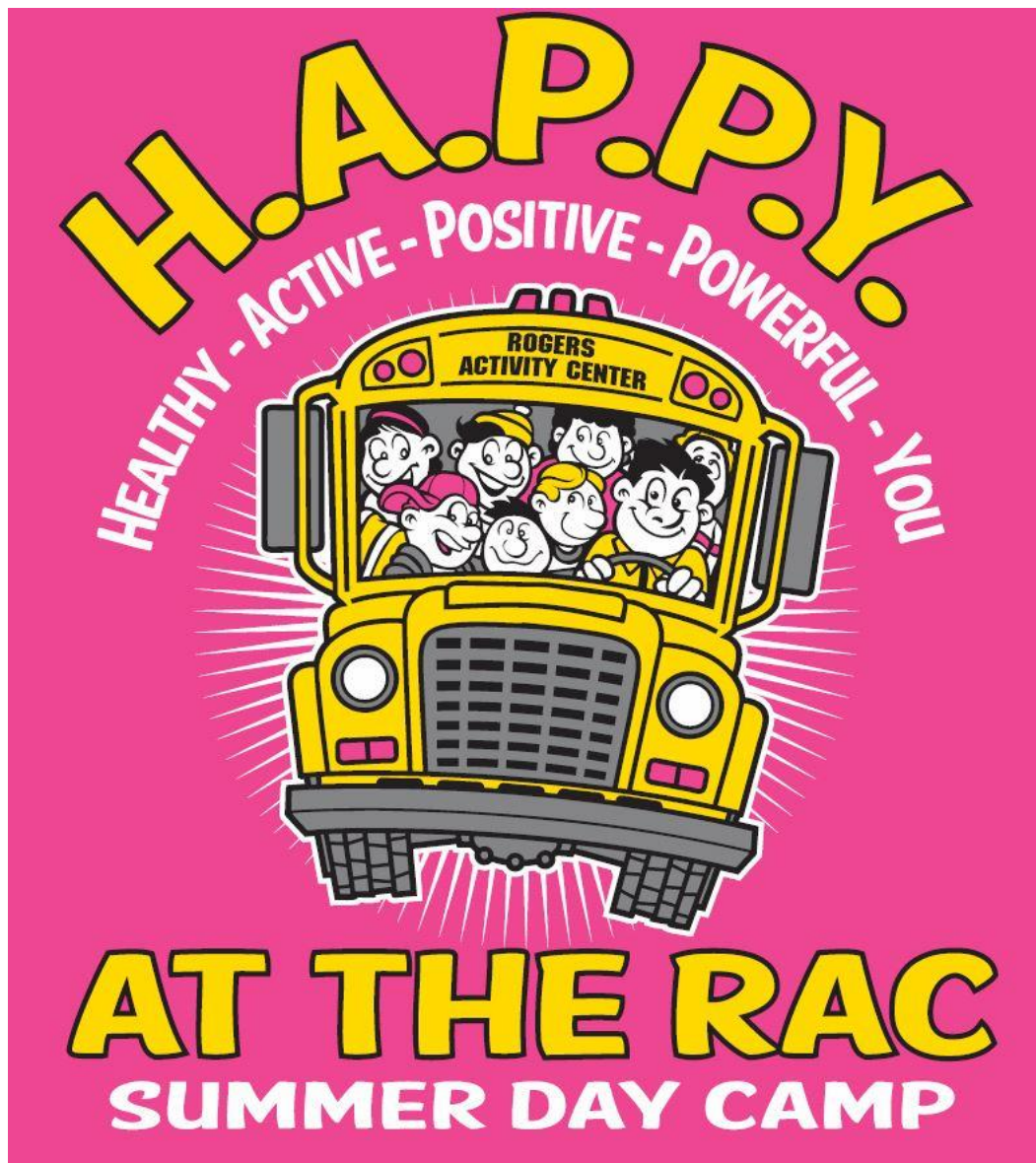


Rogers Activity Center 2018 Summer Day Camp Parent Handbook



Rogers Activity Center

The primary goal of the Rogers Activity Center is to provide a wholesome recreation facility for all. The Rogers Activity Center serves as a fun, recreational outlet for creativity and youthful energies and ideas. The RAC is a facility that can give its citizens an opportunity to grow in many ways – to provide challenges, to give direction, and offer participants the most opportunities to maximize their potential, in the community and in life.

315 West Olive St.
Rogers, AR 72756

479-631-0336

www.rogersrecreation.com

**Rogers
Activity
Center**
A Partnership with the City of Rogers



From the Director

The Summer Day Camp (SDC) Program will offer a fun-filled, safe environment for your child to participate in structured age appropriate games and activities this summer. The SDC program is licensed by the State Of Arkansas, Department of Human Services, Better Beginnings certified and an Outstanding Program award winner from ARPA.

With over four hundred children registering in our program, it is very important that each child understand and follow all rules, policies, and procedures. Please support the staff by re-enforcing to your child that they must follow all directions given by staff.

A parent handbook will be provided to every parent during the registration process. **PLEASE READ THE ENTIRE HANDBOOK CAREFULLY.** You will be asked to verify by signature that you received the handbook and that you understand all policies. This handbook is designed to provide you with information that allows you to assist in our effort to provide your child a fun, stress free, and enriching summer.

Communication is a vital tool in our partnership to offer your child a FUN experience this summer. Please feel free to contact me or Robin Rounds with any questions, comments, suggestions, or concerns.

Have a Great Summer

Coleta Paris

Director

WELCOME

Welcome to the Rogers Activity Center (RAC) H.A.P.P.Y. Kids Summer Day Camp Program. We are pleased that you chose our program for your child. Our Summer Day Camp is designed to provide a positive summer experience for children entering grades first through seventh within a safe, secure, and enriching environment. The program provides activities geared to the interests of all children including arts and crafts, sports, games, special events, field trips, swimming, and much more!

Program Objectives

- ❖ Provide an enriching summer experience for participating youth.
- ❖ Provide a wide variety of quality recreational and educational activities in a safe, healthy, and fun atmosphere.
- ❖ Create positive staff/child interaction, communication, and guidance.
- ❖ Promote self-confidence and accomplishment through completion of program.
- ❖ Offer an affordable option for out-of-school childcare.
- ❖ Lunch is available to children 18 and younger.
- ❖ Offer children access to an affordable program that strengthens their individual skills to prepare them for success throughout life, in school, family and community.

Better Beginnings Certified

Research shows that a child's early care and education play a critical role in a child's brain development. The developing brain is affected by every experience and interaction, both positive and negative. Positive learning environments for children produce tremendous brain development and positive, nurturing relationships at these early ages are essential for healthy social-emotional development. See more at: <http://www.arbetterbeginnings.com/about-us/what-better-beginnings#sthash.f6pe9Dnv.dpuf>

Summer Day Camp is one of the Better Beginnings accredited programs offered. During this program we will:

- ❖ Partner with Rogers Public Library to keep the children reading over the summer break.

- ❖ Provide information to parents and participants of services available to them such as medical homes. A medical home means that a child/youth has one doctor or clinic and one dentist whom he/she sees regularly. Medical homes ensure that child/youth medical records are kept in a central location so that the child/youth can receive the best care available.
- ❖ Provide interest centers that focus on particular types of learning such as blocks and construction, arts, music, drama/theater, language/reading, math/reasoning and science/nature.
- ❖ Work with certified assessors to review the facility's administrative quality.
- ❖ Share information with families regarding stages of development for child/youth.
- ❖ All this information will be posted at the PARENT INFORMATION CENTER located in the Suite G.

DHS Licensed Facility

The Rogers Activity Center (RAC) is a DHS Licensed Childcare facility. We receive 4 visits yearly from an assigned Licensing Specialist to ensure that we follow ALL requirements regarding our license. Some of those requirements may not make sense to you, please understand we do not make them but must follow them. All Compliance Notices are available to the public for review upon request, as well as all Product Recall Notices.

Registration Information

Children must be registered and have a current RAC membership before they can attend the program. Registration forms are available at the RAC customer service desk or may be printed from our website. The Summer Day Camp Program is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us of any changes in residence, telephone numbers, medication, health, etc. Payment for the first week of camp is due upon registration. Throughout camp we take pictures of campers enjoying different activities. These pictures will be used on marketing material, such as flyers, website, and social media to promote our programs.

Payment Information

All fees are due the Friday prior to the week your child will be attending. Monday payments will be considered late and a \$20 late fee will be assessed. Please do not send payments with your child or attempt to pay at check in/out table! If the proper cancellation process is not followed (see below) you will be expected to pay for unattended time. Copy of receipt for payment will be issued at the time of payment. Our Check Policy is:

1. All checks must have a street address; No P.O. Boxes. NO TEMPORARY CHECKS
2. A valid driver's license or state issued picture ID MUST be presented EACH time.
3. The person presenting the check MUST be the same person who has signed the check.

Accepted methods of payment: Visa, Mastercard, AMEX, cash, checks, online payments, and auto payments.

In the event of a returned check, the account will be placed on a "cash only" basis and a \$30 fee will be charged. ALL returned checks are sent to the Benton County Prosecuting Attorney's office for collection.

Cancellations

All cancellations MUST be made in WRITING at the RAC CUSTOMER SERVICE DESK! A conversation with any RAC staff or mentioning an absence to a counselor during drop off or pick up, does NOT constitute cancellation of a registered week. If your child will not attend a week he/she is registered for, you need to cancel that week, using the form provided in this handbook, at the RAC customer service desk one full week (7 days) in advance. Cancellations cannot be made over the phone or via a counselor. If the cancellation policy is not followed, parents will still be responsible for payment plus the late fee. In case of an emergency contact Marleen Heyns as soon as possible at 479-631-0336 x2505 or mheyns@rogersar.gov

See the list below for appropriate cancellation dates:

WEEK	MONDAY - FRIDAY	CANCELLATION	NOTES
1	June 4 - 8	Week 1	Needs to be cancelled by May 28th
2	June 11 - 15	Week 2	Needs to be cancelled by June 4th
3	June 18 - 22	Week 3	Needs to be cancelled by June 11th
4	June 25 - 29	Week 4	Needs to be cancelled by June 18th
5	July 2 - 6	Week 5	Needs to be cancelled by June 25th
6	July 9 - 13	Week 6	Needs to be cancelled by July 2nd
7	July 16 - 20	Week 7	Needs to be cancelled by July 9th
8	July 23 - 27	Week 8	Needs to be cancelled by July 16th
9	July 30 - August 3	Week 9	Needs to be cancelled by July 23rd
10	August 6 - 10	Week 10	Needs to be cancelled by July 30th
11	August 13 - 14	Week 11	Needs to be cancelled by August 6th

Questionnaires and Surveys

Your participation in our questionnaires and surveys is greatly appreciated. By doing these we gather vital information for grant applications which enable us to keep camp affordable for everyone. We also use the information from the camp surveys to improve the Summer Day Camp Program. We appreciate input from all of our parents as well as campers.

Hours of Care

Day Camp hours are 6:30 a.m. to 6:30 p.m. We generally begin the daily activities by 8:00 a.m. and ask that your child is here no later than 10 a.m. to avoid confusion when leaving for field trips. Please do not drop your child off to wait in the lobby until camp opens. We do not have supervision for children waiting in the lobby.

Late Pick-Up Policy

Day Camp closes at 6:30 p.m. Parents whose children remain past 6:30 p.m. will be charged a \$5.00 per minute, per child, late fee that must be paid before the child can attend the next day. Repeated violation of this policy will result in a required meeting with the Director.

Camp Communication

Weekly schedules are available at the check in tables each Friday as well as on our website. Changes to schedules, as well as FUN pictures will be posted on our website www.rogersrecreation.com and social media. Some changes to the schedule will be made without notification due to circumstances beyond our control such as weather. Please “like” us on Facebook (Rogers Activity Center), follow us on Twitter (Rogers Activity Center@RogersActivity) or follow us on Instagram (rogersactivitycenter) for updates or changes.



Health Requirements

The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child’s ability to actively participate in the program. If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, etc. it is imperative that he/she stay home for the day. Your child can return to camp if he/she is symptom free for 24 hours (same as school).

For children who become ill while at camp, parents will be contacted and the child will be sent home for the following, but not limited to:

- Oral temperature 101 degrees or greater
- Vomiting twice in 24 hours
- Liquid stools (2 or more)
- Stomach ache lasting more than 2 hours
- Rash with fever or behavior change
- Uncontrollable and persistent cough
- Sore throat if associated with fever or swollen glands in the neck
- Appearance of acute illness or complaint of severe pain
- Presence of head lice or nits
- Mouth sores with drooling
- Any symptoms of possible Pink Eye

In the event a child exhibits any of these symptoms, that child's parent will be contacted and will be expected to pick their child up promptly. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a "quiet area" away from the main program area but still in sight of the camp counselors or RAC staff. If parents cannot be reached, we will contact emergency contacts listed on the registration form (in no particular order). All minor scrapes and scratches will be treated by Camp Staff and reported to parents at the end of the day.

Medication

Medication given to a child by a staff member must be authorized by a parent by completing a medication permission form. This can be found at the camp check-in table or on our website. All medication must remain in the original container, with the child's name, medicine name, date of prescribed medication, and time of day the child should take the medicine. The parent/guardian is required to hand deliver the medication(s) to the camp staff – please do not send it with your child. Children cannot keep any medication with them. We will keep Acetaminophen on hand for minor issues (headache, etc.). We will only administer to children who have a signed permission form on file. Parents will be informed if medication was administered. *If your child has a food allergy and needs food substitutions, you must provide a doctor's note before camp starts (same as in school).*

Medication that was left at camp needs to be picked up the last day of camp or within one month after the end of camp. All medications left after one month, will be disposed of properly.

Swimming

Each child will need a bathing suit, towel, and sunscreen on scheduled swimming days. Please put these belongings in a bag with the child's name on it. Parents are asked to please donate sunscreen to be shared by all campers. These donations help keep camp fees affordable 😊.

If your child can use only a certain brand of sunscreen, please provide a bottle with the child's name on it. Inform the check-in counselor that your child is the only one to use that sunscreen.

Please be sure to mark swimming ability and sunscreen needs on the enrollment forms. We use the information you provide to make a checklist for swim days to assure that all children get adequate sunscreen. All children will be given a swimming skills test on their first swimming day. If they decide not to take the swim test, they will only be allowed in the kiddie pool. They can always retake the swim test as their swimming abilities improve over the summer.

Manners

All children need to follow basic courtesies! This includes table manners, politeness and respect for staff, fellow campers, equipment, and facilities. Please make sure your child understands the importance of following rules and directions given by counselors in order to keep all safe. We realize kids will be kids, but one of our goals is to help them grow into responsible individuals.

Administration

As a licensed day care facility we must inform you that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent). We will perform daily back pack/bag checks as required by the Minimum Licensing Requirements.

Field Trips

A calendar of the summer special events will be available no later than March 19th. You can pick up a copy at the RAC or find it on our website (www.rogersrecreation.com). All children and camp staff must go on the field trip with their group. If your child needs to be picked up early please pick them up at the field trip location before the bus leaves the location to return to the RAC. We cannot wait on children being picked up! You can also pick your child up before the bus leaves the RAC for the field trip. Your child cannot wait at the RAC to be picked up during field trip times or dropped off at the RAC before the bus returns from field trips. Be sure to pick up your weekly schedule every Friday afternoon. Schedules will also be available at www.rogersrecreation.com. The schedule contains all the information you will need to have your child show up prepared for each day's

activity. Field trips are subject to change, without notice, in the event of circumstances out of our control.

We strongly encourage the use of water bottles during camp and on field trips. Please send a water bottle marked with your child's name to camp every day! Water bottles are lost all the time; please don't send your child's favorite (or valued) water bottle to camp.

Full Day Field Trip

This is a very exciting day for all campers. We will leave the RAC at 8:00 a.m. and return at 6:00 p.m. We must have a completed Permission Slip before we can take your child on this field trip. Breakfast will be served on the bus. Please make sure children arrive at the RAC no later than 7:15 a.m. ALL campers MUST wear the current year's camp t-shirt, comfortable shoes, and a hat. Campers need to bring a sack lunch with them that day. Please use sturdy lunch boxes rather than paper bags. Add cold packs to your child's lunchbox to ensure that the food stays cool until lunch time.

The following process will take place upon our arrival back at the RAC at approximately 6:00 pm. In this order,

- ❖ We will unload buses
- ❖ We will call roll
- ❖ Children will line up by color group
- ❖ Parents will be lined up on opposite side of tables by color group (know your child's color group upon arrival)
- ❖ Staff will check ID, have you sign your child out, and then your child may leave.

Upon our arrival at the RAC, PLEASE do not try to pick up your child as they step off the bus. We have to take roll and if a child is not present, it will cause additional delays. Do not step behind the check-out tables after your child has been called. It causes unnecessary confusion.

- ❖ If you prefer to miss the rush, then arrive a little later at the RAC, rather than before or right at 6:00 p.m., but please plan to arrive by 6:30 p.m.
- ❖ If, for any reason, we will arrive after 6:00 pm at the RAC, we will let the RAC know what the new estimated arrival time is.

Discipline Policy

In the Rogers Activity Center Summer Day Camp Program, discipline is viewed not as a punishment, but as a means of teaching the children what is acceptable behavior. Our goal is to help each child develop the inner control needed to function as positive, productive individuals.

One acceptable disciplinary technique used in day camp is the "time out" procedure. Time-out is temporary removal of a child from a stressful situation which results in the child sitting in a special place for the number of minutes equal to the child's age. While in time out your child will still be visible and supervised by summer camp staff. Other methods include limited participation in certain activities, written communication with parents as to why the behavior was inappropriate, and contacting parents.

The written communication system works as follows:

Your child will receive several verbal warnings from his/her counselor. The counselor will also explain to your child why his/her behavior is unacceptable and help your child understand what would be a better choice to make. If the child continues this behavior, the counselor will do a Parent Notification form. This will inform the parent about what happened and how the situation was handled. If the child displays the same inappropriate behavior again, an Incident Report will be sent home. If there is no change in your child's behavior or actions after all these communications and attempts to assist your child to make better choices, a Disciplinary Action Report will be completed. Summer Day Camp participants may receive up to 3 disciplinary reports. The consequences are as follows:

- 1st report will include a discussion between the child and the camp Director. Parents will receive a phone call and/or will be talked to at pick-up to sign the form.
- 2nd report will include a discussion between the child, the camp Director and the Program Director. Parents will receive a phone call and the child will be suspended from camp for one day.
- 3rd report will include a discussion between the child, the camp Director and the Program Director. Parents will be required to conference with Program Director to discuss disciplinary actions, which may include expulsion from

camp. If a child is expelled from camp, special permission is needed to return to camp the next year.

Parents will be asked to sign each report and will be provided copies of each report.

Certain types of behavior are not tolerated in camp and will result in immediate Disciplinary Action Report. Suspension might be added, even to a first offense, depending on the severity of the behavior. The following behaviors are considered unacceptable:

- hitting, biting, kicking, throwing, or any other physical action that may cause harm to any other child or adult;
- use of obscene language, spitting or other forms of verbal abuse or degradation by children directed at other children or adults;
- repeated refusal by a child to comply with the rules and/or failure to listen to a staff member;
- any child's behavior that is potentially harmful to himself/herself or other campers or staff;
- Physical fighting of any kind.

Humiliating or frightening punishment of a child is strictly forbidden. This includes physical punishment.

Each child in the day camp program is regarded as unique and special. This belief is demonstrated in the way counselors treat children and one another. As role models to the children, counselors will strive to be fair and consistent and will show the children the respect they want for themselves.

Discharge

If a child is continuously uncontrollable, destructive, disruptive or exhibits other such behaviors unacceptable in our program, the Director may discharge such child temporarily or permanently. *No refunds will be given if a child is discharged.* Any child that brings any type of weapon will be expelled immediately.

How Parents Can Be Helpful

Summer Day Camp is not a babysitting service. Please impress upon your child(ren) that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun.

1. Visit our booth at Summer Celebration or contact Marleen Heyns at mheyns@rogersar.gov with any questions!
2. Please label all of your child's belongings. CHECK LOST AND FOUND OFTEN!
3. Campers are absolutely not to bring personal items to camp such as toys, electronic games, cell phones etc. *We are not responsible for any misplaced, damaged, or stolen items.* These items will be confiscated and given to parents at check-out.
4. Campers should be dressed in appropriate clothing for camp. Be prepared to get clothes dirty. See weekly schedules for appropriate dress code for each day.
5. Campers are encouraged to wear tennis shoes and socks to camp daily. If water shoes, flip-flops, or sandals are needed, send them with your child and he/she will be allowed to change shoes at the appropriate time.
6. Carefully look over the payment policy and note that the parent/guardian must come in to the front desk to make the payment in person. This will help ensure the correct information is gathered and a receipt will be printed to show the payment was received. *To speed up the payment process, have your Drivers License ready for the staff (even if you already wrote the information on the check).*
7. *Note the cancellation policy!* If your child will not be attending a session you have reserved, fill out the cancellation form and make the cancellation at the front desk at the RAC ONLY! Be sure to cancel the Monday prior to the week your child will not attend. Failing to do so will result in the parent being charged for that week including a late fee. See cancellation notice on the last page of this handbook.

Talent Show

The Rogers Activity Center will host the Annual SDC Talent Show at 8:30am (see field trip schedule for the date). Parents and family are welcome to attend. Please ensure that your child arrives at camp on time if he/she is participating in the talent show.

Campers will have the opportunity to entertain parents, family and friends. Please help your child choose an act or song that is camp appropriate and help them practice for the big day. All acts and songs will be submitted to the Childcare Director for final approval.

Store

Some fieldtrips do not have concession stands. We discourage the children from using vending machines! We will have a camp store for the children to buy a snack and a drink when concessions are not available. Parents may leave money in child's account for purchases.

Pick up and Drop off Procedure

We will continue our drive thru pick up system. Our system is similar to picking your child up from school. The drive thru pick up time is from 4:00 p.m. until 6:00 p.m. During this time you will not be able to pick your child up inside the building. Picking your child up before or after this time will be at the respective check out tables, inside the building. Please be sure to ALWAYS have your Picture ID ready for check out. In consideration of your child's safety, we will not accept any identification that does not display your picture.

Parents using the drive-thru pick up will enter the back parking area from the west drive way, closest to Northside School Playground. When entering the parking area, provide the check-out counselor with your child's name and your picture ID. Your child will be called from the play area, while you wait in the pick up line. When your child is safely buckled in, you may leave the pick up area and exit via the driveway in front of the Rogers Activity Center. We will NOT release a child without seeing proper ID.

Making afternoon payments will result in you having to pick up your child, park in the front parking area and go to the Customer Service Desk. (You will not be allowed to hand payment to the check-out counselor or send it with your child.)

When arriving for camp in the morning, please escort your child in to the check in table. When you pick up your child, please sign him/her out with the check-out counselor (bring your picture ID). Care ends promptly at 6:30 p.m. Please allow sufficient time for your child to finish what he/she is doing and put away materials.

A child is not permitted to leave the area unless a parent or other authorized person signs the child out. Make sure you list any adult who will be allowed to pick up your child in the space provided on the enrollment form. Please advise them to have a driver's license or other form of picture identification. Changes on your child's pick up list must be made in person on original registration form. NO Exception!!
We cannot release your child to any person less than 18 years of age per our DHS Minimum Licensing Requirements.

**SUMMER DAY CAMP 2018
WEEKLY CANCELLATIONS/ADDITIONS**

Parent: _____

Younger Camp _____ Child: _____

Older Camp _____ Child: _____

Cancellations

Additions

Week: June 4 – June 8 _____
 June 11 – 15 _____
 June 18 - 22 _____
 June 25 - 29 _____
 June 26 – 30 _____
 July 2 - 6 _____
 July 9 – 13 _____
 July 16 – 20 _____
 July 23 – 27 _____
 July 30 – August 3 _____
 August 6 – 10 _____
 August 13 – 14 _____

June 4 – June 8 _____
 June 11 – 15 _____
 June 18 – 22 _____
 June 25 – 29 _____
 June 26 – 30 _____
 July 2 – 6 _____
 July 9 – 13 _____
 July 16 – 20 _____
 July 23 - 27 _____
 July 30 – August 3 _____
 August 6 – 10 _____
 August 13 – 14 _____

Comments:

Parent Signature: _____ Date: _____

Staff Initial: _____ Date Received: _____

Childcare Director: Cancelled Added Date Completed: _____