

Camp Little Si 2008



425.831.1900

www.siviewpark.org

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Si View Metropolitan Park District
P.O. Box 346 / 400 SE Orchard Drive
North Bend, WA 98045

SUMMER DAY CAMP 2008
Parent Manual
Camp Little Si

The Si View Community Center and the entire Si View Metropolitan Park District welcomes you and your family to another summer of fun. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program and our operating policies and procedures. Please take the time to review this information prior to the start of camp. If you have any questions or concerns at any time, please feel free to contact our program staff at the Si View Community Center.

Summer Camp Location

Si View Community Center
400 SE Orchard Drive
North Bend, WA 98045
Phone: 425-831-1900

Camp Little Si Director

Jessica Steinborn
Community and Cultural Art Program
E-mail: jsteinborn@siviewpark.org

Our Goal

Our Goal is to provide a safe and fun summer camp program for pre-school youth. We are dedicated to providing your child with meaningful camp experiences and are very proud of the program we offer. Weekly themes have been developed to guide your child through a week of fun, interesting, and informative activities. We encourage socially positive habits and attitudes through active participation in this recreation program. To make these goals a reality, the Si View Metropolitan Park District will employ qualified staff members who love children and will be a positive influence on their lives.

Registration and Enrollment

Participants

Camp Little Si is open to children 3-5 years old Children must be 3 years old prior to the start of camp. All participants must also be fully *potty trained*.

Registration

Summer camp registration will begin April 21, 2008 and will be available throughout the summer. Hours for camp registration are Monday thru Friday 9:00AM-5:00PM or online at www.siviewpark.org.

Registration is on a first-come, first-served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following item for summer camp must be completed on file at the Si View Community Center at least 48 hours prior to attendance in the program.

- Enrollment Form
- Liability Waiver

Camp Hours

Camp Little Si operates from 10:00AM-12:00PM, Monday, Wednesday, and Friday. Extended hours are available from 9:00AM-10:00AM at a cost of \$20.00/week. Campers must arrive by 10:00AM to ensure involvement in the day's activities. During these hours, campers will be taking part in activities based upon weekly themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, and special events.

Payment Information, Fees, and Refunds

Payment Deadlines

Summer Camp payment is due on the Monday PRIOR to the week of enrollment. If we do not receive payment your spot will be forfeited to the next person on the waiting list. Account must have a 'zero' balance by Mondays at 5:00PM. Payments are accepted in the form of cash, check, or credit card (MC or Visa). Please make checks payable to the "Si View Metro Parks" or "Si View MPD."

Any payments received after the Monday prior to the week of enrollment will be assessed a \$20.00 late fee per child.

Checks returned to the Si View Metropolitan Park District will be assessed a \$15.00 service charge.

Weekly Camp Fees

The following fees are based on a per week charge and apply to both regular and extended camp:

Registration.....	\$50.00
Late Registrations received after the Monday prior to camp.....	\$70.00

Late Fee Charge

There will be a late charge of \$1.00 per minute for those children not picked up by 12:00PM. Payments for late-fees are due when you pick up your child. Your child may not return to our program until payment is received. King County Child Protective Services will be called if the child is not picked up by 1:00PM.

Refunds

Requests for refunds must be made in writing and should give the name of the camper, camp date(s), and reason for the refund. Refund requests will only be accepted with a minimum two-week notice. Special circumstances, such as serious illness or injury will be considered when processing refund requests. There will not be a discount or a refund for days missed.

Daily Camp Information

Check-In/Check-Out Procedures

For the children's safety, a parent or guardian must accompany all children at arrival and departure time. Each child is required to be signed-in and out each day. A sign-in and sign-out sheet will be kept at the community center front office. Children will only be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. Photo identification will be required at time of pick-up.

Reporting Absences

Please notify the Si View Community Center at 425-831-1900 when your child will not be in attendance for the day.

Contacting Your Child While At Camp

The Summer Camp staff cannot be reached directly. If you have a message for your child, please call the Si View Metropolitan Park District and ask to speak with Jessica Steinborn. If you are trying to reach your child in an emergency situation, please inform the front desk staff of the situation when you call and you will be put through to the next available supervisor.

What to Bring and Wear

To ensure your campers' safety, please send them in active play clothing each day. Preferably, children should be wearing tennis shoes or at the minimum shoes that allow them to actively participate in the activities.

Please provide the following:

- Participants should bring extra clothes suitable for a change in weather (jackets, shorts, sweatshirts, etc.).
- Please send a large sack or backpack with the camper's name on it to hold camp belongings each day.
- Please be sure to apply sunscreen to your child each day before camp when the weather is warm. Furthermore, have your child bring sunscreen to camp on warm days to help protect them from the sun's harmful rays.
- Please mark all personal items with the child's name for easy identification. Clothing left at camp will be placed in the 'lost and found'. Unclaimed items will be taken to Northwest Center on a weekly basis.
- Please bring a water bottle each day labeled with the camper's name.

What not to bring:

- Please do not allow your child to bring toys and/or valuables unless special arrangements have been made with camp staff. Our facility and staff will not be held responsible for items that become lost, broken, or stolen.
- Toy weapons and guns are not permitted. Possession of these items will result in an automatic and indefinite suspension from the program.
- Do not send money with campers, unless approved by camp staff. Our programs do not permit our campers to play video games, eat candy, or chew gum during program hours.

Illness and Medication Information

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend camp. This includes, but not limited to children with the following symptoms of illness:

- Fever
- Sore Throat
- Active Rash
- Discharging Eyes
- Nausea, Diarrhea
- Stomach Pain

If campers become ill during camp, a parent/guardian will be notified and asked to pickup their camper. Parents should establish an alternate plan for their camper if they are unable to pickup a sick child or if they cannot be reached by telephone during the workday.

Contagious Disease

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including but not limited to, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

Administration of Medicine

Prescription and non-prescription medication will only be administered with a completed medication authorization form on file and signed by the parent/guardian. Medication brought to the facility must be in its original container and must be CLEARLY labeled with the child's name, description of medication, physician's name, and dosage.

Please do not leave medication in the possession of your camper or in your camper's lunch.

Injuries

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:

In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

Discipline Policy

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A verbal warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued.
- The child will be asked to sit out from the group for a designated amount of time not to exceed 15 minutes.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- The child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation when they arrive to pick up their child.

If the situation/problem continues following first time-out:

- A second time-out will be issued.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the second time-out:

- A third time-out will be issued. The child will not return to the group. A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended for the remainder of the day's activities. The child may also lose field trip privileges for the week.
- Parents will be notified that further situations/incidents may result in a one-week suspension from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the one-day suspension:

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended from the program for five days.
- Parents/guardians will be notified that further situations/incidents may result in permanent dismissal from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the five-day suspension:

- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be permanently removed from the program.

We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, physical violence toward campers or other staff, bringing weapons to camp, physically or verbally threatening others, and putting themselves, or other campers, and staff members in an unsafe situation.

It is important to maintain the cleanliness and safety of the building so that we can preserve the facility for years to come. If your child damages any part of the building, i.e, puts holes in wall, uproots trees, breaks windows, etc., the Parks District reserves the right to bill parents/guardians for the repair costs.

I have read and understand all information contained in this manual and hereby agree to the terms, conditions and policies.

Parent/Guardian Name (in print)

Signature

Date

Name(s) of attending child(ren)