



AFTER SCHOOL CARE & DAY CAMP HANDBOOK

575 DIVISION STREET

BILOXI, MS 39530

Phone (228) 228-207-1218 Fax (228) 435-1613

www.krocmscoast.org

"You Belong Here"

Mission

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 meet human need in His name without discrimination

Vision

The Salvation Army Ray and Joan Kroc Corps Community Center aims to expose children and families of the Mississippi Gulf Coast to a variety of people, activities and arts in order to build character, stabilize families, and restore a sense of community.

DOING THE MOST GOOD

Afterschool Camp hours of operation are Monday through Friday, 2:15pm- 6:15pm.

Afterschool is for ages 4-12.

Registration, Tuition and Fees

A \$25 registration fee is due per child upon registration in the program. This fee is non-refundable.

<u>Member Tuition</u>	<u>Guest Tuition</u>
per week: \$40.00	per week: \$50.00

All weekly fees listed above are due on or before 6:15pm Monday. If fee remains unpaid by the end of the day on Monday, there will be a \$10.00 late fee assessed on Tuesday morning

Departure and Late fees

Children must be picked by 6:15pm each day. Any time after 6:15pm is considered outside of normal hours of operation. A late charge of \$10.00 per child will be assessed at 6:20pm and \$1.00 for each minute thereafter. If your child is not picked up by 6:45pm and we have not heard from parents he or she will be taken to Biloxi Police Department and left in their custody.

Cancellations/Refunds

Monetary refunds will not be given unless afterschool week is canceled by Kroc Center Staff. Cancellations 7 or more days prior to the week of will be refunded to a Kroc Center gift card or may be transferred to an unpaid week... Cancellations 6 days or less prior to the week of will be refunded but may be transferred to an unpaid week. No prorated rates will be given for partial attendance to include: illness and behavioral issues. Refunds placed on Kroc Center gift cards are not redeemable for cash. We are not responsible for lost gift cards.

Scholarships

- . Scholarship spaces are limited and are available to those who qualify, based on income.
- . Scholarship discount will be more than 50% off the guest price.
- . Scholarship applications must be received by Danielle Emery.
- . Scholarship processing takes 2-4 weeks and you will receive notification by phone.
- . Full payment is expected until scholarship is processed.
- . Scholarship recipients are still required to pay registration fee.

Summer Day Camp program hours of operation are Monday through Friday, 6:00am- 6:00pm. Summer Day Camp is for ages 5-12.

Registration, Tuition and Fees

A \$100 registration fee is due per child upon registration in the program. This fee is non-refundable.

<u>Members</u>	<u>Guests</u>
\$75.00 Weekly Fees	\$90.00 Weekly Fees

Payment of Fees

All weekly fees listed above are due on or before 6:00pm on Monday each camp week.

If fee remains unpaid by the end of the camp day on Monday, there will be a \$10.00 late fee assessed on Tuesday morning.

Arrival and Departure

Individuals

18 and over will be authorized to pick up children. The person who is signing out the child must have a valid I.D. such as a driver's license. A written authorization will be required for anyone that is not on the authorized sign out list in order to sign out a child.

We do ask that children be dropped off by 9:00am each morning. We do understand that things come up and this may not always be possible. Field Trip days will require a 9:00am arrival by all campers wishing to participate in the field trip.

Departure and Late Fees

Children must be picked up by 6:00pm each day.

Any time after 6:00pm is considered outside of normal hours of operation. A late charge of \$10.00 per child will be assessed at 6:05pm and \$1.00 for each minute thereafter. If your child is not picked up by 6:30pm and we have not heard from parents, he or she will be taken to the Biloxi Police Department and left in their custody.

Cancellations/Refunds

Monetary refunds will not be given unless a camp week is canceled by Kroc Center staff. Cancellations 7 or more days prior to the start of a camp week will be refunded to a Kroc Center gift card or may be transferred to an unpaid camp week. Cancellations 6 days or less prior to the start of camp will be refunded but may be transferred to an unpaid camp week. No prorated rates will be given for partial attendance to include illness and behavior issues. Refunds placed on Kroc center gift cards are not redeemable for cash. **We are not responsible for lost gift card**

Disciplinary Policy

The Salvation Army Kroc Center program disciplinary practices shall be directed towards teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.

RULES:

1. Children will keep hands, feet, objects and negative comments to themselves.
2. Children will obey directions of counselors the first time given.

SEVERE DISRUPTIONS:

DISCIPLINE LADDER

- | | |
|---|----------|
| 1. Open defiance of a counselor | Step 1-4 |
| 2. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person) | Step 1-4 |
| 3. Possession of tobacco or tobacco-related products, alcohol, drugs or weapons on playground sites. | Step 3-4 |
| 4. Defacing or otherwise injuring property that belongs to the KROC Center or Camp (to include restitution for damages) | Step 1-4 |
| 5. Leaving children without authorization | Step 1-4 |
| 6. Misbehavior on the bus | Step 1-4 |
| 7. Fighting, pushing, choking, or in any way hurting another children. | Step 2-4 |
| 8. Other misbehavior as determined by the Staff including pattern of repeated classroom misbehavior. | Step 1-4 |
| 9. Inappropriate touch defined as child to child or child to counselor. | Step 3-4 |

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:

1st offense – Age Appropriate Time-Out from activity

2nd offense – Double Age Appropriate Time-Out

3rd offense – Formal Write-up and referral to program Director for conference and step on ladder.

DISCIPLINE LADDER:

STEP 1: Contact parent...1 day suspension, Removal from ladder if not referred for 5 days

STEP 2: Contact parent, schedule conference...Suspension up to 3 days Removal from ladder if not referred for 10 days

STEP 3: Contact parent, schedule conference...Suspension up to 5 days Removal from ladder if not referred for 10 days

STEP 4: Contact parent (Permanent Removal From Camp)

PHOTOGRAPHY

To promote The Salvation Army Kroc Center and its programs, we prefer to photograph the children while they are active in Camp

Camps

The Salvation Army Kroc Center Summer Camp will use our facility. Our campers enjoy the football field, art & crafts, music and swimming. We have a vast variety of games and other recreational materials to keep our campers busy and to stimulate their recreational below is a sample schedule of events that your child will be participating during camp:

Sample Schedule for Camp/After-School

6:00-8:00-Drop- off time/ Free Play

8:00-9:00-Breakfast

9:00-9::30-Devotion/Rules/Roll Call

9:30-11:30-Various Scheduled Activities Per Group, Field Trip

11:00-1:00-Lunch

1:00-3:00-Various Scheduled Activities Per Group

3:00-4:00-Snack

4:00-6:00pm-Board Games, Activity Room, Play-Care/ Pick-Up

1:50-3:00-Pick Up Children

2:30-3:30- Snack

3:30-4:30-Homework

4:30-5:30-Gym/Games

5:30-6:15-Activity Room/Pick-Up

TRANSPORATION POLICY

The Salvation Army Kroc Center is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulation, all vehicles used for camp transportation have a Gross Vehicle Weight Rating and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 lbs. or more are not required to be equipped with safety restraints.
2. Buses and Motor Vehicles will be driven by a licensed person. The vehicle will have a current inspection sticker at all time and will always be maintained in safe conditions.
3. Good order in the vehicle is essential to safety. Play will not be tolerated, and we reserve the right to refuse future transportation services to any child when that child's behavior is unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.

EMERGENCY TRANSPORTATION POLICY

The Salvation Army Kroc Center is responsible for the safe transporting of enrolled children to these emergency relocation sites:

A. Dr. Frank Gruich Community Center
591 Howard Avenue
Biloxi, MS 39530
228-374-2853

B. Mercy Cross Recreation Center
390 Crusader Street
Biloxi, MS 39530
228-374-9679

Note: We do carry liability insurance.

Attire

Children should wear loose fitting clothing to allow them to play and move comfortably. Tennis shoes must be worn. Flip flops, sandals, exposed feet will not be accepted. Swim suits and towels should be brought on swim days.

Weather Emergencies

During hurricane or other severe weather conditions parents are asked to tune into WLOX-TV, Lite 107FM, K99 FM or WVMI 1570 and Magic 93.7 for information on program closings. The R.J

Kroc Camp program will close for bad weather only during potentially dangerous situations. We are concerned about the safety of our staff, the children and the parents driving when the weather is dangerous.

Drills

Fire and disaster drills are practiced monthly. A complete plan has already been arranged and is posted

Policy on Medication

We do not dispense prescription medicine to camp participants under any circumstance. Our liability insurance policy forbids it.

Field Trips

A written permission slip for field trips will be signed by parent at the time of child is enrolled. Calendars will be issued announcing all scheduled field trips.

The Salvation Army Kroc Center Staff:

Angelia Grandberry
Play-Care Coordinator
angelia.grandberry@uss.salvationarmy.org

Danielle Emery
Director of Operations
danielle.emery@uss.salvationarmy.org

Toys & Personal Items

Camp provides a wide variety of appropriate toys for each age group. Children should not bring toys from home except by request of the Camp Director. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to insure the safe return of personal belongings brought or left at day camp, but we cannot assume responsibility for any toys brought from home that are lost or broken while at camp.

Emergency Plans

In the event of an emergency that directly affects Kroc Summer Day Camp, the Camp Director will oversee the situation at TSA Kroc Center. In the Camp Director's absent, the person(s) already designated to be in charge in the absent of the Camp Director will take charge. Copies of the Emergency Response Plan will be kept on the parent information board, kept on file in the office, the owner will have a copy and the local police department will have a copy as well.

The following situations will be covered by this plan:

- *Evacuation Procedures and Process
- *Sheltering/ Sheltering in Place
- *Medical Emergencies
- *Natural Disaster: Hurricane, Tornado, Severe Storms
- *Utility Disruption
- *Fire/Smoke
- *Hazardous materials
- *Bomb threat
- *Suspicious articles
- *Potentially violent situations
- *Impaired Parents/Guardians
- *Hostage situations
- *Missing Child

Roles and Responsibilities in Crisis/Emergency

In the event of an emergency, the Camp Director shall declare an emergency and institute the appropriate response actions. If the Camp Director is not available, the next person in authority will assume the responsibilities of the Camp Director.

1. Make sure alternate evacuation locations and transportation arrangements are in place and still available each year.
2. Familiarize all staff of the emergency plan, which is in their Staff Handbook.
3. Consistently implement and document the Center's Drill program.
4. Make sure safety supplies/equipment is present and in working order.

Center Evacuation Sites

1. **Immediate Area Threat** (Bomb threat, fire, flood or other major building problems). Leave your area and meet in front of the building in the parking lot. From there the Camp Director will notify the Director of Operations and between them they will determine if we need to transport all the children to our other location by means of van and mini bus. From there we will proceed to call all parents.

2. **Widespread Threat** (Chemical spill, gas leak, widespread fires, etc.)

Leave your areas and meet in front of the building in the parking lot. Wait for instructions from the camp director. If needed, we will transport to our other location, Guice Center on Howard Avenue. From there we will proceed to call all parents.

3. **Mass Ordered evacuation** (Declared state of emergency).

Call all parents and inform them to come pick up their child(ren) as soon as possible. Within a certain time span if the parent has not come, we will transport the child(ren) to the designated area the Red Cross has determined as a shelter. One staff member will stay until the parents or legal guardian comes.

Evacuation Checklist

- *Maintain order and calmness.

- *Gather children in a group and evacuate in an orderly fashion to the designated assembly area.
- *Check attendance and compile accurate attendance list. Use the list during evacuation and take it along during transport.
- *Transport: Necessary medications, supplies, records, emergency numbers and cell phones.
- *Under no circumstances is staff to stop for any of their own or children's personal belongings.
- *Camp Director has already notified other facility based on situation.
- *Camp Director has already confirmed transportation and arrival time.
- *Notify families of evacuation information, if possible (can do this while transporting).
- *Make arrangements for support of children at other centers.

Medical Emergencies

Life Threatening Medical Emergency Means that the patient requires immediate medical intervention to stabilize and prevent the medical conditions from getting worse. Examples: compound fractures (bone protruding from the skin), severe cuts, internal bleeding, severe burns, difficulty breathing, heart problems, shock, severe allergic reactions to insect bites or food, poisonous plant contact or animal bites, ingestion of chemicals/poisoning and unconsciousness. We have liability insurance.

Procedure for Life Threatening Emergencies

- *Remain calm, give first aid and call for help. Do not move the sick or injured person unless his/her safety is at risk. Call the parents and let them know what's going on. Pull the child enrollment form out and medical information so you can take it to the hospital.
- *Call 911 and someone stay on the line to receive instructions.
- *Assign a staff member to accompany the child to the hospital if the parent is not at the center before the ambulance leaves.

Tornado or Earthquake

A tornado watch means that a tornado is likely over a large area. A tornado warning means a tornado has been sighted or is indicated on weather radar.

All counselors will be directed to get the children to a room that is in the middle of TSA Kroc Center. This room will have NO windows. Counselors will remember to bring their clipboards with them and count their children when they are in their designated spot. Parents will be contacted.

Hurricane

In the event a hurricane threatens Harrison County during any weekdays, the Harrison School Board will close all public schools and TSA Kroc Center will also be closed with any emergency public school closing so that families can keep their children at home and prepare for the storm to pass. When the schools are re-opened, then TSA Kroc Center will resume back into operation provided there is no damage to the facility.

Utility Disruption

If water, heat, or electricity service is disrupted at TSA Kroc Center, the center will make every effort to remain open. However, the decision to close TSA Kroc Center will be based on the following factors:

- *Amount of natural light in the center to the point where staff and children are at risk.
- *The temperature on the Kroc Center thermostats register 64 degrees or below 85 degrees or higher for one hour, with no expectation of heat/air restoration in the next one to two hours.
- *The nutritional needs of children cannot be met.
- *Live wires require the immediate closing of TSA Kroc Center.
- *Loss of water that disrupts appropriate hand washing and toileting with clean running water for more than one hour.

Certain staff members will be designated by the Camp Director to assist calling parents/guardians or starting a phone tree to inform them of the situation after one hour of disrupted service per the Director of Operations to close the Center.

Fire/Smoke

The center has fire drill emergency plan which includes an evacuation procedure, marked exits, smoke detectors, fire extinguishers and safety training with consistent fire drills.

Health Regulations

We are not a diapering or changing facility. If your child accidentally soils him or herself, you will be notified immediately, and will be given 1 hour to pick up or come and change your child's clothes.

In the event of an incident, accident or illness, the Camp Director will:

1. Contact the child's parent(s) or an individual on the child's contact sheet by incident form, or by telephone, outlining the nature of the incident, accident or illness involving the child and outlining whether the child can stay at the facility or needs to be picked up; or,
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well-being, only healthy children will be cared for at the playground site.

These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. If your child has been sent home for head lice and you do not have proof of treatment.

Staff will conduct a health check of each child on Mondays, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. The first time a child is sent home with head lice, the parent must show bottle as proof of treatment. At any time beyond the first time

a child is sent home, the parent must send proof from a physician stating that the child is free and clear of head lice.

The Mississippi Child Abuse Law (Chapter 2 1, Section 43-21-353 found in Appendix C) requires every childcare worker in any child care facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Program director's attention.

Upon notification, the Program Director will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parent in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the Program director has concerns regarding any of the items discussed with the child or the parent he/she will forward all appropriate information concerning the situation to the Department of Public Welfare.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given one hour from the time of notification to do so. Children who are ill will be held in the reception area. If the child is not picked up during that time, the child will be suspended from the program for the following day. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the playground site. The guide-lines prescribed by the State Department of Health regarding exclusion of a child due to illness are listed in Appendix A in the back of this Handbook. In addition, these are posted at your child's playground site.