

## IMPORTANT – Review the Parent Information Packet

1. Rollover/credit days are limited to the School's Out Camps. A rollover/credit day will only be honored if called into the office, 758-7975, and prior to 9:00 am the day of the absence. If rollover/credit days are not used by March 27, 2020 you will lose them, no credit certificates or refunds will be given.
2. Your child must be checked in to camp by 9:00am or your child will be turned away unless previously approved.
3. Parents must show a photo ID to pick up a child.

# Kalispell Parks and Recreation School's Out Camps

(Skip Out, Freeze Out and Spring Break Camp)

## 2019-2020

# Parent Information Packet

**Tax ID Number: 81-6001281**

**Kalispell Parks and Recreation**

**PO Box 1997**

**Kalispell MT 59903**

**306 1<sup>st</sup> Ave East**

**KPR Afterschool Line (406) 758-7975**

**Fax (406) 758-7719**



## **INTRODUCTION**

Welcome to the School's Out Camps! This program is designed to meet the needs of children of working parents. We provide a safe, creative environment for children in Kindergarten through 13 years old. The School's Out Camps is administered by the Kalispell Parks and Recreation Department and is held at Elrod School. The Parent Handbook is a vital part of the enrollment agreement between the School's Out Program and the parents or guardians of children who are enrolled in the program. The School's Out Camps included: Skip Out Camp (Oct.), Freeze Out Camp (Dec-Jan), and Spring Break Camp (March). Each Camp requires a separate registration form to be completed and turned in.

## **REGISTRATION AND PAYMENT PROCEDURE:**

- Registration and payments are only accepted through the Parks and Recreation office, 306 1<sup>st</sup> Ave. East. Our office hours are Monday - Friday, 8:00am to 5:00pm.
- Cost to attend camp is \$26/day (in-city resident) or \$31/day (out-of-city resident).
- The office will accept over-the-phone credit/debit payments only if your child is already registered. Attendance is guaranteed only if payment has been received. If you call requesting a particular day that is already full, you will not be able to attend that day.
- Payments are not accepted at the Elrod School Gym.
- Please call 758-7975 with any registration/payment questions.

## **CHECK IN:**

- For the safety of campers, they must be accompanied by parent/ guardian for check in.
- Check-in at Elrod School Gym
- Unaccompanied campers at check in will be watched at the desk until proper check in procedure is completed.
- All campers must be checked in to camp by 9:00am or your child will be turned away unless previously approved.

## **CHECK OUT/CLOSING TIME:**

- Check out, unless previously arranged, is between 4:00pm and 5:45pm.
- If you wish to pick up your child earlier than 4:00pm, you must notify the Camp Supervisor at drop off before 9:00am. The Camp Supervisor may not be able to grant all requests due to schedule constraints, field trips, etc.
- For the safety and security of campers, those adults designated for pick up are required to personally check-out camper with a photo ID and sign initials on daily roster.
- School's Out Camps closes at 5:45pm. An overtime fee of \$1.00 per minute per child may be applied and campers may be removed from School's Out Camps if three or more late incidents occur.

## RAINY DAYS:

Camps take place inside Elrod Gym however, there are many activities that are outside as well. If it looks like there will be inclement weather, activities will be adjusted for the weather. Please be sure your child is dressed appropriately for the activities. (Closed-toe shoes, jacket, etc.)

## PLEASE LEAVE THESE ITEMS AT HOME:

- Any and all toys including trading cards
- Cell phones and smart watches
- Electronics
- Weapons

Campers w/ prohibited item will be instructed to keep them in their backpacks. If not, the item(s) will be collected then returned to the parents at check out.

## REQUIRED TO BRING TO CAMP:

Label all items with child's first and last name in a *Labeled* BACKPACK WITH:

- ✓ CLOSED TOE SHOES
- ✓ *Labeled* JACKET & DRESSED FOR WEATHER
- ✓ *Labeled* WATER BOTTLE
- ✓ *Labeled* (2) TWO SNACKS
- ✓ *Labeled* LUNCH

## ALLERGIES/MEDICATIONS

School's Out Camp staff are not permitted to physically give your child medication. This includes prescriptions, over the counter medicine (ex: Benadryl, Aspirin, etc.) and also includes epi-pens and insulin injections. A waiver from a guardian or parent is not acceptable due to city policies.

## CAMPERS CODE OF CONDUCT:

All camp participants are expected to follow the Campers Code of Conduct. If a camper chooses not to follow the Campers Code of Conduct he/she will experience a consequence. The consequences could be, but are not limited to, cleaning up messes, sitting in a time out, a loss of privileges, or suspension from camp.

### As a camper I will:

- Listen to all staff and follow their directions
- Keep my hands to myself and be respectful to others
- Be involved in all activities and try to the best of my abilities
- Do my part to help keep the camp clean and all play equipment in good working order
- Be open to trying new things

## **CAMP DISCIPLINE POLICY:**

School's Out Camp staff assist children in developing appropriate behavior and interactions in a variety of positive and affirming actions. At times, however, it becomes necessary to take disciplinary steps (see below) for actions contrary to rules and expectations.

- Step One: Three verbal warnings for minor conduct infractions will be given, providing camper an opportunity to correct the problem.
- Step Two: A time out will be given for disregarding verbal warnings or for infractions of a more moderate nature. Moderate infractions include, but are not limited to, bad language, throwing a tantrum, and being disrespectful to staff. A time out will consist of sitting in a designated time out location for 5 – 10 minutes. At the end of this time, the staff will determine the child's understanding of why he/she is in time out and what the child's resolve is to avoid another one. The child will then apologize to the offended group or individual as well as clean up any mess his/her actions may have caused. Time outs will be documented and parents will be notified of the situation at the end of the day.

Warnings and additional time outs will be given to a child who acts contrary to the rules and expectations of School's Out Camp participants while in time out.

TIMEOUT = Time to STOP, REFOCUS, AND GET BACK IN THE GAME

- Step Three: Parents will be contacted to come and pick up their child if the child has three time outs in one day, five time outs in one week, or for infractions of a severe nature. Severe infractions include, but are not limited to, inappropriate sexual references or behavior, fighting, stealing, bullying and vandalism.

Students will also be sent home if they habitually exhibit any of the following behaviors:

- Having an abusive attitude toward staff, other children, or School's Out Program property
- Not being involved as a positive member of the School's Out Program
- Refusing to listen to staff instructions
- Breaking established School's Out Program rules and expectations

When a child is sent home for the first time, he/she may come back to School's Out Program the same week if approved by the Recreation Superintendent. If a child is sent home a second time, he/she will not be allowed back for the duration of that individual camp.

## **DAY CAMP CREDIT & REFUND POLICY:**

1. Rollover/credit days are limited to the School's Out Camps. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00am the day of the absence and must be used on your child(ren) only. If rollover/credit days are not used by March 27, 2020, you will lose them, no credit certificates or refunds will be given.

2. There is a **two week deadline** from the first day your child(ren) participates to pull your child(ren) from the remainder of the program to be eligible for a 50% refund minus a \$10 administration fee. Amounts of \$20 or less will be issued a credit certificate with a one year expiration date.
3. Refunds due to emergencies will be given. The office must be notified by 9:00am on the first missed day. Emergencies such as a major medical injury accompanied by a doctor's note or a death in the family will qualify as an emergency. In order to receive a refund for an emergency, the office must receive written documentation/verification within 7 days of the emergency.
4. If School's Out Camp is cancelled by the Recreation Department 100% refund/credit will be given.
5. No refunds/credits or prorating will be given for leaving early or coming late.
6. Credit card refunds will be made only to the same card used for the original transaction minus a \$10 administration fee.
7. A customer can receive a full amount credit certificate if they have met the policies above to avoid a \$10 administration fee on a refund made via credit card or check. These certificates are valid for one year and can be used on any of our programs. A credit certificate must accompany a registration form to be valid.