any medications your child is taking (in the original container) if needed to be dispensed at Kid City
- A smile and positive attitude!

A healthy lunch and snacks provide adequate and balanced nutrition for active kids. Please provide your child with a variety of foods that are high in carbohydrates, fiber and protein and low in fats and sugars. Kids stay hydrated better in the summer if they drink sports drinks, 100% juice drinks or water. Please avoid soda (especially caffeinated) and candy. For examples of healthy lunch options, point your web browser to www.kidshealth.org.

Participants are responsible for their own belongings. In response to COVID 19 Kid City will not maintain a Lost and Found. Items left behind will be disposed of at the end of the week.

What NOT to Bring:

- Cell phones- Kid City are a place for developing independence, social interaction and play. Cell phones directly interfere with these goals and are not permitted.
- Any technology device such as tablet, switch unless required as communication device
- Money
- Weapons—this includes camping knives and lighters
- Drugs or alcohol. (Please see policy on prescription medication.)
- Any unauthorized medications—all medicine must be registered with administrative staff (including over the counter). This will ensure that your child receives proper dosages at the correct times.
- Expensive toys or other items of value
- Personal sports equipment
- Pets or Animals (Other than service animals)

Staff

Our staff are college students and school teachers. Although we have high school students who act as assistants to our counselors, staff who have direct sole responsibility for children must be at least 18 years old. Typically our staff are in their early to mid 20's. We have an extensive selection process and only choose staff who have demonstrated experience working with and programming for children. The staff must also submit to criminal background and health checks. Staff training is comprehensive, covering everything from safety and crisis management to child development. All of our staff are CPR and First Aid certified and have been trained on our new procedures regarding the Covid-19 Virus.

Children with Disabilities

It is our policy to provide universal programming for all children. Through universal programming, we hope to provide a safe and fun experience for all of our Participants. If your child has a disability and would benefit from reasonable accommodations, please contact the Inclusive Recreation Coordinator, Amy Shrake, at 349-3747 to schedule an assessment. We require two weeks notification prior to the registration deadline in order to assess a participant and arrange for an accommodation.

To help us create the best possible environment for your child, it is important that we are aware of any special needs (dietary, allergies, health related, emotional, physical, etc.) prior to your child's arrival. Please provide as much detail as possible to allow the staff an accurate picture of your child. We will always discuss questions we may have with parents.

Safety Policy

Our policies have been created in the best interest of all children enrolled in programs. Although all active recreational programs have inherent risk, adherence to the following rules, by staff, parents and children alike will provide the safest environment for your child.

- Participants will be supervised at all times.
- Participants will be escorted to and from Kid City each day by a parent or authorized adult.
- Participants are not allowed in kitchen areas.
- Participants may hug, draw pictures of, write poems about, or admire trees, but not climb them.
- Telephones are for adult use only. Participants may only use phones under supervision and by permission of an adult.
- All staff are trained in emergency and evacuation procedures.
- All staff are trained in emergency first aid and CPR procedures
- Playground equipment should be used in its intended way (**sit** on swings, slide **down** slides)
- Reports are completed for any accident or incident occurring within operating hours. Parents will be asked to review these forms and confirm that they have seen them via email. If an accident or incident requires immediate attention parents will be contacted at the time of the incident.
- Staff members are required by law to notify administration of suspected child abuse or neglect.

Discipline policy

Kid City maintains a positive approach to discipline and rule setting. We believe that every child has the right to fair and respectful treatment and that positive behavior should be recognized. If a child exhibits inappropriate behavior, a staff member will work with the child directly to solve the problem. In the event that simple redirection or reminders are ineffective, we will notify parents and follow this discipline format:

Minor Violations-

Behaviors that do not pose safety threats.

1st offense—verbal warning

2nd offense—time-away

3rd offense—time away (loss of activity time) and mandatory parent conference

Major Violations-

Behaviors that pose a threat to the safety of children or staff, or involve major property damage

1st offense—Isolation from immediate activity and parents notified

2nd offense—Parent/guardian/or authorized pick up person is to pick up their child within 45 minutes of notification.

Possible suspension from program.

3rd offense—Suspension or removal from program.

We never want to remove a child from our program, but if a child resorts to physical violence with another child, or assaults a staff member they will be immediately isolated from activities and may be suspended. To prevent this situation, please let staff members know if your child is having conflicts or problems that have not been resolved.

Bullying vs Conflict

Bullying is repeated, intentional, targeted behavior against another person. Bullying is unprovoked by the target and is often tied to a power imbalance. At Kid City, bullying will not be tolerated. Conflict typically happens between peers, is not repeated behavior, and there is an equal emotional reaction from both parties. At Kid City, staff will help campers work through conflict in a safe and respectful way while helping campers learn to reach solutions.

Our discipline policies are in place to help all Kid City Participants have a safe experience. Please speak with a staff member immediately if you have any concerns by calling (812)349-3731.

Medication administration

We will administer medication provided that it is in the original container and is accompanied by an authorization form (available at sign-in). Medication will be administered per doctor's orders only. If the dosage has changed from what is listed on the bottle please bring in a doctor's statement indicating proper administration and dosage. Certain medications are water-soluble. These drugs are often excreted more quickly from the body during summer months through excessive sweating. Check with your doctor to see if your child's medication is affected in this way. Please notify staff of any changes in medications or dosages.

Communicable Diseases

Parents must provide dates for current immunizations on the Health Form. Children will be observed for signs of infections and communicable diseases. If such signs are observed, parents will be notified and may be asked to remove their child until the child is healthy. If your child is diagnosed with a communicable or infectious disease, please notify staff. Other children may be at risk. We respectfully request that parents do not knowingly send their child with a communicable or infectious disease.

Kid City's Response to COVID-19

In order to provide a safe camp experience this summer Kid City is adopting health procedures in line with the guidelines provided by the CDC.

- All Kid City staff are comprehensively trained on CDC safety guidelines and Kid City Policy regarding hygiene and site sanitation.
- Participants will take regular hand washing breaks.
- Groups will have designated program space inside.
- Groups will have designated supplies for crafts and games not to be shared with other groups
- The Allison-Jukebox building will be thoroughly cleaned and disinfected daily following a procedure in line with CDC guidelines.
- Staff and campers will comply with any applicable mask guidelines
- Campers and staff will have their temperatures taken upon arrival.
- Campers with a fever over 100.4 OR showing symptoms of respiratory infection will be relocated to a designated, isolated area. Parents will be contacted to pick up their child ASAP and follow up with a physician.
- If a positive case of COVID-19 is confirmed the program will be shut down and Monroe County Health Department will be notified. All families will be informed.
- At any given time, under the recommendation of the health department or medical professionals, Bloomington Parks and Recreation may discontinue services to ensure the safety of its staff and members

Suspected Child Abuse and Neglect

State law mandates all agencies that provide children's programming report any questionable bruises or marks that are repetitious or obvious to the staff. Additionally, if a child indicates to a staff member that any form of abuse or neglect has occurred, it is our obligation to report the discussion to the Monroe County Division of Child Services. Know that should a report be filed, it has been done with much consideration on the staff's part and with the child's safety in mind.

Emergency Procedures

- Campers and staff will have their temperatures taken as they arrive.
- Campers with a fever over 100.4 OR showing symptoms of respiratory infection will be relocated to a designated, isolated area. Parents will be contacted to pick up their child ASAP (no longer than 45 minutes) and follow up with a physician.
- If a positive case of COVID-19 is confirmed the program will be shut down and Monroe County Health Department will be notified. All families will be informed.
- All staff members are trained in first aid and CPR.
- Every staff member is issued a first aid kit which they are required to carry at all times.
- All medical information is kept on site.
- In case of minor injuries or illness, children are given appropriate first aid and allowed to rest if needed. Parents will be made aware of any illness or injury.
- In the case of an emergency or major injury, parents will be contacted immediately. Emergency personnel (911) will be contacted if the situation is life-threatening. The child will either be taken to the hospital or released to their parents. Parents are required to provide insurance coverage for their child.
- If parents cannot be located, we will contact the emergency numbers on the child's health form.

Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable experience full of wonderful memories!