

# K.I.C. (Kids In Camp) FACTS

Roanoke County Parks, Recreation & Tourism

900 Chestnut Street  
Vinton, VA 24179  
(540) 857-5035

Director, Parks, Recreation & Tourism: Pete Haislip, 387-6165  
Assistant Director of Recreation: Marcus Ordonez, 387-6078  
Youth Services Manager: Marcia Dougherty, 857-5037  
Youth Services Programmers: Jim Basham, 857-5036  
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## GOAL

The goal of the KIC Program is to provide a safe, nurturing environment where children can learn and develop through age-appropriate activities that foster physical, social, emotional and cognitive development.

## POLICIES

### ADMINISTRATION:

The Youth Services Manager and the Youth Services Programmer work out of the Craig Avenue Recreation Center in Vinton, and the Site Supervisor works on-site at the camp. The Site Supervisor is responsible for supervising the KIC Program as well as Activity Leaders and Aides at Penn Forest. The Site Supervisor is directly supervised by the Youth Services Programmer.

### ADMISSION & REGISTRATION:

KIC is designed especially for children entering 1st-5th grades in the 2008-09 school year. The daily schedule includes time for crafts, cooking, play, field trips and individual or small group activities. Program space is limited to 40 per week. Each child must be enrolled for the full week. Children must be registered with a completed registration form, a copy of their "Commonwealth of Virginia School Entrance Health Form" and the non-refundable deposit of \$25 per week. A separate registration form is required for each child. If your child has not been previously enrolled in ASK or KIC, you will be required to provide a certified copy of your child's birth certificate. **Incomplete registration will not be accepted.**

## KIC CELL PHONE:

KIC staff may be reached during camp hours by calling the KIC cell phone, **Burlington-537-6442; Penn Forest-537-6438; Bonsack-537-6444**. The cell phones are for emergency purposes only and only to be used in the event that you will be late picking up your child, someone else will be picking your child up other than you or for our staff to contact you if your child is ill or has had an injury.

## ACTIVITIES:

Daily activities at KIC include gym or playground time, snack time, arts & crafts, time for quiet activities, and group or self-directed activities. A daily schedule is posted at KIC. Parents may be asked to provide some household/throw-away items for crafts projects (boxes, paper or plastic bags, plastic bottles, bottle caps, egg cartons, etc).

## ATTENDANCE:

KIC staff are responsible for all children from the time they are dropped off until they are picked up. If your child will not be attending KIC on a particular day, it is **imperative** that the Youth Services Office be notified by voice mail at **857-5035** before 8:00am, so that the information can be passed on to KIC staff.

## BEHAVIOR:

The KIC Program supports a positive, authoritative approach to guiding behavior. Using age-appropriate limits and choices, children are encouraged to take responsibility for their role in the classroom community. Staff communicates with parents regularly, discussing their child's successes in the program. Staff also keeps parents informed, both verbally and in writing, of how their child's needs are being met in KIC.

In the event disciplinary action is necessary in addressing a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include time out, taking away privileges (such as participation in a special program or activity), parent conference and possible suspension, or under serious circumstances, removal from the KIC Program. NO corporal punishment of any kinds will be used in the KIC Program.

Although KIC strives to meet the needs of each individual child, KIC may not be appropriate for some children. If a parent feels that the KIC Program is unable to meet their child's needs, KIC Management staff will help parents determine appropriate childcare alternatives.

## DISABILITIES/SPECIAL NEEDS:

Roanoke County Parks, Recreation & Tourism does not discriminate against persons with disabilities or special needs. In accordance with the Americans with Disabilities Act, every effort is made to make reasonable accommodations to meet special needs. The Therapeutic Recreation Services staff will provide KIC staff with any training and guidance necessary to allow a child with special needs to have a positive experience in KIC.

### **DROP-OFF & SIGN-IN:**

Children may be dropped off between 7:30 and 9:00am each day. Parents must bring children into the camp building and sign them in at the time they arrive each day. KIC staff will provide child care activities during this time. Camp activities will begin at 9:00am each day unless otherwise notified.

### **DISASTER/EMERGENCY PLAN:**

In case of a disaster or emergencies, remain calm. **Remember, children will react as you react.** Sound the alarm. (One horn blow for fire to exit the building, two horn blows to come in from outside). Disaster may include tornado, hurricane, chemical spill or intruder.

Call 911 immediately if the emergency is at your site only. Contact the Kids In Camp Program Administrative office at 857-5035, 5036, and 5037 in case of emergency. The Administrative office staff will handle calls to the Health Department, and local media.

Know the Evacuation Point at your KIC Site (In case of Fire, Bomb Threat, etc.)— Conduct an immediate head count of participants to ensure everyone is accounted for. Locate entrances and exits. Make sure you have the Sign-In, Sign-Out Book, Participant Files, any healthcare supplies (epi-pins, diabetic supplies, etc.), pager, and cell phone and battery operated radio. **DO NOT MAKE ANY UNNECESSARY PHONE CALLS, KEEPING THE PHONE AVAILABLE WHEN NEEDED FOR TRUE EMERGENCY.** Do not re-enter the facility until told to do so by Emergency Personnel (Police, Fire, Rescue, Emergency Officer).

SHELTER IN PLACE (Tornado, Hurricane)—Go to an area with no windows; do a head count to be sure all participants are accounted for; know the location of entrance and exit. Be sure to have participant files, battery operated radio and special health supplies, pager and cell phones. **DO NOT MAKE ANY UNNECESSARY PHONE CALLS, KEEPING THE PHONE AVAILABLE WHEN NEEDED FOR TRUE EMERGENCY.** Listen to radio for updates, instructions from Emergency Officer, or Fire/EMS Personnel. Do not leave the Shelter in Place until told to do so by Emergency Services.

Roanoke County Parks, Recreation and Tourism Department's Kids In Camp Program recommends that in the event of an emergency or disaster, parents do

not try to pick up their children until instructed by Emergency Services to do so. Sometimes the safest place might be the school itself.

## EMERGENCIES/EMERGENCY CLOSINGS:

In the event of a natural or other emergency, parents will be contacted by KIC site staff or KIC administrative staff immediately. In the event that KIC should have to close for any emergency, staff will contact parents or person's on your child's pick-up list. At least two staff will remain at KIC until all children have been picked up.

## FEES:

Weekly fee is \$150 per week per child, a non-refundable deposit of \$25 per child per week is due at time of registration. In addition to the deposit, a non-refundable weekly balance of \$125 per week per child is due one week prior to the start of each camp week a child is enrolled (see attached payment schedule). A child whose fees are not paid in full one week prior to the start of the camp week will not be allowed to attend camp that week. Fees for KIC are not pro-rated on a daily basis. Fees include two daily snacks, daily field trips and all camp activities. Checks & money orders, made payable to: Treasurer of Roanoke County, are accepted for payment. Payments must be mailed or brought to the Youth Services Office at 900 Chestnut Street, Vinton, VA 24179. ***Please keep receipts for tax records***. The federal tax identification number and a statement of all fees paid for KIC will be mailed to all parents by January 31, 2010.

## FIELD TRIPS:

There will be daily field trips each week of KIC (weather permitting in the case of swimming). Permission slips will be given to parents with registration forms and must be returned with completed registration forms. **NO CHILD WILL BE ALLOWED TO GO ON ANY FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.** If a child is at camp and permission slips have not been returned, parents will be called to bring permission slips or pick up their child. Children will be chaperoned by KIC staff at all times. Transportation will be provided to/from the camp site by a Roanoke County school bus/driver.

## HOLIDAYS & CLOSINGS:

KIC is conducted in accordance with Roanoke County School policy and the policies of the Parks, Recreation & Tourism Department. KIC will be closed on Friday, July 3<sup>rd</sup> for Independence Day.

## MEDICATIONS:

No medications are dispensed or kept on site at KIC. (*Epipens & inhalers are*

*reviewed on a case by case basis. If approved, a KIC medication authorization form must be filled out by the parent and physician.)*

### **MISSING CHILDREN:**

**KIC staff maintains sight and/or sound supervision of all children at KIC at all times.** If at any time a child who arrived at KIC cannot be accounted for, one KIC staff will make a speedy search of the building and grounds. Should the child not be found within 10 minutes, staff will call 911, the parents and the Youth Services Manager immediately. All incidences of missing children involving authorities will be reported to Child Protective Services and Virginia Department of Social Services within two working days.

### **PERSONAL BELONGINGS:**

Children will be given space on a table or other surface to store personal belongings (lunch boxes, book bags, etc) during the hours of KIC. KIC is not responsible for lost or stolen personal belongings.

### **PICK-UP & SIGN-OUT:**

Children may be picked up only by parents and those persons listed for pick-up on the registration form. Persons other than parents picking up children must be at least 16 years of age. A photo ID may be required by KIC staff at any time for anyone picking up a child. Changes to the pick-up list must be made, in writing, to the Youth Services Office, at least 24 hours in advance. All children must be picked up inside the site, signed out at the time they are picked up and escorted from the site by the person picking them up.

KIC ends at 6:00pm. Two KIC staff remain at each site until all children are picked up by a parent or other person on the pick-up list. After the first 10 minutes that a parent is late, staff will begin trying to contact parents and/or other persons on the pick-up list. If your child has not been picked up by 7:00pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute "free" late pick-up during 2009 KIC. After this one "free" late pick-up has been used, parents will be charged \$1.00 per minute per child for each minute they are late. This late fee is due immediately when the child is picked up.

On the 3<sup>rd</sup> instance of late pick-up parents will be charged \$5 per minute per child for each minute they are late. After 3 instances of late pick up (including the first "free" one), parents will be asked to make other arrangements for their child for the remaining weeks they are enrolled in camp.

**CUSTODIAL PARENT:** A custodial parent shall be allowed to visit with their child at ASK once their identification has been confirmed by the participant file and the parent's picture identification has been verified. (§63.2-1813 of the Code of Virginia).

### REMOVAL FROM CAMP:

The Youth Services Manager may remove children from KIC for one of two reasons: chronic behavior problems (see "BEHAVIOR") and failure to pay (see "FEES").

Parents wishing to remove their child from KIC must provide a written notice to the Youth Services Office, at least two days prior to their child's last day in KIC. Children will remain enrolled in KIC and parents are responsible for fees until this written notice is received.

### CAMP SPACE:

Children in KIC will be allowed to enter only those areas designated for use during KIC (generally, this is limited to the gym, cafeteria and bathrooms).

### SICKNESS OR INJURY:

If, during the routine daily health assessment, or at any time during the KIC day, a child has a fever of over 100° or has a communicable disease, he will not be permitted to participate in KIC that day. A parent or guardian will be notified as quickly as possible so that the child may be picked up. Sick children may be picked up by parents or a person on their pick-up list. A child having a communicable disease will not be permitted to return to KIC until appropriate action as described in the "Communicable Disease Chart" (ie: note from physician) has been taken. A copy of this chart can be found in the site Purple Book. All communicable diseases will be reported to the local Health Department.

In the case of an accident or injury, all KIC staff are trained in CPR and basic first aid. The local Rescue Squad will be called for serious injuries. A parent will be notified promptly and the child will be transported to the nearest hospital accompanied by a KIC staff member.

We require that parents inform KIC within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening disease which must be reported immediately. If parents have questions,

they should talk with KIC staff on site to discuss the Communicable Disease Chart or contact the KIC Administrative Office at 857-5035, 5036, or 5037.

### SNACKS & LUNCH:

Nutritious snacks including milk, juice, fruit and cereal are provided twice daily (menu is subject to change). Snacks include, but are not limited to: yogurt, pop-tarts, muffins, fresh fruit, fruit cups, cereal or cereal bars. All snacks are served with milk and/or juice. Parents may send snacks with their child(ren) if they prefer that their child have something other than what is provided. Due to the serious nature of food allergies, children are not permitted to share food brought from home. Parents are encouraged to follow the USDA guidelines when sending a snack from home.

Select 2 of 4:

Milk

Juice

Meat or Meat Alternate (includes peanut butter)

Bread or Bread Alternate (includes dry cereal, roll, biscuit, muffin, pasta)

**All children must bring a bag lunch and beverage each day (no glass containers, please).**

### SUNSCREEN/INSECT REPELLANT:

Sunscreen is carried in the first aid bag at all times and is applied to all the children during any activity where we are outdoors for an extended period of time. The brand that we use is Banana Boat for Kids SPF 50, which is Paba-free. **No insect repellent of any kind is used.**

### SUSPECTED CHILD ABUSE:

Any cases of suspected child abuse will be reported to Child Protective Services, Virginia Department of Social Services and the Youth Services Manager immediately.

**PLEASE CALL THE YOUTH SERVICES OFFICE AT 857-5035 WITH ANY QUESTIONS YOU HAVE CONCERNING KIC.**

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