



## 2025 Guardian Guide



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### Additional Documents

- 1) Youth Programs Registration Form  
**One per child, per year**
- 2) Youth Programs Medical Information Sheet  
**One per child if there is a medical condition or if medication must be administered during Camp Kroc**
- 3) WCCCC Financial Assistance Application  
**One per family if there is a need**
- 4) Youth Programs Scholarship Request Form  
**One per family after WCCCC is denied**
- 5) Youth Counselor in Training Request Form  
**One per teen (Grades 7-12)**

## **Introduction**

Welcome to The Salvation Army Ray & Joan Kroc Corps Community Center's Camp Kroc. Our team is looking forward to spending fun-filled days with your child this summer. Our goal is to create a positive and safe environment that will enable campers to make friends, explore new adventures, and build skills with our exciting activities. We are dedicated to encouraging campers 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. This guide is meant as a resource for Parent/Guardian(s) to utilize throughout Camp Kroc. If you have any questions or concerns, please do not hesitate to contact the Youth Programs Coordinator.

## **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 is 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 Camp Kroc program 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**

Camp Kroc is 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 gender, 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:

Every child can...

- make friends
- participate and get involved
- develop new skills and interests
- be successful and gain confidence
- make decisions and solve problems
- assume leadership roles

## **Contact Information**

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

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

**Facebook Page:** Kroc Youth Programs

## **Registration & Payment Information**

### **Campers**

The program runs Monday-Friday from 7:00AM until 6:00PM during the summer for children ages 5-14 in grades K-8. Campers must be in the grades indicated 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 appropriate accommodation for the child. We do NOT offer drop-in child care due to state regulations for staffing.

### **Counselors in Training**

The CIT Program is open to youth grades 7-12 interested in enriching their summer and being part of an unforgettable experience. CITs will receive all of the amenities that come with Camp Kroc; as well as, hands on training, mentoring, and leadership development.

### **Fees**

Cost per week per camper is **\$180** for Non-Members.

### **Discounted Fees**

Discounts do not. Cost per week per camper is as follows:

- Kroc Center Members: **\$150 – Full Time**
  - To receive the membership rate, the camper'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.
- Early Bird Special:
  - For members only
  - \$200 down payment made in person at the front desk. Then select a payment plan of
    - A. 5 monthly payment April- August of \$240
    - B. 3 monthly payments June-August of \$400
  - Reserves spot for all 10 weeks
  - Non Refundable
- Multiple Child (3 or more): **15% Off**
  - To receive this discount for each camper, Parent/Guardian(s) must register in-person and provide proof of guardianship (example: current tax return, insurance, medical card, etc.).
  - This discount is not stackable with WCCCC participants.
- Financial Assistance:
  - We now accept WCCCC participants. Contact the Youth Programs Coordinator or the front desk for an application form.
  - To apply for financial assistance, submit the "Youth Programs Scholarship Request Form" along with a denied WCCCC application, 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).
  - WCCC is a program for Illinois residents. Missouri residents may request a "Youth Programs Scholarship Request Form".
  - Scholarships are limited but available to those who don't qualify for WCCCC. Only completed forms will be processed for approval by the Scholarship Committee. The scholarship committee meets monthly to review these applications.
- Counselor in Training: **50% Off**
  - To apply for selection, submit the "Counselor in Training Request Form". Make a note stating your intent 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 camper's name differs from the Parent/Guardian(s), please write the camper'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. Payments may be made at the Control Desk, over the phone, or online.

## Registration

Space is limited. Registrations will be accepted on a first-come, first-served basis. To register, complete and submit the "[Youth Programs Registration Form](#)" to the Welcome/Control 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 the spaces that do not apply to the camper. Please note that incomplete forms may not be processed. Only one registration form required each year.

## Payment

Campers may not attend the program until the payment in full has been made. This must be completed the Friday prior to the week of camp the child will be attending. Late Registration will be accepted on Saturday and Sunday with an additional \$20 fee. This will be noted and reported during check-in.

## Payment Schedule and Sessions

Below is a descriptive table of each weekly session dates. Enrollment opens for **members** at the beginning of Spring Break, March 13th. Enrollment for **non-members** opens April 1<sup>st</sup>.

Week of Camp	Weekly Session	Week of Camp	Weekly Session
Week 1	June 2-6	Week 6	July 7-11
Week 2	June 9-13	Week 7	July 14-18
Week 3	June 16-20	Week 8	July 21-25
Week 4	June 23-27	Week 9	July 28-August 1
Week 5	June 30-July 3	Week 10	August 4-8
Dates subject to change. Check the monthly schedule or webpage for updates.			

\*Following Camp Kroc, join us for after school care at Kroc Academy or at School's Out Day Camp during school breaks. Learn more online.

## What to Expect

The weekly schedule is posted outside of the Worship Theater Hallway. Camp Kroc strives to remain true to the schedule; however, if an unforeseen circumstance arises, the schedule will be altered and the Control Desk will be immediately alerted.

- New this year, children will be split up by ages as opposed to grades. A child's group will be decided upon based on their age as of the first day of camp.(June 2)
- Green Group 5-6 years
- Blue Group 7-8
- Orange Group 9-10
- Red Group 11-14

Below is a description of a typical day at Camp Kroc:

Weekly Activity Schedule					
Week 1: June 2-8					
Green Group- Ages 5-6					
	Monday	Tuesday	Wednesday	Thursday	Friday
	Worship Theater	Worship Theater	Worship Theater	Worship Theater	Worship Theater
7-8:30am	Check-In/ Morning Assembly Restroom/ Water Break	Check-In/ Morning Assembly Restroom/ Water Break	Check-In/ Morning Assembly Restroom/ Water Break	Check-In/ Morning Assembly Restroom/ Water Break	Check-In/ Morning Assembly Restroom/ Water Break
8:30-9:30	Aquatics/ Bluffs A Swimming/ Home Room Free Play 8:30am Change 8:50am Free Swim 10:10am Change	Aquatics/ Bluffs A Swimming/ Home Room Free Play 8:30am Change 8:50am Free Swim 10:10am Change	Aquatics/ Bluffs A Swimming/ Home Room Free Play 8:30am Change 8:50am Free Swim 10:10am Change	Aquatics/ Bluffs A Field Trip- <b>Quincy Children's Musuem</b> 9-10:30am Load bus at 8:45am	Aquatics/ Bluffs A Swimming/ Home Room Free Play 8:30am Change 8:50am Free Swim 10:10am Change
9:30-10:30	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
10:30-11:30	Bluffs A Morning Snack & Stories Animal Crackers or Goldfish The Berenstain Bears Batter Up, Meet Fancy Nancy, Pete the Cat and the Bad Banana & Pete the Cat Out of This World	Bluffs A Morning Snack & Stories Granola bar or Fruit Roll Up's Meet Biscuit, Just Critters Who Care, & Cabbage Moon	Bluffs A Morning Snack & Stories Fruit Loops or Animal Crackers The Berenstain Bears Let's Sell It, Pete the Cat Get To Bed, & Wacky Wednesday	Bluffs A Morning Snack & Stories Fruit Roll Ups or Granola Bars Biscuit and the Hayt, Just Saving My Money, & Franklins Class Trip	Bluffs A Morning Snack & Stories Rice Krispy Treats or Fruit Snacks This Week's Kids Choice
11:30-11:55am	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
11:55-12:20pm	Meadows Lunch Restroom/ Water Break	Meadows Lunch Restroom/ Water Break	Meadows Lunch Restroom/ Water Break	Meadows Lunch Restroom/ Water Break	Meadows Lunch Restroom/ Water Break
12:20-12:45pm	Bluffs A Ice Breaker Games A Great Wind Blows 2 minute mix up	Bluffs A Picture Bingo	Bluffs A Just Dance Gummy Bear Let it Go YMCA Kung Fu Fighting What Does The Fox Say?	Bluffs A Rock Wall Climb/ Rocket Ship Craft	Bluffs A Space Mobile
12:45-1:10pm	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
1:10-2pm	Court B Gym Warm ups Sharks & Minnows	Court B Gym Warm ups Ships and Sailors	Court B Gym Warm ups Frozen Tag	Court B Gym Warm ups Cops and Robbers	Court B Gym Warm ups This Week's Kids Choice/Freeplay
2-3pm	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
3-4pm	Ledge Ledge Time Restroom/ Water Break	Ledge Ledge Time Restroom/ Water Break	Ledge Ledge Time Restroom/ Water Break	Ledge Ledge Time Restroom/ Water Break	Ledge Ledge Time Restroom/ Water Break
4-5pm	Patio/Bluffs A Patio Play/ Just Dance Restroom/ Water Break	Patio/Bluffs A Patio Play/ Just Dance Restroom/ Water Break	Patio/Bluffs A Patio Play/ Just Dance Restroom/ Water Break	Patio/ Bluffs A Patio Play/ Just Dance Restroom/ Water Break	Patio/ Bluffs A Patio Play/ Just Dance Restroom/ Water Break
5-6pm	Bluffs A Noodle Drumming/ Body Percussion ND- We Will Rock You ND- Shake It off BP- I Want Candy BP- What else can I do? Snack: Fruit Loops or Fruit Snacks	Bluffs A Color Combinations Mouse Paint Activity Snack: Animal Crackers or Goldfish	Bluffs A Bible Lesson Snack: Cheez-it's or Rice Krispy	Bluffs A Reading and Relaxation Puzzle Building I Spy Activities Children's Choice Books Snack: Granola Bar or Goldfish	Bluffs A Karaoke Snack: Fruit Roll Ups or Cheez-it's
6-7pm	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
	Worship Theater	Court B	Court B	Court B	Court B
	QPL Book Mobile/ Story Time	Gym Warm ups Soccer/3Team Soccer	Gym Warm ups Pinball/Poison Ball	Gym Warm ups Volleyball/Basketball	Gym Warm ups This Week's Choice/ Freeplay
	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
	Bluffs A	Bluffs A	Bluffs A	Bluffs A	Bluffs A
	Board & Card Games	Board & Card Games	Board & Card Games	Board & Card Games	Board & Card Games
	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
	Worship Theater	Worship Theater	Worship Theater	Worship Theater	Worship Theater
	Movie/ Pick up	Movie/ Pick up	Movie/ Pick up	Movie/ Pick up	Movie/ Pick up
	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break
	Ledge	Ledge	Ledge	Ledge	Ledge
	Extended Care	Extended Care	Extended Care	Extended Care	Extended Care
	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break	Restroom/ Water Break

## What to Bring

### **Attire**

Campers should be prepared for active play. Campers are required to wear socks and closed-toed shoes. Outside snaps, buttons, or ties are not recommended as they may catch during play. Skirts or dresses inhibit movement and are discouraged. Please send a child in clothing and footwear that they can put on without assistance. Campers go outside daily, please include a labeled bag, water bottle, and sunblock.

### **Camp Kroc T-Shirt**

T-Shirts will be distributed on their groups first field trip. Specific sizes may not be available. Campers should wear this shirt on select days for off-campus trips: Noted in the Weekly Schedule.

### **Swimsuit**

Campers will have the opportunity to utilize the Aquatic Center and Splash Pad Monday- Friday. **Pack a labeled swim bag, swimsuit, and towel.** Campers may bring their own goggles or ear plugs. Campers without the necessary items will be with an alternate Youth Counselor in lieu of swimming.

### **Backpack/Bag**

Campers should bring a labeled backpack or bag to carry all of their belongings.

### **Sack Lunch**

Bring a labeled sack lunch if the camper does not want to eat the meal provided by the FREE Summer Lunch Program.

If your child, will be utilizing the Kroc Café for a snack or in addition to their lunch. Money must be placed on a Kroc Center gift card labeled with their name. Children will not be allowed to go the Kroc Café if they are using cash.

## What NOT to Bring

Below is a list of items that are not welcomed at Camp Kroc. Should a camper bring said items, they will be confiscated and kept with the Coordinator to be returned to the Parent/Guardian at check-out. This policy is for the camper's safety; as well as, to encourage group interaction and participation.

- Cell Phones (See Communications Section)
- Electronics: music players, games, cameras, etc.
- Expensive clothing, jewelry, money, or other items of value
- Skates, boots, heels, or shoes with wheels in the soles
- Personal toys, trading cards, etc.
- 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 campers unless properly supervised due to previous issues with mess and theft.

## **Lost Items**

Lost and found items are kept in a secure closet at the Control Desk, near the Rock Wall, for two weeks after a session before they are donated to the local Salvation Army Family Store. Please see an attendant at the Control Desk and provide a detailed description of your missing item. The Kroc Center is not responsible for lost or stolen items and you will not be reimbursed.

## **Aquatic Center**

With staff supervision, all campers 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. Campers 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. Campers will then place their clothing into their swim bag to be stored on the white bench located on the pool deck. Prior to entering the swimming pool, the children must completely rinse off in the showers. After swimming, campers are not required to rinse off again and they will not have the opportunity to shower. Instead, campers will change back into their street clothing to continue on to the next activity.

When the big red slide is available, children in the red zone of the height chart require a wristband. This will be distributed upon entering the pool. The wristband also determines if the child is tall enough to enter deeper parts of the water. Campers that cannot swim well are required to remain in the zero-entry area of the pool. Life Guards determine this based on height and swimming ability. To swim in the deep end Life Guard will conduct a swim test. For Parent/Guardian(s) picking up during swim time, please contact the Coordinator's cell phone to better ensure the camper 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. Campers and Parent/Guardian(s) must adhere to the policies of the Aquatic Center. Adult may need to retrieve the camper from the pool to supervise the camper changing out of their swimwear early.

## **Behavior Expectations**

Our programs strive to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both fun and educational, providing campers with the chance to learn 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 campers 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 unfavorably affects his/her self-esteem and/or ability to fully participate in activities. We take bullying, of any kind, very seriously. Staff members are trained in utilizing constructive discipline 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 camper that joins Camp Kroc, staff members and campers discuss the rules and expectations of the program as we believe in a proactive approach. All rules and expectations will be announced in the Camp Kroc morning assembly as well as will be posted in the Ledge, and used to create an environment that fosters openness, respect, and fun as children thrive creatively within a structured system.

## **Transportation Safety**



Staff provide transportation to scheduled field trips for each Camp Kroc session. Campers 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 to remain in Camp Kroc.

- Every passenger must remain seated at all times
- 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 in the bus; pick up all trash and belongings before exiting
- Inside voices only
- Children must sit in rows with the same gender

### **Camp Kroc Rules**

Rules are very important because they guide the way the whole group interacts and plays together. The rules for Camp Kroc are simple for the campers to remember; however, more specific rules can be easily incorporated into our 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 campers from injuries; as well as, allow us to care for the camper in a direct way due to campers 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 our campers.

#### **3. Stay Together**

This rule helps to keep all of the campers 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 camper feel noticed and valued because there is talk about missing a camper that is absent or not starting an activity until every camper is ready. This allows each camper to know that they will not be forgotten or excluded.

#### **4. Have Fun**

We want our campers 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 Camp Kroc lasting and far-reaching. This also gives campers the message that their feelings and happiness are important.

### **Disciplinary Progression**

As campers 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 campers. For smaller behavioral issues, the staff will offer a quick reminder; however, for larger or repeat behavioral issues, the staff will separate the camper from the group and have a discussion. Specifically, Camp Kroc uses:

- Engagement

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

### **Continued or Repeat Infractions**

- Parent/Guardian Meeting

The Coordinator may contact the Parent/Guardian(s) to schedule a meeting regarding the camper and the problematic behaviors noted. This meeting is intended to better understand the camper, 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 staff can adjust to be more proactive and helpful in maintaining enrollment in the program.

- Behavioral Plan

The Coordinator, Parent/Guardian(s), and/or youth will collaborate to create a strengths-based plan to assist the camper 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, sexual behaviors, etc. may result in immediate suspension or expulsion, necessitating removal from the program. Please note that a child's appropriate behavior is the responsibility of the Parent/Guardian; therefore, the Parent/Guardian is responsible for making arrangements to pick up the camper immediately when an issue arises.

No refunds or credits are granted for missed days of Camp Kroc due to behavior problems. A meeting will be scheduled with the Coordinator and the Parent/Guardian(s) to discuss the incident and the decision.

## **Program Policies**

Camp Kroc's policies have been created and utilized in order to protect the campers involved in all youth programs. Please read this section carefully and contact the Coordinator with any questions that may arise.

### **Confidentiality**

Camper's records are open only to the appropriate Kroc Center staff members and the camper's Parent/Guardian(s). Persons having access to the camper's records will not discuss or disclose personal information regarding the child(ren) and their relatives except to the Parent/Guardian(s) or 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.

### **Cancellations**

- *Cancellations more than seven days prior to the start of a week's 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 start of a week's session:* Are ineligible for refund or credit. Please contact the Coordinator for approval.
- Pro-rated credit will not be issued for partial attendance at Camp Kroc. This includes session missed due to illness, behavioral issues, etc.
- Refunds are only issued if a Camp Kroc session is cancelled by the Kroc Center and an alternate option has not been given.

## **Refunds**

All refunds require prior approval by the Coordinator. 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 check to arrive.

## **Weather**

In the event the Kroc Center must be closed during normally scheduled hours, management will announce the closing via Facebook and the Webpage. Call the Control Desk or Coordinator ahead of time if inclement weather is expected or possible. Sign-up for text alerts to receive more timely notifications. Simply text KrocQcy to 24365. This will automatically sign you up to start receiving alerts.

## **Late Pick-Up Fee**

Our Camp Kroc program ends promptly at 6:00PM and all of the campers must be picked up by then. If an emergency arises, please call the Kroc Center and notify Camp Kroc concerning a late arrival. A late fee of \$1 per minute will be assessed after a 15-minute grace period. If a Parent/Guardian is consistently late two days a week or more, a late fee of \$10 will be charged per day that the Parent/Guardian is late picking up their child. If a child is not picked up by 7:00PM, local authorities will be contacted. The late fee must be paid to the Coordinator via cash or check ONLY.

## **Discharge of Enrolled Campers**

The Kroc Center reserves the right to deny services 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 camper is a continued disciplinary problem
- Camp Kroc staff is unable to meet the individual or unique needs of the camper after every appropriate and reasonable effort has been made

The Kroc Center staff will make every reasonable effort to keep a camper in the program. If there are recurrent issues that cause program disruption, safety concerns, an inability to meet the camper's needs or a severe incident has occurred requiring immediate action, the Coordinator 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 camper must be asked to leave the program, personal contact with the Parent/Guardian(s) will be initiated by the Coordinator. A plan for the camper's return at a future date will be discussed and agreed to, if applicable, and the terms under which the camper 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**

### **Safety**

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 camper. Campers may not check themselves in or out of the program. An authorized adult must be present for this process.

### **Drop-Off**

When the campers arrive, they will check-in with staff at the table located outside of the Worship Theater, in the Fellowship Hall. Campers may not walk themselves into the building, unattended. Parent/Guardian(s) are encouraged to text the Coordinator if a camper is arriving late, leaving early, or absent. Notes can also be given to the staff at the check-in table and information will be passed onto the group leads.

- Regular Care Drop-Off
  - Drop-off will begin at 7:00AM. Campers must be checked into Club Automation and Check ins for attendance and to verify payment in full has been received. Campers will then place sack lunches in the cooler, hang up their belongings in the coatrack hallway leading to the Green Room, then walk into the Worship Theater for Morning Assembly.
- Late Drop-Off
  - The check-in table will be put away at 8am as the Counselors will begin leading their groups through morning rotations. At this time, check-in will occur in the Ledge with a Youth Counselors. Campers arriving late may miss out on trips with their group but they will be supervised by the Youth Counselors in the game room until a bus returns for lunch pick-ups. Please check the schedule ahead of time to ensure campers arrive on time with the necessary items. Additionally, if the entire group has left the Kroc Center the Parent/Guardian(s) may bring the camper to the group (while at the park, field trip, or lunch).

### **Pick-Up**

Campers should be picked up by 6:00PM.

- Requirements
  - Authorized Pick-Up
    - Authorized adults must be listed on the Authorized Pick-Up section of the “Youth Programs Registration Form”. Parent/Guardian(s) must provide verbal or written permission to update the approved list.
  - 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.
  - Custody Concerns
    - Staff may not deny a legal Parent/Guardian access to their child without the proper legal documentation; said documentation must be on file.
- Pick-Up
  - Any authorized adult must head to the Ledge for check-out.
  - The Ledge Youth Counselors will check approval, contact the camper’s group, then the camper will walk to the game room for pickup.
  - If pick-up is time sensitive, please inform the Coordinator in advance to better guarantee the camper is ready but please be understanding that this process takes time.

- Retrieve all personal belongings including any craft projects, lunch bags, swim bags etc.

### **Release of Camper 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 camper in.
- The Kroc Center staff will try to contact the other Parent/Guardian (or authorized adult) to pick up the camper.
- If another authorized adult is unavailable to pick up the camper, the Kroc Center staff may contact the proper authorities if it is determined to be in the best interest of the camper.
- If the person refuses the above procedures and attempts to leave the Kroc Center with the camper, the Kroc Center staff will call local law enforcement.
- Under no circumstances will the Kroc Center staff intervene and take the camper home.

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

## **Camp Kroc 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 the campers. All Camp Kroc staff members are certified in basic First Aid/CPR, Safe from Harm, and the Youth Asset Development Initiative (YADI); through extensive annual training in preparation for the Summer. Parent/Guardian(s) can rest assured that we are hiring the “best of the best” to work with the campers.

### **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**

### **Updates to Authorization List**

Only the Parent/Guardian that enrolled the camper may change the list of individuals authorized or NOT authorized to pick-up the camper. This should be done in-person and identification is required.

Many times campers 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 camper, we must have a copy of the legal verification/documentation in our files; otherwise, we cannot deny access to a legal Parent/Guardian.

### **Contacting a Camper**

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

### **Camp Visitors**

We encourage all Camp Kroc 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 Welcome Desk 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 campers and the impact of the activities being led; as well as, their overall involvement with peers and the program. Campers are not permitted to have cell phones on them during the program.

If there is a specific reason a camper’s Parent/Guardian would like the camper 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 camper’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 Camp Kroc staff:

- Enrollment Forms: Parent/Guardian(s) are encouraged to indicate any circumstances that may affect the camper’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 work phones.
- Email: Written notification is an excellent way to communicate information about a camper; as well as, specific questions or concerns that arise. General questions may be emailed to the Coordinator. Anticipate an email or phone response within 48 hours, Monday through Thursday.
- In-Person: The Coordinator is usually actively leading or facilitating youth programming. In-person conversations should be scheduled in advance to ensure proper availability.
- Famly: Famly is an app used for both check in and out purposes as well as communication.

## **Medical Protocol**

If a camper has any medical needs requiring assistance or accommodations, please include this information on the “Youth Programs Registration Form”. This includes all medical or behavioral diagnoses that may affect a camper’s experience regardless if the camper takes medication for the condition as knowledge assists the staff in providing the best care possible. Feel free to contact the Coordinator to discuss individual needs.

### **Medications**

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

- Centrally Stored Medication

- Authorized adults must drop off and picked 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).
- Medication Administration
  - The Health Supervisor (Coordinator) will administer all medications according to the directions on the prescription bottles or any additional instructions given by the prescribing physician.
- Permission to Carry
  - Campers held responsible for carrying and administering medication require signed permission at the bottom of the “Youth Programs Medical Information Sheet”.
  - This typically includes prescriptions such as asthma inhalers and epi-pens.

### **Illness at Camp Kroc**

Camp Kroc is not designed to handle ill campers. If a camper becomes ill while at Camp Kroc, our staff will contact the camper’s Parent/Guardian for pick-up.

### **Injury at Camp Kroc**

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. If we are unable to reach the Parent/Guardian(s), staff will continue calling adults listed on the “Youth Programs Registration Form.” Campers 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.

### **Thank-You**

We look forward to spending time with each camper this summer. Thank you for this opportunity to make a difference and we pray we help each child succeed to the best of their ability.