

# CAMP JUST KIDS: Waterford FAQ's

## **Parent Information:**

### **Where is the camp located?**

We operate in the **Waterford Elementary School in the Cafeteria**. Although, this is our home base, we are out of the building and in the community regularly. You can get to the Cafeteria through the back of school, use the buzzer. There will be a sign on the door.

### **What are the hours?**

Camp opens each day at 7:00am and ends each day by 6:00 pm. We ask that you drop off between 7:00am and 9:00 am and pick up no earlier than 4:00 pm. Special arrangements can be made if you have an appointment etc. The schedule will have the students out of the building so we cannot guarantee that a student will be at the Waterford School building after 9 am or before 4 pm.

On trip days- the bus may leave prior to 9 am and or arrive after 4 pm. Please check with the childcare staff for special instructions for these days.

There is a \$15 late pick-up fee for any child not picked up by 6 pm. If the pick-up is after 6:30 pm another \$15 will be assessed for every 15 minutes afterward.

Each child must be signed in and out of the camp directly by the parent or parent designated person.

### **How many children will be at camp?**

We are limiting the enrollment to 45 campers per day. Spaces are limited and will be filled on a first come first serve basis. Completed registration forms and deposit must be received to hold a space.

### **Who will be staffing the camp?**

The camp staff are mature Just Kids childcare providers that have years of experience in our before and after-school programs! These staff are trained in CPR/First Aid and have over 40 hours yearly of routine training in school-age childcare. The staffing ratio is under 1:15 with more than two staff for the core camp hours.

### **How do I contact the camp staff during the day?**

The camp staff can be reached through a cell phone- **(856) 905-2046**. It is on from 7:00am until 6:00pm at night. If you call after these hours, you can leave a voicemail message. Please call them directly if you will not be attending camp, have questions about activities or need to share information about your child.

### **What if I need to change the schedule I registered my child(ren) for?**

Changes in schedule *may be accommodated if there is space* but must be requested no later than the **Monday prior** to the Monday start of the week of camp in writing (fax, email or letter). There are no refunds of tuition paid if notice is not given within this time frame for a change in schedule.

### **How do I pay my remaining weekly tuition balances?**

Payment for **weekly balances will be automatic deductions as outlined on your completed EFT form**. All weekly balances will be automatically deducted from the account you designated on the Tuesday prior to the week of camp.

If you do not pay in full by this date, your space may be given away and any money given is non-refundable.

### **What do I send with my child to camp each day?**

- A brown bag lunch (refrigeration is available)
- Sunscreen (put on your child each day prior to getting to camp as well)
- A water bottle with your child's name on it
- A swim suit, water shoes (recommended) and towel (labeled with your child's name) on swimming / water days
- A string bag or back pack to put all your children's clothes or belongings in (labeled with your child's name)

### **What should I not send with my child to camp?**

Dress your child in clothes that are appropriate for camp: sneakers, t-shirts etc. Do not dress them in clothing that cannot get dirty or that will not enable them to play freely. Flip flops are not recommended as children are not free to run safely in them. There is no need to send your child with expensive electronics or money to camp. Camp Just Kids cannot be held financially accountable for broken or lost personal items including: eyeglasses, clothing, towels, toys or medical apparatus. We do our best to keep track of all necessary items. Do not send electronics with your child to camp.

### **How will I know what my child is doing at camp each day?**

- Each Monday at drop off time you will be asked to sign permission slips for all the walking and field trips your child will be taking that week along with a schedule for the week.
- Each week there is a curriculum calendar hung up on the Parent Corner outlining the special activities for the week. This calendar will also be available to view the week prior on the Just Kids website ([www.justkidsprogram.org](http://www.justkidsprogram.org)). The daily routine schedule is posted on the Parent Corner for you to see.

### **What do I do if my child will be absent or is sick?**

Notify the camp staff at least a day in advance if you know your child will be absent. This will enable them to plan numbers of students for fieldtrips. If your child is sick, call the camp staff to let them know that your child will not be attending. Please do not send your child to camp if they are visibly ill including a contagious disease or illness, vomiting, diarrhea or fever (of 101.5 F or greater). You need to provide the camp with a doctor's note approving them to return to camp for any communicable disease or upon request.

### **What do I need to know about swimming?**

- We bus the children once a week to swim at Archway Program's pool at our Atco campus. The pool schedule will be available prior to the start of camp.
- Swim time is free swim. Swim lessons are not provided.
- The children are kept in the shallow end of the pool with direct supervision of Just Kids staff in addition to the pool lifeguards. If your child wants to use the roped off

deep end and the diving board, they must pass a test with the lifeguards and receive a band allowing them into this area. Please note that Archway's pool is designed with special needs children in mind. The shallow end is 3 feet high and is the largest area in the pool.

- Children can bring swim vests to be used at the pool. If you want this for your child, just provide the swim vest labeled clearly with the child's name. Communicate with the Camp Supervisor that your desire is for your child to only enter the pool with the swim vest on.
- Pool toys and noodles are provided but not meant to be used as safety equipment.
- We bring our afternoon snack and water to the pool.
- Pool shoes are highly recommended.
- Students must provide their own towels, labeled with their name.

### JUST KIDS DISCIPLINE POLICY

JUST KIDS promotes positive behavior in children through: setting consistent and realistic limits; structuring the environment to meet needs of children; structuring the schedule and activities to meet the developmental and special needs of children; encouraging and reinforcing cooperation and other pro-social behaviors; and teaching and modeling positive communication and interaction between staff and children. However, as in the schools, Just Kids has ***a zero tolerance policy regarding physical aggression***. Just Kids encourages the children to participate in establishing the discipline rules for their group. These rules are posted so that all children will be aware of their limits.

Behavioral issues are first dealt with pro-actively within the program. Behaviors that are developmentally appropriate for the child or children are dealt in a teaching manner rather than in a disciplinary manner. Ex. a six years old not staying in his/her seat without verbal redirection. Children will not be disciplined for failing to eat or sleep (if applicable to the child) or for soiling themselves.

When a child has difficulty participating within the rules of the program, the parent or guardian will be notified as outlined below. Staff will use a variety of interventions from the least intrusive and restrictive first to suspension from program, if warranted. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem. Just Kids makes the final decision regarding all disciplinary action based upon the individual case using the framework below:

**Verbal communication** is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple days and staff interventions may have worked to change the behavior at the moment, however, the behavior is on-going.
- This could take place in the form of a private short discussion at pick up time or a parent conference.

**Written communication** is warranted with a parent for the following using the Conduct Form:

- Behavior against the rules of the program that has been on -going and staff interventions have been generally ineffective. This includes on -going disrespect, disruptiveness, inappropriate language and defiant behavior.

- Behavior which puts the child or other children in jeopardy such as running off school grounds or out of the program room without permission, hitting another child, destruction of property, and self-injurious behaviors. A parent conference will be held for infractions that warrant a written communication in order to problem solve the issue at this time. A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program.

**Suspension** must be approved by the District Manager and is warranted for the following:

- The same or similar severe behaviors which have been written up a minimum of three times for the child.
- Child using inappropriate language or name calling directed at another which is seen as offensive to others.
- Behavior that puts the child or other children at imminent risk including: seriously verbally or physically threatening behavior, intimidating, physical fighting, hitting, biting, spitting upon or otherwise harming another.
- Physically assaulting a staff person.
- Child bringing an item that could be used as a weapon to program. (In this case the weapon is confiscated and the parent immediately called to pick up the child.)

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program. ***There is no refund of tuition for days missed due to suspension.***

Typically, there is a day between the parent notification of a suspension and the suspension date in order to assist the parent in finding alternate care. The suspension is for the next day if the child is seriously threatening another child or assaulted a provider. The length of the suspension will be determined on an individual basis. A parent conference may be required to take place in order for the child to return to the program.

**Expulsion Policy:** Just Kids reserves the right to terminate care for a child.

**Reasons for Termination of Care:**

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children or program at risk.
- Failure to pay monthly tuition or fees due to Just Kids.
- Parents' failure to follow Just Kid procedures outlined in Parent Handbook.
- Parents' acting in an abusive or harassing manner toward providers, staff or other participants in the program.

**Parent Conference:** A parent conference to communicate and develop interventions or action plan takes place prior to the decision to terminate unless termination is due to an act or threat of violence, failure to pay, and or parent's abusive/ harassing behavior.

**Decision Making for Termination:** Each recommendation is reviewed by the District Manager and JUST KIDS administration. A decision is made on a case by case basis with the health and safety of the children and staff as the first priority.

**Notice of Termination:** Sufficient notice is given of 5 days to the parent prior to termination both verbally and in writing. The length of the notice depends upon the risk level to the children and

staff at the time. Immediate termination without prior notice will be enacted if the child or parent is placing other children, themselves or the program at an immediately risk. This includes an act or threat of violence.

***Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. Acts or threats of violence will require parents to come immediately to remove the child. If the act or threat is judged to place the children and staff in immediate danger 911 will be called. A child removed from Just Kids may not return to the program pending an investigation. Just Kids must uphold all school policies regarding threats or acts of violence.***

A child will not be terminated if a child's parent:

- Makes a complaint to the Office of Licensing regarding Just Kids alleged violations of a licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Contact us at: 856-768-8190 / [www.justkidsprogram.org](http://www.justkidsprogram.org) /  
[justkids@archwayprograms.org](mailto:justkids@archwayprograms.org)