



summer  
day camp



**SUMMER DAY CAMP**

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**PARENT HANDBOOK**

# AFTER SCHOOL DAY CAMP

## Program Policies and Practices

Included in this handbook are the program policies which govern the AFTER SCHOOL day 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 day 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. Parents will receive notification of changes.

#### **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

AFTER SCHOOL is a program of Wisconsin Youth Company. 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.

With a variety of locations, themes and specialty units, the AFTER SCHOOL day camp programs place a special emphasis on the out-of-doors and the natural environment.

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 is available on our website at [www.wisconsinyouthcompany.org](http://www.wisconsinyouthcompany.org). Board minutes are available upon request from the administrative office, 1201 McKenna Blvd., Madison, WI 53719.

## **AMERICAN CAMP ASSOCIATION ACCREDITATION**

The AFTER SCHOOL day camp programs are accredited by the American Camp Association (ACA). ACA accreditation verifies that a camp complies with 300 individual health and safety program quality standards and assures parents that our programs meet or exceed national standards. The ACA Accredited Camp logo is a mark of distinction that only 25% of camps in the United States have earned and is evidence of our commitment to a safe, high quality camp experience. For more information about ACA go to [www.campparents.org](http://www.campparents.org) or call 765-342-8456.

## **WISCONSIN STATE LICENSING**

AFTER SCHOOL day camps are licensed by the state of Wisconsin's Department of Children and Families. The license; results of the most recent licensing inspection; any notice of enforcement action; and any stipulations, conditions or exceptions that affect the license will be posted at each camp in an area visible to parents. A copy of the applicable Wisconsin licensing rules is available to parents at the sign-in table at each camp.

## **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 or facts learned about the children and their relatives.

### **Account Access**

All registered families have an AFTER SCHOOL account. In order to protect your privacy, we are unable to provide account information to anyone other than the account holder or authorized party. If you wish to permit us to speak to any authorized party, such as a spouse, about your account, please send written authorization to the administrative office address.

### **Account Passwords**

Families requesting information on an account will be required to provide their account password to access the information or make changes to the account. In the event an authorized person forgets the password, a security question will be asked so we may provide the password. If the security question cannot be answered correctly, the password can be mailed to the account holder's address.

### **Requests for Information**

If requests for information about a child come from outside agencies or organizations, including the child's 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, to discuss the concern with the camp director and to solicit parental involvement.

### **Research Studies**

All research studies using enrolled children as subjects require specific approval from the executive director and will include 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.

### **Photo Release**

A photo release is included on the day camp agreement form which grants Wisconsin Youth Company (WYC) permission to publish a camper's image in its newsletters, brochures, displays or other printed material and on its websites for purposes of promoting the programs. Campers' names are not used when their images are displayed on our website or in widely distributed print materials. Parents may request, in writing, removal of their child's image from WYC'S websites, in which case his/her image will be removed no later than 15 days from receipt of the request. As part of the photo release parents release WYC, its employees, officers, directors and successors from any liability

or claim related to the publication or disclosure for which they grant permission. Consent for the photo release is completely voluntary.

## CULTURAL AND RELIGIOUS DIVERSITY

As part of adding diversity to program planning at individual sites, customs and celebrations from a variety of cultures are welcomed and included. At times holidays or customs that have a religious significance for some are celebrated within the program environment, including individual or group acknowledgement of birthdays. Please speak with the camp director if your family celebrates a holiday or has a custom that you would like to share with the group, especially for day camp themes or units with a multicultural focus.

The AFTER SCHOOL program does not offer a religious education program or curriculum, and does not include religious instruction or practices as a part of the daily schedule. Prayers are not said as a group prior to meals and snacks or at any time, but individual children can follow their personal religious practices.

## 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 meet the needs of children who are entering kindergarten through fifth grade.** Programming is also available for sixth through eighth grade. Some programs in Waukesha County also serve 4 year olds. Please refer to the AFTER SCHOOL website or program registration materials for the ages served and program descriptions 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 best phone number of primary parents/guardians.
  - Arrival and departure procedures for the child, including the names, address, best phone numbers and relationship to child of all persons authorized to pick up the child. Pick up persons must be 18 years of age or older.
  - Requested weeks of program attendance.
  - A minimum of one emergency contact person, preferably local, including addresses, best phone number and relationship to the child. Emergency contacts must be 18 years of age or older and available during program hours.
2. Completed health history and emergency care plan form, including:
  - Child's name, birth date, and address.
  - Child's immunization record indicating state immunization requirements are met.
  - 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 swim form indicating the child's swimming ability level and any concerns.
4. Completed enrollment information security form with password, answers to at least one security question and an account holder's signature.
5. Completed registration agreement signed by the account holder.

### **Confirmation of Registration**

**No spaces will be held without completed 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.

### **Probationary Period**

**The first five days of attendance in summer day 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 day camp 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 and/or moving the child to another program

location that has greater staff resources. It may be determined that the child's needs exceed the program's ability to provide reasonable accommodations.

### **Cancellation / Change Policy**

A written two-week advance notice must be received by the administrative office to cancel any week (fax, email and hand-written notices are all acceptable); the down payment toward a cancelled week is non-refundable and non-transferable. Failure to submit written cancellation two weeks in advance will result in the liability of all fees paid and owed for that week. Requests to change a camp location also require two-week advance notice (includes drop-off/pick-up locations, if applicable). Location change requests received with less than two weeks notice will not be granted. Families may add weeks anytime up until the end of the business day Wednesday the week prior to which it will take effect, provided space is available. If a change will result in a difference in fees, changes received less than two weeks prior to the changed week will be assessed the higher of the two fees. Requests to add a week must be received in writing. All written requests must include your account password.

### **Family Information Updates**

**Parents are to inform the AFTER SCHOOL office in writing of any changes in address, best phone number(s), emergency contact and/or authorized pick-up information.** All updates to health information must be made through the administrative office in writing. All written requests must include your account password.

### **Enrollment Termination Procedure**

Enrollment in 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 fee 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**

### **Registration Fee**

A one-time \$10 registration fee is charged, part of which pays for your child's camp shirt. Payment of the registration fee is required for processing and is not refundable.

### **Down Payment**

A down payment of \$20 per camp week selected per child is required upon registration in order to reserve space in the program and will be applied toward the total cost of camp on the week for which it is being paid. The down payment is not refundable or transferable, unless a requested week is unavailable.

### **General Fee Practices**

Upon confirmation of enrollment parents are given fee payment coupons that indicate the amount due and the due dates. Fees are due in advance, by the first day of the camp session to which they apply. A \$10 billing fee will be applied to accounts showing a balance after the Monday of each camp week. Fees repeatedly not paid by the due date may result in a child's removal from camp.

Fees are payable, by mail, phone, fax 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 Suite 200, Waukesha, WI 53186. Checks should be made payable to Wisconsin Youth Company. Parents are cautioned not to send cash through the mail. Parents are encouraged to record their payments to help them with record keeping. Unless an account is past due, no invoices will be sent to parents. Invoices are only sent to primary account holders. **No payments will be accepted at 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 of fee credit/recovery.

### **Activity Fees**

In an effort to keep the base cost of day camp as low as possible, specialty units may include additional activity fees for contracted services or special events. These fees are noted on the summer schedule and within the unit descriptions and are part of the weekly fees due by Monday of each week.

### **Financial Assistance**

Limited scholarship funds may be available through Wisconsin Youth Company on a first-come, first-served basis. In order to provide an enriching camp experience for as many eligible children as possible, available scholarships are limited to one week of camp for each eligible child for the summer. For scholarship information, please contact the AFTER SCHOOL office. AFTER SCHOOL day camps qualify for county and state funding because they are accredited and licensed.

### **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.

## ATTENDANCE

### Arrival and Sign-In

Campers arrive and are signed in to the day camp program according to the arrival procedure outlined on their registration form. Unless authorized to arrive independently, campers must be signed into camp by parents or guardians. Campers who do arrive independently must check in with a staff member upon arrival and the staff member will sign the camper in to the program. In every case, time of arrival must be noted.

### Departure and Sign-Out

Campers are dismissed and signed out from the day camp program according to the departure procedure outlined on their registration form. Unless authorized to depart independently, parents, guardians or other persons authorized in writing to pick up the camper will sign campers out of the camp program. Only authorized persons specified by parents on the registration form may pick up a camper. Staff will not release campers to any other persons without written permission from the parent. Staff may ask to see identification of pick-up person. Parents may change the departure procedures for their child by notifying the regional administrative office in writing. Campers authorized in writing to depart independently from camp will be signed out by a staff member at the time designated on the registration form. In every case, time of departure must 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., summer school, Scouts, sports practice, music lessons, etc.).

Forms are available through the administrative office, on our website, and at all program locations.

### Camp Cancellations and Closings

**If severe weather, physical plant problems, or other emergencies exist in the community surrounding the camp location or the camp facility itself, camp will not operate.**

In the event camp needs to close early, we ask that parents pick up their children as early as possible. Camp closing announcements may be made on the radio and/or TV or by contacting families directly. Information can also be obtained by contacting the administrative office or visiting our website [www.wisconsinyouthcompany.org](http://www.wisconsinyouthcompany.org). There is no credit or fee reduction for camp cancellations or closings.

### Attendance Message Number

If a camper 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:

For a camper who **is not** authorized to arrive independently and is expected to arrive with a parent or other authorized person:

- Contact parents at best phone number and location during program hours.
- No further attempts to locate the absent child will be made at the camp site level.

For a camper who **is** authorized to arrive at camp independently:

- Contact parents at best phone number and location during program hours.
- Contact emergency contact persons specified on the camp registration 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 ensure 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 campers 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.

The maximum staff/camper ratio for 5-6 year olds is 1:12. The maximum staff/camper ratio for campers 7 and older is 1:18. Each group is led by a camp specialist, however, camp counselors provide additional support and supervision that allows for lower ratios for specific groups and activities. Two staff members must be present whenever there are more than nine campers at the site. Staff are certified in CPR and there shall always be at least one staff member on site who is certified in first aid. Depending on license type, there shall always be a camp director or qualified staff person on site whenever campers are present. A written delegation of administrative authority is posted at each base camp site.

## 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
- Camp swimming procedures including tracking and supervision of campers while swimming
- Emergency training including first aid, fire, tornado, CPR and fire extinguisher use
- Child supervision regulations and procedures
- How to identify potential hazards and how to protect children from these hazards
- Sharing of a child's specific health care needs
- Child management techniques including how to work with campers who are crying or distressed
- How to respond if a child is missing
- 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

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](http://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 division 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 division 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.

Parent and child surveys are distributed at the end of each program season and provide an 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 director feel that the child is out of control and a danger to himself or others.

### **Homesickness or Other Adjustment Issues**

Staff are intentional about welcoming campers, "breaking the ice", informing campers about what is planned, building community and fostering friendships. Campers will be engaged in fun activities throughout the day. If a camper experiences homesickness or adjustment difficulties, staff will offer comfort and help the camper set attainable goals as well as keep parents informed.

### **Levels of Behavior**

To assist in the assessment of the severity of camper behaviors exhibited, AFTER SCHOOL defines three levels of behavior:

- 1) Behavior that interferes with the operation of the program;
- 2) Serious and/or illegal misconduct which is not health or life threatening;
- 3) Serious and/or illegal misconduct that is health and life threatening.

## 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' (not to exceed 5 minutes).
- Development of a behavior plan.

If additional intervention is necessary, the division 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 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 of enrollment 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 director and are a part of every employee's orientation. Annual inspection of each program location, regular procedure review, and on-going training ensure 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 groups 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 to all staff assigned to care for that child through the on-site registration binder.
- Each camp staff member will receive information on universal precautions, 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 air 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.

### **Sites and Facilities**

AFTER SCHOOL day camp programs take place in school or community buildings. AFTER SCHOOL complies with all applicable state licensing and American Camp Association standards regarding site and equipment evaluation and maintenance.

### **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 contact is authorized to pick up), 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. Parents will be contacted once about any medication left at the site at the end of the summer. Unclaimed medications will be properly discarded.

### **Sunscreen and Insect Repellent**

AFTER SCHOOL will provide Rocky Mountain SPF 30 sunscreen and Cutter All Family Pump Spray, 7% Deet. The health history form includes an authorization for the application of sunscreen and insect repellent. If your child requires a different strength or brand of sunscreen or insect repellent you must complete an authorization to administer medication form for the brand and strength of sunscreen and/or insect repellent you provide.

### **Nutrition**

Camp 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](http://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.
5. AFTER SCHOOL reserves the right to develop additional procedures as needed.

### **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.

### **Contact With Animals**

Pets are not allowed at the day camp sites. The local zoo or humane society may bring animals for display or educational purposes, and staff who bring the animals must provide supervision and control of the animals. If children come into contact with animals on field trips they will be closely supervised and will wash their hands before and after contact with the animal(s). If children encounter a wild or stray animal they will be instructed not to approach or touch the animal.

### **Personal Property**

A list of what to bring to camp will be included with your confirmation letter. AFTER SCHOOL is not responsible for lost, stolen or damaged personal property, including clothing. **Please label personal items.** Children are discouraged from bringing personal items beyond what is needed for the camp day. Prohibited items include animals, weapons, fireworks, alcohol, tobacco and drugs.

### **Unit-Specific Safety Procedures**

Some day camp units require specific safety equipment and have specific safety rules. Equipment requirements are communicated in the camp brochure and confirmation letter. Unit specific safety procedures will be communicated to campers as part of the specialty unit.

### **Child Abuse and Neglect Reporting**

Staff members who know or have reasonable cause to suspect that a child has been abused or neglected are mandated to contact the county welfare or local law enforcement agency.

## **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 shuttle 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. In an emergency, 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 obstructions on the floors, aisles and seats.
3. Enclosed.

Bus rules and safety procedures will be communicated to the campers. Children and adults must wear seatbelts if available. 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.

Any vehicle used to transport children must have its doors locked at all times while the vehicle is moving. A seat having a minimum of 13 inches shall be provided to each child. Each adult shall have a minimum of 20 inches. 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. A staff member will check the vehicle to make sure that all children have exited the vehicle.

## **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 month 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.

### **Planning for Severe Weather**

The camp director will designate a tornado shelter area in the safest possible part of the base camp. Each base camp has a weather radio which remains on during program hours so staff may be alerted about severe thunderstorm and tornado watches and warnings. Tornado drills will be practiced regularly to ensure campers reach the designated tornado shelter in a timely fashion in the event of an actual tornado. Staff members will be informed of and knowledgeable about duties in the event of severe weather, including how to respond to severe weather while on field trips away from the base camp.

## **FIELD TRIPS**

AFTER SCHOOL believes 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 aid 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 POLICY AND PROCEDURES**

### **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 permission form.

**NO SWIMMING:** Child is not allowed to go in the water but may play in a designated area away from the water.

**Level 1 – Beginning Swimmer:** Child has little or no swimming experience. Child can enter and exit the water unassisted; put his/her face into water; and float on front and back. Child may enter the water, but must stay in water no deeper than chest level.

**Level 2 – Swimmer:** Child has intermediate swimming skills. Child can tread water for at least 20 seconds; swim 20 yards on front with arm action and some side breathing; and has been introduced to deep water. Child may swim anywhere within the designated swim area of the swimming pool with water levels up to 6 feet. Child may participate in canoe unit activities if applicable. In a beach setting child will still be expected to remain in water no deeper than chest level.

**Level 3 – Advanced Swimmer:** Child has intermediate to advanced swimming skills. Child can tread water (without touching bottom) for at least one minute; swim front crawl for 25 yards; and is comfortable in deep water. Child may swim in the deep-water area of the swimming pool. In a beach setting child will still be expected to remain in water no deeper than chest level.

### **Level 3 Swimmers / Leader-in-Training (Dane) & Camp TNT (Waukesha) Campers ONLY:**

**Diving Board Permission:** If available, child may jump off (low) diving boards (feet first only and no flips).

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

### **General Swimming Procedures**

A certified lifeguard must be present at all times when children swim. One staff member will be designated as the swim or waterfront supervisor. Campers shall be checked in and out of the water with a buddy and under the supervision of a designated staff member. There shall be at least one staff member for every eight swimmers. Children shall remain within twenty feet of their buddy while in the water, and pairs shall inform staff when they enter or leave the water. Buddy checks will be called regularly, more frequently at the start of the swimming session

in order to establish the pattern. Staff members will accompany campers to bathrooms, locker rooms or other areas shared by the public or other programs.

### **Pool Swimming Procedures**

All pool rules will be enforced by the lifeguard and by all AFTER SCHOOL camp staff. 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.

### **Beach Swimming Procedures**

Children will only swim in those areas designated as safe by the municipality and county health departments. Children will only use beaches where lifeguards are on-duty. All children shall stay within the roped off limits of the beach. All swimmers shall stay in water no deeper than chest level. Camp staff may either supervise from shore or from in the water.

### **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 out of the water until the missing child is found.

## **BOATING PROCEDURES**

Only campers age eight and older who have the required swim level may participate in boating activities. Boating can only happen under the supervision of an approved instructor who must be a lifeguard and have an instructor rating in the appropriate watercraft. PFD's (Personal Floatation Devices) must be worn by everyone when on all boats and piers.

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.

**A F T E R**



**S C H O O L**

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