

AFTER SCHOOL DAY CAMP

Program Policies and Practices

Included in this handbook are the program policies which govern the AFTER SCHOOL camp programs. Policy statements are noted in **bold type**. The current practices that support the policies complete each section.

If you have any questions regarding AFTER SCHOOL camp policies and practices, please seek clarification from a program administrator. It is important for parents to understand the parameters within which AFTER SCHOOL Day Camp programs operate.

Changes To Policies

In an effort to provide timely decisions and complete communication that will support quality programming, AFTER SCHOOL and Wisconsin Youth Company reserve the right to change current policies and practices.

Dane County Administrative Office:

1201 McKenna Blvd., Madison, WI 53719

608-276-9782 or 800-238-1174

608-276-4050 (Fax)

608-276-9898 (Message Center)

Waukesha County Administrative Office:

1800 Dolphin Drive, Suite 200, Waukesha, WI 53186

262-547-8770 or 800-552-8878

262-547-0394 (Fax)

262-547-2326 (Message Center)

GUIDING PRINCIPLES

Wisconsin Youth Company exists so that the children of Wisconsin benefit from communities that nurture them, at a sustainable cost.

- There are safe and secure places to be a child outside home and school.
- Caring adult role models regularly interact with children.
- Children value themselves, others, and their environment.
- There is encouragement and support for community engagement.
- Resources are available for children to explore and pursue their individual interests.
- Resources are available for children's educational support and enrichment.

The Wisconsin Youth Company Board of Directors meets monthly at 1201 McKenna Blvd., Madison. Unless otherwise noted, all Board meetings begin with a 15-minute discussion period during which any interested party may bring an item to the Board's attention. Please call the Administrative Office, 608-276-9782 or 1-800-238-1174, for the date and time of the next Board meeting.

A current list of Wisconsin Youth Company, Inc. Board of Directors and Board minutes are available upon request from the Administrative Office, 1201 McKenna Blvd., Madison, WI 53719.

CONFIDENTIALITY

All AFTER SCHOOL camp staff are trained in proper procedures to respect and protect families' rights to confidentiality. **All child and family information is kept confidential, unless a signed release is obtained, and used only for the purpose of guarding the child's health and safety.** All persons with access to children's records are instructed to not discuss or disclose personal information regarding the children and facts learned about the children and their relatives.

Requests for Information

If requests for information about a child come from outside agencies or organizations, including the school, parent permission will be necessary to proceed. In the event of a legal dispute, a court order will be required.

Referrals

Camp staff who feel that a child would benefit from assistance from another agency or would like assistance in working with a child at the program site are instructed to follow the Discipline & Progressive Guidance Policy, discussing the concern with their Camp Director and soliciting parental involvement.

Research Studies

All research studies using enrolled children as subjects require specific approval from the Executive Director and will provide for advance notification to families. Families will have the option of declining participation in any research study. In no case will a study release confidential information about children or their families.

ENROLLMENT

Non-discrimination

AFTER SCHOOL does not discriminate against children or families in enrollment on the basis of race, creed, color, handicap, sex, sexual orientation, national origin, or ancestry.

Diversity is welcomed in all AFTER SCHOOL camp programs, where children learn to appreciate individual differences.

Ages Served

AFTER SCHOOL summer day camps are designed to fit the needs of children who are between the ages of 5 and 12. Please refer to the AFTER SCHOOL website or program registration materials for the ages served at specific locations.

Required Registration Information

Required information must be obtained from all families before children can attend.

1. Completed Child Registration Form, including:
 - Full name, age, birth date, grade or class and school attended. Name, address, and phone number of all parents/guardians (both home and work phone numbers).
 - Arrival and departure procedures for the child, including the names of all persons authorized to pick up the child.
 - Anticipated start date and intended weeks of program attendance.
2. Completed Health History and Emergency Care Form, including:
 - Child's name, birth date, address, start date, and phone number.
 - Parents' home, work, and cell phone numbers.
 - Child's immunization record indicating state immunization requirements are met.
 - A minimum of two emergency contact persons including addresses, telephone numbers, and relationship to the child. Emergency contacts must be 18 years of age or older and available during program hours.

- Name, address, and phone number of the child's physician or clinic.
 - Information regarding a child's special needs or disability.
 - Signed emergency medical care or treatment release.
3. Completed Registration Agreement signed by the person(s) responsible for child's enrollment and payment of fees.
 4. Required acknowledgement of risk forms for specific units.
 5. Completed Swim Form.

Confirmation of Registration

No spaces will be held without registration forms and stipulated payments. Parents are notified by mail or by phone of their child's acceptance into the program, and are not to send their child to the program without this confirmation.

Priority Registration

Children are accepted into AFTER SCHOOL camp programs on a first-come first-served basis. Priority is given to current AFTER SCHOOL families for special programs, summer camp, etc., before opening them to the public. Families with returning campers will receive registration materials prior to the same materials being made available to the public.

Probationary Period

The first five days of attendance in summer camp are probationary. The organization is committed to working with families in order to accommodate individual children's differences. In the best interests of establishing a successful environment for the child, the probationary period may be extended or reinstated. Children who have individual needs that cannot be accommodated within the program may have their enrollment terminated prior to the end of the probationary period.

Children with Special Needs

AFTER SCHOOL is committed to serving children with varying abilities, and to do this to the extent that the quality of care given to all children is not diminished.

AFTER SCHOOL camp staff are expected to make every effort to provide reasonable modifications that will accommodate the needs of children within the physical limitations of camp base sites, the availability of program resources, and within normal child to staff ratios.

Each registration that indicates that a child has special needs or other health concerns will be reviewed to determine necessary accommodations that will best meet the needs of the individual child in an effort to provide a safe and successful environment for every child. AFTER SCHOOL camp management staff will work with parents to create an accommodation plan that meets the needs of the child and the program. This plan will be shared with staff as necessary.

After the plan has begun, the child's progress will be monitored and documented. Some additional adjustments may be necessary, including but not limited to, soliciting supplemental staffing from an outside agency, restricting the child's involvement in selected activities, limiting the child's attendance to certain days, moving the child to another program location that has greater staff resources. It may be determined that the child's needs exceed the AFTER SCHOOL's camp program's ability to provide reasonable accommodations.

Withdrawal and Schedule Changes

Notification to withdraw from summer camp must be received two weeks prior to the start of the camp session to which the withdrawal pertains. Effective dates for withdrawals and changes must coincide with billing periods. All changes in schedule must be made in writing through the Administrative Offices.

Family Information Updates

Parents are to inform AFTER SCHOOL of any changes in address, home or work numbers, emergency contact and/or authorized pick-up information. In order to protect the confidentiality of children's health records, all changes to health information must be made through the Administrative Office.

Termination of Enrollment Procedure

Enrollment from the AFTER SCHOOL Day Camp program may be terminated for the following reasons if attempts fail to resolve or eliminate the behavior or action:

- 1. A child who presents needs that cannot be satisfactorily met within the constraints of the AFTER SCHOOL camp program, whether due to special needs or disruptive behaviors.**
- 2. Delinquent tuition payment. Parents must have been issued and not responded to at least two notices of unpaid fees before termination of enrollment may take place.**
- 3. Consistent late pickup of child or consistent failure to follow AFTER SCHOOL camp policies.**
- 4. Immediate termination of enrollment results from violent, unsafe behavior where child is a danger to self, staff or other children in the program.**

When termination of program enrollment occurs, the parents will be notified by phone and through written communication of the effective date that the child will be withdrawn from camp. A fee refund will be issued for unused payment. Parents can appeal the decision to terminate their child's enrollment through written request to the Executive Director. The Executive Director will then convene a committee to begin the appeal process.

FEES

Down Payment

Payment of \$20 per camp week selected per child is required upon registration in order to reserve space in the program. Upon confirmation parents are given fee payment coupons that indicate the amount due and the due dates.

General Fee Practices

Fees are due in advance, by the first day of the camp session to which they apply.

A \$20 down payment toward each session of camp is required at the time of registration. The down payment is not refundable or transferable, unless a requested session is unavailable. Fees not paid by the due date may result in a child's removal from camp.

Fees are payable, by mail or in person, at the Dane County Regional Office at 1201 McKenna Blvd., Madison, WI 53719, or the Waukesha County Regional Office at 1800 Dolphin Drive, Waukesha, WI 53186. Checks should be made payable to AFTER SCHOOL. Parents are cautioned not to send cash through the mail. Parents are encouraged to record their payments to help them with record keeping. Unless past due, no invoices will be sent to parents.

Those families that are late with payments will be sent a statement of charges, and a late payment fee of \$10.00 will be added to offset the costs of fee collection. If payment is not made by the end of the billing period, a notice will be sent requiring the family to contact the Administrative Office before continuing to send the child to camp. Nonpayment of fees is cause for termination of enrollment from camp.

There is no fee reduction or credit given for missed days due to illness, or any other reason. If a child unexpectedly misses more than a week of the program, parents may submit a written request for special consideration.

Tax Information

A summary statement of what a family has paid for AFTER SCHOOL summer camp and other programs offered through Wisconsin Youth Company over the calendar year is mailed to the parents of all participating children by January 31 and is also provided upon request.

ATTENDANCE

Arrival and Departure

Children must be signed into camp by parents or guardians. Children are dismissed from each camp program according to the departure procedure outlined on their registration form. Children must check in or out with staff upon arrival or before departing for the day if they are walkers or bikers and must have the required independent arrival or departure information on file with the camp. Campers not authorized to walk or bike home must be signed out by parents or an authorized person. Only authorized persons specified by parents on the registration form may pick up a child. We will not release children to any other persons without written permission. Parents may change the departure procedures for their child by notifying the Regional Administrative Office in writing.

Sign-In and Sign-Out

To ensure that children arrive and depart safely from any camp, staff or parents (guardians) will sign children in and out of the camp. Parents or guardians will sign children in or out when reporting to a camp from home or leaving camp. Children authorized to walk to and from camp will be signed in and out by staff. In every case, time of arrival and departure will be noted.

Early Drop-off and Late Pickup Outside of Camp Program Time

Parents dropping off children prior to the start of the program for which they are enrolled or picking children up after the program closing time for which they are enrolled are charged a fee of \$10.00 per child for each 15 minute increment. If pick-up must be delayed, parents are asked to contact their camp program site and let the staff know. Repeated late pickups may result in removal from the program.

Extracurricular Permission Form

The Extracurricular Permission Form provides AFTER SCHOOL with written parental permission for children to leave programs and supervision for non-AFTER SCHOOL-sponsored events (e.g., Scouts, sports practice, music lessons, etc.). Forms are available through the Administrative Office and at all program locations.

Camp Cancellations and Closings

If bad weather, physical plant problems, or other emergencies exist in the community surrounding the camp location or the camp facility itself, camp will not operate. If camps are open but the weather is worsening, the camp may close early. In the event camp closes early, we ask that parents pick up their children as early as possible. Camp closing announcements will be made on the radio and/or TV. Information can also be obtained by contacting the Administrative Office. There is no credit or fee reduction for days missed.

Attendance Message Number

If a child is ill or will for another reason be absent from the camp program, parents are to call the Attendance Message Number at 608-276-9898 (Dane County) or 262-547-2326 (Waukesha County). Information will be forwarded to the child's camp program site at program time.

Unexpected Absences

If a child does not arrive at the AFTER SCHOOL camp program within a reasonable amount of time and the staff has not received a message that the child will be absent, program staff will follow these steps:

- contact parents at home and work.
- contact emergency contact persons specified on the registration camp forms.
- contact Program Director who will determine if further action is to be taken.
- No further attempts to locate the absent child will be made at the camp site level.

To conserve valuable staff time and insure the safety of all children it is important that parents remember to call the Attendance Message Number whenever there is a change to their child's attendance. **AFTER SCHOOL is responsible for children only during the time they are checked into the program.**

SUPERVISION AND STAFFING

In the interest of safety and quality programming AFTER SCHOOL camp staff are required to know the whereabouts of each child at all times. All AFTER SCHOOL camp locations use an organization approved system to track children within the program that includes knowing the location, names and number of children in attendance.

Each camp shall maintain a ratio of one staff person for every 12 campers. Two staff members must be present whenever there are more than nine campers at the site. There shall always be one staff member on site who is certified in First Aid and CPR. Depending on license type, there shall always be a Camp Director or qualified staff person on site whenever campers are present.

STAFF TRAINING AND ORIENTATION

AFTER SCHOOL camp staff receive an initial orientation that includes the following information:

- camp policies and licensing rules
- location of nearest telephone
- confidentiality
- child abuse and neglect recognition and reporting
- staff orientation time frames and items covered
- health observation and precautions, medication, universal precautions, infectious disease control and communicable disease recognition
- emergency training including first aid, fire, tornado and CPR, fire extinguisher use
- child supervision regulations and procedures
- sharing of a child's specific health care needs
- child management techniques
- job responsibilities as they relate to job descriptions
- schedule of activities at the camp location
- documentation
- required attendance at staff meetings
- local poisonous plants and snakes (depending on licensing type)

On-going training is provided through memos and publications, presentations at staff meetings and attendance at conferences.

PARENT INVOLVEMENT

AFTER SCHOOL believes that a strong partnership with parents is essential to best meet the needs of each child. Additional information concerning AFTER SCHOOL and other Wisconsin Youth Company programs and events can be accessed on the organization's website at www.wisconsinyouthcompany.org.

As an orientation to the AFTER SCHOOL camp program, parents are asked to review all program policies and procedures and contact the Camp Director or Program Director for clarification if they have questions or concerns. Once the child is enrolled, parents are welcome to visit at any time unless access is denied by court order. Each camp location is also managed by a Program Director whose name and phone number is posted on-site. If parents continue to have questions, they should contact the Dane County or Waukesha County Administrative Office.

Summer Camp Friday Festivals are planned at each site to share the weekly excitement of camp and to encourage parent involvement. Program specific news and information is available through the Welcome Newsletter along with postings in the Parent Communication area at camp. Parents will also be mailed a quarterly AFTER SCHOOL newsletter.

Parent and child surveys are distributed at the end of each program season and provide an annual opportunity for parents and participants to provide feedback on the organization's ability to meet stated goals and the expectations of parents and children. This information is used to improve AFTER SCHOOL's ability to meet the needs of the families and children involved in the programs. Information is also used in the on-going evaluation and development of the staff and leadership personnel of the AFTER SCHOOL programs. Survey results are available upon request through the administrative office.

Parent comment pads are also available at each camp for use as desired. Comments are welcomed and can be turned in at the camp or mailed in to the administrative office.

Parent concerns that are unresolved after communication at the camp level should be directed to the Camp Division Director. If the resolution is unsatisfactory or there is disagreement with an administrative decision, parents may direct a written request for review to the Executive Director. The Executive Director will then review the decision in a timely fashion.

DISCIPLINE AND PROGRESSIVE GUIDANCE

AFTER SCHOOL provides progressive child guidance that is designed to resolve or eliminate behaviors that are disruptive to a safe, supportive, and caring environment for children and staff. The procedure is based on the individual needs of each child in order for the child to successfully continue to participate and thrive from involvement in the AFTER SCHOOL camp program.

AFTER SCHOOL supports quality programming through effective child guidance beginning with developmentally appropriate and exciting activities and choices, correct staff-child ratios and consistent supervision, positive modeling and reinforcement of appropriate behavior, and environments designed to be fun and educationally enriching.

AFTER SCHOOL believes that clear and meaningful consequences are necessary when rules are broken or limits are tested. The following strategies are prohibited:

- Actions that are humiliating or frightening to children.
- Corporal punishment (spanking, hitting, shaking, etc.)
- Verbal abuse or any derogatory remarks made about a child or his/her family.
- Physical restraint or enclosing children in small confined spaces as punishment.
- The withholding of meals or snacks, or remarks alluding to such actions.
- Allowing children to have disciplinary power over other children.

Staff Role in Child Guidance

AFTER SCHOOL encourages the development of self-control, self-esteem, and respect for the rights of others. Staff members serve as examples in their treatment of others and maintain self-control and respect when disciplining or helping to resolve conflict. The staff are trained in methods of group management and discipline, conflict resolution, and normal child developmental characteristics. When disruptive behaviors occur, the parents may be called and asked to pick up the child immediately if staff and Camp Program Director feel that the child is out of control and a danger to himself or others.

Procedure for Progressive Guidance

Communication with the parent is critical to the success of any chosen disciplinary interventions. When staff observe inappropriate behavior, they are instructed to document the situation, and concerns are communicated to the parent.

Possible disciplinary strategies are determined by taking into consideration the child's age, maturity, gravity of the offense, safety and protection of other participants, and program disruption. Staff trainings provide guidance in the use of these strategies. Interventions could include:

- Reconsideration and investigation: ask questions.
- Allowance for natural consequences.
- Modification of the environment.
- Encouragement of positive behaviors.
- Focus responsibility for choices and behavior on the child.
- Use of humor without sarcasm or put downs.
- Use of "I" statements to convey expectations.
- Reminding child of the rules.
- Clarification of the rule or message to provide rationale.
- Redirection or offering a choice.
- Active listening.
- Provision of a directive.
- Loss of a privilege.
- Time out or 'taking a break'.
- Development of a behavior plan.

If additional intervention is necessary, the Camp Program Director reviews the situation and may recommend additional actions, including but not limited to:

- Referral to additional resources within Wisconsin Youth Company.
- Providing training and information on additional behavior management techniques.
- Soliciting community and school resources (with prior parental permission).
- Parent meeting to create an agreed upon plan for continued behavior modification.

In the event a behavior plan is unsuccessful, the Camp Program or Division Director will determine further actions which may include:

- Continued communication with parents.
- Revision of a behavior plan.
- Short term suspension from the program.
- Reduction or change in attendance or transferring attendance to another site.
- Termination of enrollment (refer to Termination Procedure).

HEALTH AND SAFETY

Health History and Emergency Care Plan

Prior to the child's first day of attendance, parents will provide a completed Health History and Emergency Care Plan Form. Parents are required to review and update this information yearly and as needed including immunizations and current health conditions.

Parents who decline to have their children immunized for religious, health or personal reasons must complete required documentation in order to enroll their child in the program.

PROGRAM PREPAREDNESS

Wisconsin Youth Company and AFTER SCHOOL are committed to the prevention of and preparation for events that could negatively impact the health and safety of all program participants. Policies and procedures that outline proper practices to reduce or eliminate risk have been developed through collaboration with the organization's risk management consultant and are a part of every employee's orientation. Annual inspection of each program location, monthly procedure review, and on-going training insure compliance at each program site.

In addition, the following practices help support preparedness at AFTER SCHOOL camp program locations:

- Completed Health History and Emergency Care Plan Forms are available on-site and accompany group at all times.
- AFTER SCHOOL complies with state guidelines regarding CPR and first aid training for camp staff.
- Accommodation plans for children with special health concerns will be kept confidential beyond being shared with and accessible by all staff assigned to care for that child through the on-site registration binder.
- Each camp staff member will receive information on universal precautions, the use of and disposal of gloves, handling bodily secretions, providing first aid and the location of available supplies as a part of orientation.
- A first aid kit is maintained at all program locations and is available at all times.
- The inside building temperature will be monitored to be not less than 67 degrees. If the inside temperature exceeds 80 degrees, fans or other means will be used to provide circulation.
- The emergency medical source and location is posted.
- Each program is equipped with communication devices (cell phones and/or two-way radios) that will support the ability to communicate within the program and also in an emergency outside of the regular program space.
- Children will be offered time and space to rest if needed.
- When fewer than 8 children are present there will be a second adult available within 5 minutes for emergencies.

Illness

Upon their arrival at camp each day, children will be observed by the staff for signs of illness. If a child arrives or becomes ill at the program, the following procedures will be followed:

- A staff member will spend time with the child, assessing the nature of the problem.
- If the child is obviously ill or uncomfortable, a staff member will contact the child's parent for instructions. The child will remain in a quiet area, isolated from other children but within sight and sound of a staff person, and with appropriate toys, books, or quiet diversions for comfort, until the parent arrives. Parents of ill children are encouraged to come as soon as possible.
- If the parent cannot be reached, a staff member may call an emergency contact to come pick up the child, if that seems appropriate, or may isolate the child until contact can be made with the parent.
- As applicable, children who have not been in summer school due to illness are not allowed in the camp program that day.

Accident/Injury Response

Staff will contact 911 in the event of all life threatening emergencies or injuries.

The following steps will be taken when a non-threatening emergency or injury occurs:

1. Administration of First Aid and comfort to the child; superficial wounds shall be cleansed with soap and water and protected with a bandage or adhesive type strip; staff will communicate to parents upon arrival.
2. Immediate notification of the parent and following the instructions provided by the parent in the event of any injury to the head or injury that may need additional medical attention.
3. If parents cannot be reached and additional medical attention is needed, an "emergency contact" person specified by the parents is notified.
4. If no contact with the parent or emergency contact is made, staff will monitor the child. If additional or immediate medical attention is necessary, staff will call 911.

Accident/Incident Reporting

Each site will maintain a medical log that conforms to Wisconsin DHFS requirements:

1. The bound medical log will have lined and numbered pages and all entries recorded in ink. No spacing will be allowed between entries.
2. All injuries, no matter how minor, and all medications administered, will be recorded in this log and signed by the person making the entry.
3. Parents will be informed of minor injuries by receiving a copy of the completed site Accident Report Form.
4. Parents shall sign the form before being given their copy. When this is not possible, a staff member will record how notification was done (phone call, form sent home, etc.).
5. When a child injury requires medical attention, the Camp Program Director shall be informed, and a State Accident Report Form shall be completed by the staff and submitted to Wisconsin DHFS within 48 hours.
6. Camp Directors will review log entries with site staff monthly to consider preventative measures that will minimize future occurrences.
7. The Camp Program Director will review, by direct inspection, all medical log entries once during the camp season.

Medication

Over-the-counter medication may be administered to any child while in the program only if:

- a signed and dated written authorization by the parent is on site. (Including sunscreen and insect repellent)
- the brand and strength of the camp supply of sunscreen and insect repellent is made known to parents in the registration materials.
- the medicine is labeled with the child's name including the dosage and directions for administering.
- the medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering.

Prescription medication may be administered only if:

- a signed and dated written authorization by the parent is on site.
- the medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name.

Medication Storage

All prescription medications and other medications shall be stored in an area inaccessible to children. The quantity of medication is recorded upon receipt from, and upon return to, the parent or guardian. All medication administered to children shall be recorded in the medical log and signed by the person administering it. Medications for individual children that may be needed for emergency care will be available at all times in the first aid kit. These medications would include but are not limited to medications needed in the treatment of asthma, diabetes, and severe allergies. To protect the safety of all children, individual children may not carry or store personal medications.

Nutrition

Program sites will serve snack to each child enrolled in the after school program. Snacks will be chosen and provided in quantities appropriate to the age of the children served, consistent with the guidelines suggested by the US Department of Agriculture and include 2 items from 2 of the following groups: milk or milk alternative, meat or meat alternative, fruit or vegetable, whole grain. Parents are asked to follow these guidelines when providing lunch or other snack for their child due to special program hours or medical condition. Supplemental food items will be provided by the program location in the event children arrive without lunch. The need for and cost of lunch supplements will be communicated and charged to parents. To assist parents when packing lunches, the US Department of Agriculture guidelines are available at each program location, by contacting the Administrative Office, or by visiting our website at www.wisconsinyouthcompany.org.

The snack time routine will reflect the developmental age of the children and encourage self-serve opportunities including child assistance with set-up and clean-up and the use of table manners. Withholding food as a discipline strategy is prohibited.

Allergies

Allergies to food should be communicated on the Health History and Emergency Care Plan Form and may result in the creation of an accommodation plan that will fit the individual needs of the child.

Special Diets

A special diet, based on medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. Parents must provide the items necessary to accommodate the special diet.

A special diet based on a food allergy may be served upon the written request of the parent. Parents must provide all food the child requires if a specialty menu such as vegetarian or kosher is desired by the parent along with a written request for this accommodation.

Communicable/Contact Diseases

Each staff member receives information regarding childhood illnesses during orientation. When a suspicion of communicable or contact disease exists in regard to one of the children enrolled at a site, the staff will:

1. Make the parents aware of suspicion or observation related to communicable disease and any specific requirement to have the child seen by a physician and/or the need for physician's approval before the child returns to the program.
2. Notify the school office (in the case of summer school involvement) and/or the Health Department as applicable if the child has a reportable communicable disease.
3. Notify the parents of all children in the program that a possible exposure has occurred. The identity of the ill child will not be discussed as a part of this notification.
4. Observe other children in the program for signs of illness during the course of the incubation time.

General Hygiene

Children and staff shall wash their hands with soap and water after going to the toilet and before eating or fixing snack. At locations where severe food allergies exist, children will be asked to wash hands after eating also. Food shall be served in bowls and cups, or on napkins and paper towels and under no circumstances on bare tables or floors. Toys and equipment will be cleaned when they become soiled. Eating surfaces will be washed and sanitized before and after each use. Wet or soiled clothing will be placed in a bag and set aside for parents.

TRANSPORTATION

AFTER SCHOOL complies with all state guidelines when providing transportation for children. Transportation options include: chartered school bus, city bus, and Wisconsin Youth Company owned busses or 15 passenger vans with approved organization driver. Staff are not permitted to transport children in personal vehicles.

Transportation Policy

Public Transportation (municipal or chartered bus, etc.) or a Wisconsin Youth Company bus or van is the preferred means of transporting children in the camp program. Documentation of adequate liability insurance must be on file with Wisconsin Youth Company if the services of an independent transportation company are used. Privately-owned vehicles may be used only with the prior approval of the Director of Program Administration, provided that the following rules are met:

1. Written parental consent has been obtained.
2. The driver must hold a valid Wisconsin driver's license.
3. The driver must be at least 21 years of age and have at least two years' experience as a licensed driver.
4. Wisconsin Youth Company has documentation of adequate automobile liability insurance coverage on file.
5. Wisconsin Youth Company staff transporting children in a privately owned vehicle must be on Wisconsin Youth Company's authorized driver list.

When children are regularly transported from home or school to a licensed program or from a licensed program to home or school the following will be documented on site and in the vehicle:

1. Authorization from the parent to transport the child between home or school and the program, or the program and home or school.
2. A list of the children being transported along with each child's registration forms.
3. The transportation route and scheduled stops.

Any vehicle transporting children in the day camp programs must be:

1. Licensed in accordance with the laws of the State of Wisconsin.
2. Clean, uncluttered, and free of obtrusions on the floors, aisles, and seats.
3. Enclosed.

Children and adults must wear seatbelts if available. Any vehicle used to transport children must have its doors locked at all times while the vehicle is moving.

Children may not be left unattended in a vehicle. If there are more than three children in the vehicle whose disability would require special assistance in an emergency, a second adult in addition to the driver should be present in the vehicle. There shall be no more than twelve children in a vehicle without an additional adult present. The driver or adult rider shall be responsible for seeing that all children remain seated. While the vehicle is in motion, children should not be allowed to speak loudly, argue, roughhouse, etc. If necessary, the driver shall stop the vehicle until an acceptable driving atmosphere exists.

A seat having a minimum of 13 inches shall be provided to each child. Each adult shall have a minimum of 20 inches.

EVACUATION POLICY

Planning for Evacuation

Camp staff shall devise plans for evacuation in case of fire, tornado, or other emergency situations. It is the responsibility of the Camp Director to see that evacuation plans are complete and in place.

Emergency plans are to be posted at the camp in an area conspicuous to all staff and children. These plans shall designate a primary and an alternate escape route as well as the location of the nearest telephone and fire alarm box. The location of fire extinguishers shall be shown.

The staff will be trained in the use of the fire extinguisher as well as in how to evacuate children in case of an emergency. This training shall be a part of the orientation.

The Camp Director is to see that fire evacuation plans are practiced every week and that these practices include exits from all the various rooms that the camp may use at various times of the day. Documentation of these practices will be made on the fire and safety checklist, which shall be posted. Children should be taught during these practices that, in the event that they become separated or scattered, they should meet outside at a specific location away from the building.

It is also the Camp Director's responsibility to report any unsafe building conditions or faulty equipment to the facility administration as well as to AFTER SCHOOL administration.

FIELD TRIPS

AFTER SCHOOL camp administrators believe field trips and special activities away from the site are an important part of a quality program. When taking children on field trips that require transportation, notice will be provided to the parents of all children, including date, times, and destination. When spontaneous walking trips are taken, staff will post signs telling where the group has gone and when they will return. Staff carries first aide supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with state licensing regulations as well as AFTER SCHOOL policies.

SWIMMING FIELD TRIPS

When an AFTER SCHOOL camp program plans a field trip that includes the use of approved pool and/or beach facilities, all facility rules will be enforced by the lifeguard and by AFTER SCHOOL camp staff. A certified lifeguard must be present at all times when children swim. The capacity of the pool may not be exceeded. Pool safety equipment (extension poles, buoys, etc.) must be present and in working condition when children are swimming. A divider between the deep and shallow ends must be set up if typically used at occupied pool.

SWIMMING POLICY

Swim Ability Assignments

All day campers will be allowed to participate in water activities based on their swimming ability. The makeup of assigned swim groups will be determined by individual camper's swimming skills. Swim levels are determined by parents as indicated on a Swim Level Acknowledgement Form.

Level 1: Non-swimmers will be designated Level 1 and will be required to stay in water no deeper than chest level.

Level 2: Those having swimming skills equivalent to the Red Cross Beginning Swimmer course requirements, or higher, will be designated as Level 2 swimmers and will be permitted to swim within the designated pool area.

BEACH SWIMMING: ALL SWIMMERS MUST REMAIN IN WATER NO DEEPER THAN CHEST LEVEL.

Swimming Pool Use - Additional Procedures

All pool rules will be enforced by the lifeguard and by all AFTER SCHOOL camp staff. A certified lifeguard must be present at all times when children swim. The capacity of the pool may not be exceeded. Pool safety equipment (extension poles, buoys, etc.) must be present and in working condition when children are swimming. A divider between the deep and shallow ends must be set up if typically used at occupied pool.

In addition to the pool's lifeguard, one other adult should be out of the water watching any group of more than twelve campers in the water. Camp staff present may either be swimming or on the deck watching, but should be ready to assist children as needed. Non-swimmers are required to stay in water no deeper than chest level. If the shallow end of the pool is deeper than the chest of non-swimmers, they shall not be permitted to swim.

There shall be at least one adult to every eight children. Children shall be assigned "buddies." Buddy checks will be called regularly.

Summer Day Camp Beach Swimming Procedures

Children will only swim in those areas designated as safe by the municipality and county health departments. For routine swimming at summer camp, children will use beaches where lifeguards are present. All children shall stay within the roped off limits of the beach. All swimmers shall stay in water no deeper than chest level.

Children will enter the water with a "buddy" and under the supervision of a specific camp staff supervisor. Camp staff may either supervise from shore or from in the water.

Children shall remain within twenty feet of their "buddy" while in the water, and pairs shall inform the supervising staff when they enter or leave the water. "Buddy checks" shall be called periodically, more frequently at the start of each session in order to establish the pattern. Pairs of children must be together at the shoreline within the count of ten, or they will lose swimming time.

Non-swimmers are required to stay in water no deeper than chest level. If the shallow end of the pool is deeper than the chest of non-swimmers, they shall not be permitted to swim. When visiting the beach, all swimmers shall stay in water no deeper than chest level. There shall be at least one adult to every eight children. Children shall be assigned “buddies.” Buddy checks will be called regularly.

Beach Emergency/Lost Swimmer Procedure

In the event that a child becomes lost or is unaccounted for, the staff will:

1. Immediately notify all other adults, including the beach or pool lifeguards; describe the child and the last known whereabouts to all.
2. Call a general “buddy check” and get all other children out of the water.
3. Check the bathrooms, and nearby areas.
4. Follow the lifeguard’s directions for conducting a water search, if necessary. All children shall remain on shore until the missing child is found.

AFTER SCHOOL facilities are operated in accordance with U.S. Department of Agriculture non-discrimination policy, which prohibits discrimination on the basis of race, color, sex, age, disability, religion, or national origin. More information may be obtained here or from the office of Equal Opportunity, USDA, Washington, D.C. 20250. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to: Administrator, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

