



## 2020-2021 Guardian Guide



RAY & JOAN

**KROC**

CORPS COMMUNITY CENTER  
QUINCY, IL

# School's Out! Day Camp

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# **Youth Ministry Guardian Guide**

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- 1) Youth Ministry Registration Form  
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**One per youth (Grades 7-12)**
- 4) Youth Ministry Scholarship Request Form  
**One per family.**
- 5) Youth Ministry Release of Information

## **Introduction**

Welcome to The Salvation Army Ray & Joan Kroc Corps Community Center's day camp and after school program. Our team is looking forward to spending fun-filled days with your child here at the Kroc Center. Our goal is to create a positive and safe environment that will enable your child to make friends, explore new talents, and build skills. We are dedicated to encouraging children to do their best and to challenge them in ways that increase confidence and self-esteem. Please read over this entire guide, as it lays out the policies and procedures that help foster a safe, fun, and educational environment while creating a positive experience for everyone. If you have any questions or concerns, please do not hesitate to contact the Coordinator or Specialist.

## **Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the Universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Kroc Center in Quincy will be a place of Inspiration, Instruction, and Involvement in our community by providing hope and opportunities for all people through spiritual and physical wellness, educational enrichment, and life skills development. We will foster an environment where individuals are enabled to reach their maximum potential physically and spiritually while providing the opportunity to be involved in the mission of The Salvation Army. We are INSPIRED by God's Holy Spirit, INSTRUCTED by God's Word, and INVOLVED in God's work.

The day camp and after school programs provides children of all ability levels the opportunity to play and grow in a positive and safe environment. We strive to develop the whole child, mentally, physically and emotionally through structured group activities that aid in socialization, character development, and increased self-worth.

## **Statements of Belief**

We are proud of our inclusive environment, one that strives to accommodate every child. No child will, on the basis of race, color, religious belief, national origin or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Salvation Army program or activity. In an effort to fully embrace inclusion and acceptance of all, we believe that:

1. Every child can make friends.
2. Every child can participate.
3. Every child can be successful.

## **Contact Information**

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**Kroc Center Welcome Desk:** 217-222-5762

**Kroc Center Webpage:** [www.krocquincy.org/education](http://www.krocquincy.org/education)

**Facebook Page:** Kroc Center - Quincy, Illinois & Kroc Church Quincy, Illinois

**Facebook Group:** Kroc Youth Development & Kroc Youth Ministry Quincy, IL

## Registration & Payment Information

### **Youth**

Participants must be in grades K-6 prior to being admitted into the program. The Kroc Center is committed to the inclusion of all children in its programs. Parent/Guardian(s) of children with individual or unique needs should contact the Coordinator at least two weeks prior to attending in order to determine whether the Kroc Center can provide the necessary accommodations for the child.

### **Counselors in Training**

The CIT program is open to youth grades 7-12 interested in enriching their afterschool activities and being part of an unforgettable experience. CITs will receive all of the amenities that come with day camp and after school; as well as, hands on training, mentoring, and leadership development.

### **Regular Fees**

Fees may vary based on cancellations or extended days. Cost per child, per day is as follows:

- Schools Out Day Camp: Non-Members: **\$25**
- Kroc Academy: Non-Members: **\$75** full time (4-5 days a week), **\$63** part time (1-3 days a week).

### **Discounted Fees**

Discounts may stack. Cost per week per child is as follows:

- Kroc Center Members: **\$20-SODC, \$60- KA full time, \$50- KA part time.**
  - To receive the membership rate, the child's membership must be current at the time of registration and during the session date. Membership information is available at the Kroc Center Welcome/Control Desk or online.
- Multiple Child (3 or more): **25% Off**
  - To receive this discount for each child, Parent/Guardian(s) must register in-person and provide proof of guardianship (example: current tax return, insurance, medical card, etc.).
- Financial Assistance: **50% Off**
  - To apply for financial assistance, submit the "Youth Ministry Scholarship Request Form" along with proof of income (example: current tax return, two consecutive pay stubs, benefits statement {for AFDC, SSI, or Child Support}, letter from employer on company letterhead, retirement benefits letter, and/or disability or social security award letter).
  - Scholarships are limited. Only completed forms will be processed for approval.
- Counselor in Training: **50% Off**
  - To apply, submit the "Counselor in Training Request Form" and await a phone call for approval.

### **Payment Options**

Payment must be in the form of cash, credit card, or personal check. Checks should be made payable to **The Salvation Army Kroc Center**. If a child's name differs from the Parent/Guardian, please write the child's name in the memo portion of the personal check. There will be a **\$25.00** charge for all returned checks. Recurring returned checks will require that the account be paid in the form of cash, certified check, or money order.

### **Registration**

To register, complete and submit the "Youth Ministry Registration Form" to the Welcome Desk. Enrollment forms must be thoroughly completed in order to guarantee that staff have the necessary information to effectively provide care. Fill in every space on both sides of the form, marking "N/A" in those spaces that do not apply to the participant. Please note that incomplete forms may not be processed.

### Payment Schedule and Sessions

Payments must be submitted on or before the day of the session, prior to drop-off. Children may not attend the program until the payment in full has been made. Below is a descriptive table of the date, event, and when each session is available for purchase. For the most up to date schedule, please visit our webpage.

### Schools Out Day Camp Pay Cycle:

Session Date	Event	Available for Purchase
October 30, 2020	Parent-Teacher Conference	August 1, 2020
November 2, 2020	Parent-Teacher Conference	August 1, 2020
November 3, 2020	Election Day	August 1, 2020
November 25, 2020	Thanksgiving Vacation	August 1, 2020
December 21, 2020	Winter Break	August 1, 2020
December 22, 2020	Winter Break	August 1, 2020
December 23, 2020	Winter Break	August 1, 2020
December 28, 2020	Winter Break	August 1, 2020
December 29, 2020	Winter Break	August 1, 2020
December 30, 2020	Winter Break	August 1, 2020
January 4, 2021	Winter Break	December 1, 2020
January 5, 2021	Remote Planning Day- Staff	December 1, 2020
January 15, 2021	MLK Birthday	December 1, 2020
February 12, 2021	Half Day: Parent-Teacher	December 1, 2020
February 15, 2021	President's Day	December 1, 2020
March 29, 2021	Spring Break	December 1, 2020
March 30, 2021	Spring Break	December 1, 2020
March 31, 2021	Spring Break	December 1, 2020
April 1, 2021	Spring Break	April 1, 2021
April 2, 2021	Spring Break	April 1, 2021
April 5, 2021	Spring Break	April 1, 2021
<b>*Dates are subject to change and additional dates may be added.</b>		

### Kroc Academy Pay Cycle:

Weekly Sessions	Available for Purchase	Weekly Sessions	Available for Purchase
Aug 17-21, 2020	Aug 1, 2020	Jan 18-22, 2021	Dec 1, 2020
Aug 24-Aug 28, 2020	Aug 1, 2020	Jan 25-29, 2021	Dec 1, 2020
Aug 31-Sept 4, 2020	Aug 1, 2020	Feb 1-5, 2021	Dec 1, 2020
Sept 8-11, 2020	Aug 1, 2020	Feb 8-12, 2021	Dec 1, 2020
Sept 14-18, 2020	Aug 1, 2020	Feb 16-19, 2021	Dec 1, 2020
Sept 21-25, 2020	Aug 1, 2020	Feb 22-26, 2021	Dec 1, 2020
Sept 28-Oct 2, 2020	Aug 1, 2020	Mar 1-5, 2021	Dec 1, 2020
Oct 5-7, 2020	Aug 1, 2020	Mar 8-12, 2021	Dec 1, 2020
Oct 12-16, 2020	Aug 1, 2020	Mar 15-19, 2021	Dec 1, 2020
Oct 19-23, 2020	Aug 1, 2020	Mar 22-26, 2021	Dec 1, 2020
Oct 26-Oct 29, 2020	Aug 1, 2020	Apr 6-9, 2021	Dec 1, 2021
Nov 2-6, 2020	Aug 1, 2020	Apr 12-16, 2021	Dec 1, 2021
Nov 9-13, 2020	Aug 1, 2020	Apr 19-23, 2021	Dec 1, 2021

Nov 16-20, 2020	Aug 1, 2020	April 26-30, 2021	Dec 1, 2020
Nov 30-Dec 4, 2020	Aug 1, 2020	May 3-7, 2021	Apr 1, 2021
Dec 7-11, 2020	Aug 1, 2020	May 10-14, 2021	Apr 1, 2021
Dec 14-18, 2020	Aug 1, 2020	May 17-21, 2021	Apr 1, 2021
Jan 4-8, 2021	Dec 1, 2020	May 25-28, 2021	Apr 1, 2021
Jan 11-15, 2021	Dec 1, 2020		
*Dates are subject to change			

## What to Expect

A detailed schedule outlining each hour of the session is posted outside of the Worship Theater Hallway. We make every effort to stay true to that schedule; however, the schedule may change due to unforeseen circumstances. Should a change occur, the Welcome Desk Attendants will be alerted and a note will be placed on the schedule. Below is a description of a typical day:

### **Schools Out Day Camp**

7:00-8:30 a.m.	Check-In/ Free Play
8:35-9:15 a.m.	Science & Discovery
9:20-10:10 a.m.	P.E. Game
10:15-10:55 a.m.	Free Play: Play-Doh, iPads, Stamps, Reading, Crafting
11:00 a.m. -11:30 a.m.	Bring Sack Lunch
11:30-12:00 p.m.	Interactive Bible Lesson
12:05 p.m-1:30 p.m.	Free Swim
2:00-3:15 p.m.	Snack/Social Game/Board Games
3:20-5:00 p.m.	Movie
5:05-7:00 p.m.	Free Play/Pick Up

### **Kroc Academy**

2:00-3:15 p.m.	School pick-up and drop-off
3:15-3:30 p.m.	Healthy Snack
3:30-4:30 p.m.	Homework assistance, tutoring, or quiet play
4:30-5:30 p.m.	Enriching programs aimed to promote appropriate growth and development
5:30-7:00 p.m.	Clean-up and free play in the Ledge until pick-up

## What to Bring

### **Attire**

Please send children in clothing and footwear that allows them the opportunity to safely participate in the activities scheduled.

### **Sack Lunch**

Children are required to bring a sack lunch on School's Out Day Camp days. Place sack lunches in the blue coolers in the Worship Theater hallway.

### **Swimsuit**

On swim days, **pack a labeled swim bag, swimsuit, sandals or water shoes, and towel. Goggles are optional but highly requested by the children.**

## **What NOT to Bring**

Below is a list of items that are not welcomed. Should a child bring select items, they must remain in the child's bag, in the hallway. Any disruptions may result in the item being kept with the staff and returned to a Parent/Guardian at check-out. This policy is for the child's safety; as well as, to encourage group interactions and participation.

- Cell phones (See Communications Section)
- Electronics: music players, games, cameras, etc.
- Expensive jewelry or other expensive belongings.
- Skates, roller blades (or other shoes with wheels in the soles), heels/cowboy boots/sandals on gym days.
- Personal toys or cards
- Pets
- Drugs or alcohol
- Real or pretend weapons
- Any other items the Kroc Center Staff deems inappropriate.

### **Money**

We do NOT encourage children to bring money to the program due to risk of valuables being misplaced, stolen, or given away.

### **Vending Machine Policy**

Vending Machines are off-limits to children unless the Parent/Guardian is present due to previous issues with mess and theft. Items purchased will be kept with the staff and given back to the child at the end of the day.

## **Lost Items**

Lost and found items are kept in a secure closet for two weeks after a session before being donated to the local Salvation Army Family Store. Please see the Welcome Desk Attendant and provide a detailed description of your missing item. Items may take a few days to make it to this closet so continue to check with staff or leave your contact information with the Welcome Desk Attendant. The Kroc Center is not responsible for lost or stolen items and you will not be reimbursed.

## **Aquatic Center**

With staff supervision, all children change in the pool cabanas or the locker rooms on the lower level. Only one child is allowed in each stall or cabana at a time. Children are required to change into their swimming suits on their own; assistance can only be given after the child has changed and is appropriately covered. The children will then place their clothing into their swim bag to be stored in the cubbies located on the pool deck. Prior to entering the swimming pool, the children must completely rinse off in the showers. After swimming, the children will not have the opportunity to shower. Instead, the children will change back into their street clothing to continue on to the next activity.

Children that cannot swim well or do not meet the height requirements must remain in the zero entry area of the pool. Ability is determined by the child standing or swimming without assistance. The decision is made by lifeguards and/or staff. For Parent/Guardian(s) picking children up during swim time, please contact the Coordinator's cell phone to better ensure the child is ready. Parent/Guardian(s) are welcome to come to the pool to collect their children but shoes are not permitted on the pool deck. Children and Parent/Guardian(s) must adhere to the policies of the Aquatic Center.

## **Behavior Expectations**

Our programs strive to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both fun, educational, teach new skills, foster relationships, and build self-confidence. Our staff work to create a positive environment that is free from discrimination or other factors that may prohibit children from having an enjoyable or safe experience at the Kroc Center.

Every child deserves to have a positive experience at the Kroc Center, free from peer pressure, excessive negativity, and any other behavior that unfavorable affects his/her self-esteem and/or ability to fully participate. We take bullying, of any kind, very seriously. Staff members are trained in utilizing constructive disciplinary techniques to create a positive environment that welcomes growth and learning. Our perspective on discipline is to teach not punish, as we strive for the children to learn.

With each new child that joins, staff members and children discuss the rules and expectations of the program as we believe in a proactive approach. All rules and expectations are posted in the Green Room, and are used to create an environment that fosters openness, respect, and fun as children thrive creatively within a structured system.

### **Transportation Safety**

If a field trip has been scheduled, staff may provide transportation in the Salvation Army Kroc Center's vehicles. At this time, children must adhere to the following rules to guarantee safety during transport. If a child becomes unsafe during transportation, the child may be unable to continue utilizing the Salvation Army Kroc Center's vehicles and may be required to find alternative transportation.

- Every passenger must remain seated while the vehicle is in motion
- Every passenger must wear a seatbelt at all times
- Keep arms, legs, and other body parts to one's self and ALWAYS inside the vehicle
- Do not leave the bus until instructed
- No eating or drinking; pick up all trash and belongings before exiting
- Inside voices only
- Children must sit in rows with the same gender
- Only Christian radio stations are played

### **Rules**

Rules are very important because they guide the way the whole group interacts and plays together. Our rules are simple for the children to remember; however, more specific rules can be easily incorporated into the four designated rules.

#### **1. Love Others**

John 15:12 says, "This is my commandment, that you love one another as I have loved you." This rule sets a precedence to come at every situation or to every individual with love. It teaches that we are all deserving and worthy of giving or receiving love. Children hear the message of, "You are loved. You are good. You are enough." This allows the children to value others with kindness, respect, honor, and compassion.

#### **2. Be Safe**

This rule adds needed structure to the entire group to help protect the children from injuries; as well as, allow us to care for the children in a direct way due to children hearing the message, "You are safe. You will be taken care of." Keeping this rule prominent in our groups helps us establish a caring environment for the children.



### **3. Stay Together**

This rule helps to keep all of the children engaged with each other while focusing on the here and now. It also provides the important message of, “You are important and connected to this group.” Staying together helps the children feel noticed and valued because there is talk about missing a child that is absent or not starting an activity until every child is ready. This allows each child to know that they will not be forgotten or excluded.

### **4. Have Fun**

We want children to just have fun because it brings joy to their lives and allows their experiences to be more impactful. Joy gives us the opportunity to connect while building relationships, overcoming challenges, and gaining new experiences. This makes the experiences of day camp/after school lasting and far-reaching. This also gives children the message that their feelings and happiness are important.

### **Disciplinary Progression**

As children grow and learn, it is vital that they gain an understanding of limits, expectations, and empathy. Staff have been trained to set appropriate structure and offer redirection or re-dos to the children. For smaller behavioral issues, the staff will offer a quick reminder; however, for larger or repeat behavioral issues, the staff will separate the child from the group and have a discussion.

- Engagement
- Movement
- Connection/Redirection
- Redo
- Separation from the Group
- Natural and Logical Consequences/Loss of Privilege
- Empathy/Understanding
- Prayer/Repair

### **Continued or Repeat Infractions**

- Parent/Guardian Meeting

The Coordinator or Specialist may contact the Parent/Guardian(s) to schedule a meeting regarding the child and the problematic behaviors noted. This meeting is intended to better understand the child, the situation, the various factors, etc. It is important for the Parent/Guardian(s) to attend with a solution-focused mindset. The more information shared, the better the School's Out Day Camp staff can adjust to be more proactive and helpful in maintaining enrollment in the program.

- Behavioral Plan

The Coordinator, Specialist, Parent/Guardian(s), and/or youth will collaborate to create a strengths-based plan to assist the child in addressing behaviors and ensuring success in the program. The team will work together to create an agreed upon plan. Specific steps will be documented and follow-up actions or consequences will be outlined.

### **Program Suspension or Expulsion**

Repeat infractions or significant acts; such as fighting, theft, possession of weapons/drugs, suicidal/homicidal ideation, etc. may result in immediate suspension or expulsion, necessitating removal from the program. Please note, that the child's appropriate behavior is the responsibility of the Parent/Guardian; therefore,

the Parent/Guardian is responsible for making arrangements to pick the child up immediately when an issue arises.

No refunds or credits are granted for missed days due to behavioral problems. A meeting may be scheduled with the Coordinator, the Specialist, and the Parent/Guardian(s) to discuss the incident and the decision. Written notifications may be requested following.

## **Program Policies**

Our policies have been created and utilized in order to protect the children involved in all youth programs. The Coordinator or Specialist will contact the Parent/Guardian(s) to discuss the incident and the decision.

### **Confidentiality**

Children's records are open only to the appropriate staff members and the child's Parent/Guardian(s). Persons having access to children's records will not discuss or disclose personal information regarding the child(ren) and their relatives except to the Parent/Guardian(s), other person authorized by the Parent/Guardian(s) or as required by state law. Parent/Guardian(s) must complete the Youth Ministry Release of Information form if additional information is needed or desired.

### **Cancellations**

- *Cancellations more than seven days prior to the session:* Full credit on a Kroc Center gift card or a transfer to another session if available.
- *Cancellations less than seven days prior to the session:* Are ineligible for a refund or credit unless the cancellation is due to a personal emergency. Please contact the Youth Development & Outreach Specialist regarding this emergency for approval.
- Pro-rated credit will not be issued for partial attendance at School's Out Day Camp. This includes sessions missed due to illness, behavioral issues, etc.
- Refunds are only issued if a session is cancelled by the Kroc Center.

### **Refunds**

All refunds require prior approval by the Specialist. Credit or Debit Card Payments will be refunded back to the card used to complete the initial transaction. Cash or Check payments will be refunded by check and mailed to the indicated home address. It will take approximately 8 to 10 business days for the refund to be processed. This amount can be applied to future sessions.

### **Drop-In Child Care**

We do not offer drop-in child care due to state regulations for staffing.

### **Weather**

In the event the Kroc Center must be closed during normally scheduled hours, management will announce the closing via Facebook and/or the Webpage. Call the Welcome Desk or Coordinator ahead of time if inclement weather is expected or possible.

### **School Cancellations/Unexpected Half-Days**

When school has been cancelled or released early due to inclement weather, there is the potential that a School's Out Day Camp may be arranged. Should this day be available, it will be displayed online or via Facebook. Payment can be made when the child is dropped off in the morning.

### **Late Pick-Up Fee**

Our programs end promptly at 7:00PM. All of the children must be picked up by this time. If an emergency arises, please call the Kroc Center and notify day camp/after school concerning a late arrival. A late fee of \$1

per minute will be assessed after a 15-minute grace period. The late fee must be paid to the Coordinator or the Specialist via cash or check ONLY. A receipt will be written out. If a child is not picked up by 8:00PM, local authorities will be contacted.

### **Discharge of Enrolled Children**

The Kroc Center reserves the right to deny service under any of the following conditions:

- The Kroc Center has reached capacity for proper operation
- Previous failure to comply with payments at time of service (i.e., returned checks)
- Failure of Parent/Guardian(s) to observe any Kroc Center policy
- A child is a continued disciplinary problem
- Staff is unable to meet the individual or unique needs of the child after every appropriate and reasonable effort has been made

The Kroc Center staff will make every reasonable effort to keep a child in the program. If there are recurrent issues that cause program disruption, safety concerns, an inability to meet the child's needs or a severe incident has occurred requiring immediate action, the Coordinator and Specialist will conduct a consultation with the Parent/Guardian(s) to better understand the circumstances and to create an agreed upon plan of action. Should the need arise where a child must be asked to leave the program, personal contact with the Parent/Guardian will be initiated by the Specialist and the Coordinator. A plan for the child's return at a future date will be discussed and agreed to, if applicable, and the terms under which the child may return will be clearly defined. Written notification will follow the meeting.

The Parent/Guardian may also initiate this process should they feel there are issues that cannot be agreed upon. Parental/Guardian requests for removal from the program must be addressed as soon as possible and no later than the next business day after the request is made.

## **Drop-Off & Pick-Up Procedures**

### **Drop Off**

The Salvation Army Kroc Center is a public facility and the surrounding parking lots are typically busy during drop-off and pick up times. Please keep in mind the safety of others; as well as, the child. Children may not check themselves in or out of the program. An authorized adult must be present for this process. Children will hang up their belongings in the coatrack hallway leading to the Green Room.

### **Pick-Up**

When an authorized adult with proper identification arrives, they will check-out with staff in the Ledge.

- Authorized Pick-Up
  - Authorized adults must be listed on the Authorized Pick-Up section of the "Youth Ministry Registration Form". Parent/Guardian(s) must provide verbal or written permission to update the approved list.
  - Only the Parent/Guardian that enrolled the child may change the list of individuals authorized or NOT authorized to pick-up the child. This should be done in-person and identification is required.
- Valid Identification
  - To prove identification, the adult must present a current picture I.D. Accepted forms of identification include valid state-issued identification card, driver's license, military identification card, or passport.

- Staff may not deny a legal Parent/Guardian access to their child without the proper legal documentation; said documentation must be on file.
  - Many times children in our care will have Parent/Guardian(s) that have sole custody, joint custody, or another arrangement. If a Parent/Guardian has legal documentation restraining a Parent/Guardian from obtaining access to a child, we must have a copy of the legal verification/documentation in our files; otherwise, we cannot deny access to a legal Parent/Guardian.
- The Ledge Youth Development Assistants will check approval and contact the group. The children will then walk to the game room to meet the authorized adult.
- If pick-up is time sensitive, please inform the Coordinator in advance to better guarantee the child is ready in the Ledge but please be understanding that this process takes time.

### **Release of Children to Impaired Persons**

If a Parent/Guardian (or authorized adult) appears to be impaired, the Kroc Center staff will follow these steps for safety of the campers:

- The Kroc Center staff will express concern for the condition that the person appears to be in and will state the danger that their condition places the child in.
- The Kroc Center staff will try to contact the other Parent/Guardian (or authorized adult) to pick up the child.
- If another authorized adult is unavailable to pick up the child, the Kroc Center staff may contact the proper authorities if it is determined to be in the best interest of the child.
- If the person refuses the above procedures and attempts to leave the Kroc Center with the child, the Kroc Center staff will call local law enforcement.
- Under no circumstances will the Kroc Center staff intervene and take the child home.

These procedures are in place and will be carried out for the safety of all involved.

## **Leaders**

We feel confident that we have the best staff around! Most importantly, our staff is made up of people who love children. They want to spend their time playing, teaching, and working with children. All staff members are certified in basic First Aid/CPR, Safe from Harm, and Youth Asset Development Initiative (YADI); through extensive annual training in the summer. Additionally, they receive regular training and mentoring on effective discipline. Parent/Guardian(s) can rest assure that we are hiring the “best of the best” to work with the children.

### **Tips/ Gifts**

The Salvation Army policy states that employees are not to accept tips, gifts, or other forms of gratuities. We encourage Parent/Guardian(s) to make a donation to help our scholarship program. Contact the Welcome Desk for more information.

## **Communications**

### **Contacting a Child**

We understand that urgent situations arise. If a Parent/Guardian should ever need to reach their child while at the Kroc Center, they should call the Welcome Desk, the Coordinator’s Cell Phone, or the Specialist’s Cell Phone. A Kroc Center staff member will be able to reach the child’s leader to either relay the message or bring the child to the nearest phone.

## **Visitors**

We encourage all Parent/Guardian(s) to join us for a few hours and explore the program. First, contact the Coordinator to schedule a date to visit and observe the program. On the scheduled date of the visit please stop by the Ledge and be prepared to show identification to ensure that all visitors are listed as authorized adults. We ask that adults observe from a distance, so as to maintain safety procedures in activity areas.

## **Cell Phone Policy**

Social development is one of our top values; however, use of cell phones create a distraction and a “disconnect” between children and the impact of the activities being led; as well as, their overall involvement with peers in the program. Children are not permitted to have cell phones on them during the program. If there is a specific reason a Parent/Guardian would like their child to carry a cell phone, please communicate this with the Coordinator. Guidelines will be created for this exception. If an approved cell phone becomes a distraction or is used other than the expressed reason, the phone will be taken away and returned at check-out.

## **Contacting Staff**

Exchange of information between Parent/Guardian(s) and staff provides insight for both parties. It is vital that we are informed of changes in a child’s life so the staff may provide the best care possible. We will treat this information with the utmost confidence and concern. There are several methods in which Parent/Guardian(s) may contact the staff:

- Enrollment Form: Parent/Guardian(s) are encouraged to indicate any circumstances that may affect the child’s experience at the Kroc Center on the registration forms.
- Telephone: Parent/Guardian(s) may call the Kroc Center and ask for the staff or contact the Coordinator or Specialist’s work phones. Phones are kept at the Kroc Center after hours.
- Email: Written notification is an excellent way to communicate information about a child; as well as, specific questions or concerns that arise. Anticipate an email or phone response within 24 hours, Monday through Thursday.
- In-Person: The coordinator is often leading programs. Meetings should be scheduled in advance to better guarantee availability.

## **Medical Protocol**

If a child has any medical needs requiring assistance or accommodations, please include this information on the “Youth Ministry Registration Form.” This includes all medical or behavioral diagnoses that may affect a child’s experience regardless if the child takes medication for the condition as knowledge assists the staff in providing the best care possible. The Coordinator will contact the Parent/Guardian for further information regarding the child’s needs, medications, side effects, behavioral plans, etc. if needed.

## **Medications**

Medications administered during day camp/after school require a completed “Youth Ministry Medical Information Sheet” signed by the child’s prescribing physician. All medication(s) must be dropped off in the original prescription container with the child’s name printed on the label. Please place the medication in a clear plastic bag with the child’s name clearly marked.

- Centrally Stored Medication

- Authorized adults must drop off and pick up all medications at the beginning and/or end of each session. Any medication left overnight is documented in the “Centrally Stored Medication Log.”
- All medications are stored in locked containers, in a locked cabinet with access by the Health Supervisor (Coordinator or Specialist).
- Medication Administration
  - The Health Supervisor (Coordinator or Specialist) will administer all medications according to the directions on the prescription bottles or any additional instructions given by the prescribing physician only.
- Permission to Carry
  - Children held responsible for carrying and administering medication require signed permission at the bottom of the “Youth Ministry Medical Information Sheet.”
  - This typically includes prescriptions such as asthma inhalers and epi-pens.

### **Illness at Day Camp/After School**

We are not designed to handle ill children. If a child becomes ill, our staff will contact the child’s Parent/Guardian for pick-up.

### **Injury at Day Camp/After School**

Staff will treat minor injuries requiring application of a bandage or ice. If further medical attention is required or if we are unsure of the severity of the injury, Parent/Guardian(s) will be notified immediately. The Emergency Medical System (911) will be activated at the discretion of the Coordinator or the Specialist. If we are unable to reach the Parent/Guardian(s), staff will continue calling adults listed on the “Youth Ministry Registration Form.” Children requiring immediate medical attention will be transported to the hospital by an ambulance. All expenses for emergency medical care are the responsibility of the Parent/Guardian.

### **COVID-19**

The Kroc Center will continue to follow the guidelines listed by the CDC and will diligently update protocols to adhere to the expectations outlined in the Restore Illinois plan. All will be temporary and may change throughout the school year.

### **Thank-You**

We look forward to spending time with each and every child that walks in our doors. Thank you for this opportunity to make a difference and we pray we help each child succeed to the best of their ability.

God Bless.